



Minutes of a Special Meeting and a Regular Meeting of the Board of Park Commissioners of the Palatine Park District, Cook County, Illinois, held at the Village of Palatine Community Center Building, in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday, October 9, 2018 at 5:30 p.m. and 7:00 p.m.

Call to order at 5:30 p.m. - Special Meeting of the Palatine Park Commissioners

Commissioners Present

Susan Gould, President
John Cozza, Vice President
Terry Ruff, Treasurer
Jennifer Rogers
Nicholas Sawyer

Staff Present

Michael Clark, Executive Director
Keith Williams, Supt. of Recreation
Ed Tynczuk, Supt. of Parks & Planning
Elliott Becker, Supt. of Finance
Cheryl Tynczuk, Supt. of District Services & Projects
Steve Nagle, Supt. of Facilities
Donelda Danz, Asst. Supt. of Recreation

Tina Becke, Asst. Supt. of Finance
Jim Holder, Asst. Supt. of Parks & Planning
Joshua Ludolph, Asst. Supt. of Facilities
Pete Cahill, Asst. Supt. of District Services & Projects (HR)
Michael Noens, Digital Marketing Coordinator
Trish Feid, Park Board Secretary/Executive Asst.

Approval of Agenda

Commissioner Rogers moved and Commissioner Cozza seconded that the agenda for the special meeting be approved. By a voice vote, the agenda for the special meeting of October 9, 2018 was approved as presented.

AYE: Nicholas Sawyer, Jennifer Rogers, Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: None

Motion carried.

Discussion

The Park Board reviewed the previously distributed proposed 2019 Capital Budget. Director Clark said that the purpose of the informal meeting is to receive feedback from the Commissioners and for the Park Board to have conversation with staff regarding the proposed Capital items for 2019 budget. Clark reminded the Board that the Repair and Replacement items are incorporated into the plan as tier #3. Clark handed the meeting over to staff. Supt. E. Tynczuk explained the tier levels and their classifications, tier #1 are the required items such as ADA and Intergovernmental Agreement project items. Tier #2 include projects not started or completed; and tier #3 is the Repair and Replacement items and the timeline cycle of every item we own which is reviewed each year. Tier #4 are the new items such as projects identified from either the Master Plan, Space Needs Assessment, residents, etc. Tynczuk also described the budget process over next 5 years and potential referendum action. Various capital items were reviewed and discussed. The review of the proposed budgeted items over the next 5 years sparked the opportunity to have a future special Board Meeting dedicated for discussion of the Palatine Stables; this unique facility of Palatine Park District offers a rare specialty for our residents and community neighbors to use. The Palatine Stables' facility needs

continuous renovation, some projects are competed; although, there are many other significant projects remaining and some of the Park Board Commissioners voiced concern of the total amount dedicated to the Stables' renovation expenses. Staff will gather the requested information and prepare for a future meeting. Commissioner Rogers asked if Director Clark needed any action from the Park Board regarding tonight's discussion of the proposed 2019 Capital Budget; Clark said that this meeting is regarding Board feedback for staff. President Gould asked if there is anything that staff would like to see on the capital list, Supt. E. Tynczuk believes that staff was very thorough with including all items; and, Supt. Becker added tier #4 specifically for such requests. Clark said that staff will implement this review/discussion process every year for Park Board feedback regarding the upcoming year's proposed budget.

Adjournment

There being no further discussion regarding the Special Meeting of the Palatine Park Board of Commissioners, Commissioner Sawyer moved that the special meeting be adjourned. Commissioner Ruff seconded the motion which was unanimously approved by a voice vote. President Gould said that the motion was approved; meeting adjourned at 6:43 p.m.

Call to order at 7:00 p.m. - Regular Meeting of the Palatine Park Commissioners

Commissioners Present

Susan Gould, President
John Cozza, Vice President
Terry Ruff, Treasurer
Jennifer Rogers
Nicholas Sawyer

Staff Present

Michael Clark, Executive Director	Joshua Ludolph, Asst. Supt. of Facilities
Keith Williams, Supt. of Recreation	Pete Cahill, Asst. Supt. of District Services & Projects (HR)
Ed Tynczuk, Supt. of Parks & Planning	Joan Scovic, Marketing & Communications Manager
Steve Nagle, Supt. of Facilities	Karen Rude, Preschool Coordinator
Elliott Becker, Supt. of Finance	Michael Noens, Digital Marketing Coordinator
Cheryl Tynczuk, Supt. of District Services & Projects	JP McNamara, Outreach Coordinator
Donelda Danz, Asst. Supt. of Recreation	LoriAnne Nelson, Graphic Designer
Tina Becke, Asst. Supt. of Finance	Trish Feid, Park Board Secretary/Executive Asst.
Jim Holder, Asst. Supt. of Parks & Planning	

Citizens

Bob Lewis, PMA Securities, Inc.

Approval of Agenda

Commissioner Rogers moved, and Commissioner Sawyer seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of October 9, 2018 was approved as presented.

AYE: Nicholas Sawyer, Jennifer Rogers, Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: None

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Rogers moved, and Commissioner Sawyer seconded that the consent agenda be approved. By a roll call vote, the following items under the consent agenda were approved: Regular Meeting Minutes of September 11, 2018; August Financial Statement; Ratification of Warrant #18 – including Expenses for Travel Expenses; and, Warrant #19 – including Expenses for Travel Expenses. The result of the roll call vote follows:

AYE: Nicholas Sawyer, Jennifer Rogers, Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: None

Motion carried.

Comments from the Audience

No comments at this time.

New Business

Supt. Becker said that Mr. Lewis, of PMA Securities, Inc., has been asked to return tonight to answer any questions and to continue the discussion with the entire Park Board on whether or not to pay-off the net pension liability; and, for consensus of a proposed recommendation. Mr. Lewis thoroughly reviewed each segment of his presentation including various repayment options and funding summary information; early pay-off risk considerations; and, the timeline of the District’s estimated capital needs over the next 5 years. Regarding the upcoming Supplemental Budget and Appropriation Ordinance, Supt. Becker said that the timing of the Board’s direction is important. Discussion ensued, and after significant conversation regarding multiple scenarios to fund the net pension liability, there was Board consensus. The Park Board gave direction to take a phased in approach using funds on hand for the District’s \$3.7 million net pension liability pay-off; first payment to start in December of 2018. Commissioner Cozza offered a formula to pay down the liability over time using Districts funds and stressed not to borrow and create debt to pay debt. Commissioner Ruff suggested to revisit and calculate the debt payment every year based on District’s financial position. Therefore, paying off the liability of \$3.7m over 7 years; calculating the new payment every January, by taking the unfunded liability dividing by 7; and then add the new payment amount to the budget; staff to revisit this process every year until debt is repaid. With Park Board consensus, Commissioner Cozza motioned to pay down the net pension liability of \$3.7 million in a phased in process that in every January, the District calculates the new amount and takes funds out of District cash fund to make a payment towards its unfunded liability with the ability to budget for each year. Commissioner Ruff concurred with the motion. The modified motion was approved by a roll call vote as follows:

AYE: Nicholas Sawyer, Jennifer Rogers, Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: None

Motion carried as amended.

The Board reviewed a previously distributed board summary for 2018 Trimester 2 Agency Work Plan Progress Reporting. Director Clark said that staff continues to provide trimester reports and maintains the check-in intervals to stay on target with department goals. Clark said that he is pleased with the progress. Next month staff is scheduling a retreat to set 2019 goals.

The Board reviewed a previously distributed board summary for the Award of Bid for Family Aquatic Center Filter Media and Lateral Replacement. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners approve the lowest responsible bidder, Aqua Pure Enterprises, Inc., of Romeoville, Illinois in an amount not to exceed \$55,901.52 for the Family Aquatic Center Filter Media and Lateral Replacement Project. The motion was approved by a roll call vote as follows:

AYE: Nicholas Sawyer, Jennifer Rogers, Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary for the Award of Bid for 2019 Park District Program Brochure Printing Bid. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners accept the bid from Action Printing of Fond du Lac, Wisconsin, the lowest responsible bidder, in an amount not to exceed \$118,176 per year for the printing of the 2019 program brochures. The motion was approved by a roll call vote as follows:

AYE: Nicholas Sawyer, Jennifer Rogers, Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: None

Motion carried.

Departmental Reports

The Park Board reviewed the previously distributed District Services and Projects Department Report. No additional highlights were mentioned and Supt. C. Tynczuk inquired if there were any questions.

The Park Board reviewed the previously distributed Recreation Department Report. Supt. Williams introduced Communications and Marketing's new hire, LoriAnne Nelson. Graphic Designer Nelson said that she is glad to be at Palatine Park District and part of the team. The Park Board and staff welcomed Ms. Nelson aboard. William thanked Commissioners and staff who attended the sponsorship appreciation dinner; it was a very nice event.

The Park Board reviewed the previously distributed Annual Preschool Report. Preschool Coordinator Rude, thanked the Park Board for letting her present the yearly program information. Rude highlighted that the preschool program celebrated their 50th anniversary this year and then Rude provided a brief history of the timeline and development of the 4 preschools. Other report items include many staff changes and the difficulty with hiring new staff; the relicensing cycle process for the 4 preschools; the unpredictable enrollment each year although steady registration; and, challenges with DCFS compliance obligations and aging preschool buildings.

President Gould noted there were no other Departmental Reports. The Park Board thanked staff for the Department Reports and for the Annual Preschool Report.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark highlighted a few items including the renewing of the District's auditor contract and Clark would like to know the Park Board

thoughts; President Gould asked about having the same auditor for such length of time; Becker reviewed the other appropriate firms and suggested that perhaps rotate partners among the current firm; there was consensus to stay with present auditors. Clark thanked the Park Board for the opportunity to attend NRPA Congress; it was a good conference. Clark reminded the Commissioners that Friday is the Best of the Best Gala and the District will be recognized for 2 categories; and, also President Gould on her 25th anniversary as a Park Commissioner. Lastly, Clark was happy and proud of the District in earning the status for state accreditation (unofficially); Clark thanked staff for their efforts.

Commissioners' Comments

Regarding Supt. Williams' request for Coalition Committee involvement, Commissioner Ruff welcomed the position. Commissioner Ruff gave thanks to staff regarding the sponsorship appreciation dinner.

After visiting many areas when traveling throughout the country, Commissioner Cozza stressed his appreciation for what we have around our community and he is very happy to be part of the Palatine Park District and community.

Commissioner Sawyer added congratulations to staff regarding the informal announcement of being State Accredited.

Regarding future agenda items, Commissioner Rogers asked for a meeting for discussion regarding the Palatine Stables' future and to decide as a Park Board if we are committed to this amenity with making the needed improvements or look for another direction. In preparation to this special meeting, staff will provide material from various past reports and thoughts regarding the entire parcel of Meadowlark/Palatine Stables.

Executive Session

President Gould requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Rogers moved that the Board of Park Commissioners go into closed session for discussion of Executive Session; Section 2(c)(1) Open Meetings Act for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District; and, Section 2(c)(5) Open Meetings Act for discussion of the acquisition or lease of real property for the use of the District; Commissioner Ruff supported the motion. The result of the roll call vote follows:

AYE: Nicholas Sawyer, Jennifer Rogers, Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: None

Motion carried at 8:28 p.m.

Return to Open Session

Commissioner Ruff moved to come out of closed session and resume to the regular meeting of the Board of Park Commissioners; Commissioner Cozza seconded the motion which was unanimously approved by a voice vote as follows:

AYE: Nicholas Sawyer, Jennifer Rogers, Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: None

Motion carried at 10:05 p.m.

Action on Matters Considered in Closed Session

President Gould said that the Board of Park Commissioners met in closed session to discuss Section 2(c)(1) Open Meetings Act for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District; and, Section 2(c)(5) Open Meetings Act for discussion of the acquisition or lease of real property for the use of the District, President Gould said that there is no action at this time.

Adjournment

There being no further business to come before the Board on this date, Commissioner Ruff moved that the regular meeting be adjourned. Commissioner Rogers seconded the motion which was unanimously approved by a voice vote.

AYE: Nicholas Sawyer, Jennifer Rogers, Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: None

Motion carried at 10:05 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Susan Gould
President

Next scheduled Park Board meetings:

October 23, 2018
November 13, 2018
November 27, 2018
December 11, 2018