



Minutes of 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 23, 2018 at 7:00 p.m.

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

Commissioners Present

Susan Gould, President
John Cozza, Vice President
Jennifer Rogers
Nicholas Sawyer

Commissioner Absent

Terry Ruff, Treasurer

Staff Present

Michael Clark, Executive Director
Ed Tynczuk, Supt. of Parks & Planning
Steve Nagle, Supt. of Facilities
Elliott Becker, Supt. of Finance
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
Joan Scovic, Communications & Marketing Manager
Patrick Griffin, Aquatics Manager
Keith Schmerer, Facilities Coordinator
Trish Feid, Park Board Secretary/Executive Asst.

Citizens

Jamul Wadru, Student

Manuel M. Martinez, Student

Approval of Agenda

Commissioner Rogers moved and Commissioner Cozza seconded that the agenda for the meeting be approved as amended. By a voice vote, the agenda for the regular meeting of October 23, 2018 was approved as Executive Director stated that item 3D needs to be moved into New Business as item 6H.

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

NAY: None

ABSENT: Terry Ruff

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items which are posted on the amended consent agenda. With consensus of Park Board, the Supplemental Budget and Appropriation Ordinance #18-08 was removed from the consent agenda to item 6H under new business. Commissioner Rogers moved and Commissioner Cozza seconded that the consent agenda be approved as amended. By a roll call vote, the following items under the consent agenda were approved: Special Meeting Minutes of October 9, 2018; Regular Meeting Minutes of October 9, 2018; 2019 IAPD Annual Meeting Delegate/Alternates Credentials Certificate; Approval of September Financials; and, Warrant #20 – including Expenses for Travel Expenses. The result of the roll call vote follows:

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

NAY: None

ABSENT: Terry Ruff

Motion carried as amended.

Comments from the Audience

No comments were presented.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. E. Tynczuk reported on the asphalt projects which are moving along. Regarding the lighting project at Ost, the District recently was awarded energy grant savings of approximately \$30,000 in direct costs; there is not a lot of official involvement regarding this project. E. Tynczuk acknowledged Director Clark and Village Manager Ottesen on the waiver of permit fees.

The Park Board reviewed the previously distributed Facilities Department Report. Supt. Nagle highlighted the new attractive sign at Stables and last weekend's Fall Fest. The annual fest which takes most of the Park District staff to run was well attended; Nagle gave special thanks to Stables staff. The event netted \$5,000 and received good feedback from attendees. President Gould added that it was great to see so many families at the stables fall event. The year to date golf rounds summary shows the numbers have gone down; unfortunately, regarding Commissioner Rogers' inquiry on the yearly comparison data, Nagle said it was all about unfavorable weather conditions. Supt. Nagle said that revenue is up with other areas; staff continues to make golf more appealing to general public and to have additional revenue. Nagle added that staff is planning winter golf play again when suitable.

The Board reviewed the previously distributed Written Finance Department Report. Supt. Becker said that staff continues to work hard on budgets; the budget process is evolving and the finance team appreciates the efforts. Becker said that there was another fraudulent payroll check attempt, which 'Positive Pay' monitors very closely. The Service Committee presented material at a recent Leadership Team meeting which was well accepted and, received the team's feedback; this first phase of the action plan will be shared shortly with the Park Board. Becker distributed the sample of the new Park District's gift card. Customer Service Manager Rice, Communications & Marketing Manager Scovic and Aquatics Manager Griffin worked on creating the gift card. Regarding Commissioner Rogers' question concerning staff reconciling purchase card transactions, Becker said that staff is pleased with the change regarding with credit card transactions reports process/cycle to now being once a month. Regarding monthly financial reports, early in the week, President Gould said that Commissioner Ruff had sent an email inquiring on the monthly report titles which are currently hand written in the title on the report heading. Clark reported that he has not yet addressed this with staff.

The Board reviewed the previously distributed Written Community Center/Birchwood Annual Facility Report. Asst. Supt. Ludolph welcomed Facilities Coordinator Schmerer to present the inaugural facility report. Schmerer said that it was a pleasure preparing the report in more depth and gaining additional insight on operations of the 2 facilities as a first-year hire of the District. Schmerer highlighted programming; activities; room rentals for meetings of various groups including affiliates; data on daily users and individuals participating in open gym activity. The rental survey results indicated that facilities' cleanliness appearance ranked highly among the patrons, staff takes pride in providing this important component of District facilities. Other highlights include projects; challenges; and, success with the District acquiring new office space to expand and accommodating storage needs. Concerning Commissioner Cozza's question, staff said that the space within the Village is already 85% full; and, the acquired storage space is more functional. In response to challenges, staff continues to address them. Schmerer said that the focus of the 2 facilities is greatly for park district programing, not as much for rental opportunities; staff is analyzing hours to explore time-usage to open rental options. President Gould said that the report is very comprehensive.

President Gould noted there were no other Departmental Reports. The Park Board thanked staff for the various Departmental Reports and for the inaugural Community Center/Birchwood Annual Facility Report.

New Business

The Board reviewed a previously distributed board summary for Approval of Renewal Contract; 2019 Employee Health Insurance. Commissioner Rogers moved and Commissioner Sawyer seconded that the Board of Park Commissioners approve the health insurance premium increases of 4.27% for the PPO Plans, 3.8% for the HMO plan and 3.73% for the Dental plan and maintain the employee contribution rates at the current percentages. Responding to Commissioner Rogers' question, staff explained the availability of funds in reserves, if needed, since IPBC has a different calendar year, which will confirm premium amounts. In response to President Gould, Asst. Supt. Cahill said that the breakdown of insurance premiums will be provided to staff. Brief discussion ensued regarding comparisons; and the cost benefit to the employees was noted as a highlight in part of their compensation package. From Commissioner Cozza's direction, staff will provide the total cost amount to the Park District for 2019 employee insurance premiums cost; and make note to include the District's cost with next year's (2020) board packet material regarding renewal of employee health insurance. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: Terry Ruff

Motion carried.

The Board reviewed a previously distributed board summary for approval of 2019 Merit Pool Recommendation. Commissioner Rogers moved and Commissioner Sawyer seconded that the Board of Park Commissioners approve the 2019 Merit Pool for full-time staff in the amount of 3% and approves adjusting the District's salary ranges by 3%. The motion was approved by a voice call vote as follows:

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

NAY: None

ABSENT: Terry Ruff

Motion carried.

The Board reviewed a previously distributed board summary for the Approval of Resolution #18-08 regarding Truth in Taxation. Commissioner Rogers moved and Commissioner Cozza seconded that the Board of Park Commissioners approve Resolution #18-08, a Resolution providing an estimate for the 2018 property tax levy. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: Terry Ruff

Motion carried.

The Board reviewed a previously distributed board summary for the approval of Change Order #1 for 2018 Community Park Sports Field Lighting project. Commissioner Rogers moved and Commissioner Cozza

seconded that the Board of Park Commissioners approve Change Order #1 in the amount of \$5,088 to add security lighting to the sport field lighting poles on the west side of the park. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: Terry Ruff

Motion carried.

The Board reviewed a previously distributed board summary for the approval of IMRF Net Pension Liability (NPL) Strategic Plan for Paydown. Commissioner Cozza moved and Commissioner Rogers seconded that the Park Board approve a payment of \$523,953 to the Illinois Municipal Retirement Fund (IMRF) in December of 2018. This payment will be the first of the annual paydowns to eliminate the liability. Commissioner Cozza stressed the importance of calculating the new payment amount each year by the process of dividing by 7 and continue this obligation every year. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: Terry Ruff

Motion carried.

The Board reviewed a previously distributed board summary for approval of an Intergovernmental Agreement with the Village of Palatine regarding the purchase of a preowned aerial truck. Commissioner Rogers moved and Commissioner Cozza seconded that the Board of Park Commissioners approve the terms within the Intergovernmental Agreement with the Village of Palatine for the purchase of a pre-owned 2006 65-foot aerial truck. There was consensus of the Park Board and positive feedback on the purchasing situation for all parties within the agreement. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: Terry Ruff

Motion carried.

The Board reviewed a previously distributed board summary for consensus and approval of Resolution #18-09 regarding First Bank of Highland Park. Commissioner Rogers moved and Commissioner Cozza seconded that the Board of Park Commissioners approve First Bank of Highland Park as a qualified institution for the District to invest its funds. Discussion of Certificate of Deposits (CDs) on behalf of District investing was mentioned; also, staff will confirm the development of eliminating the third party. The motion was approved by a voice vote as follows:

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

NAY: None

ABSENT: Terry Ruff

Motion carried.

The Board reviewed a previously distributed board summary for consensus of Supplemental Budget and Appropriation Ordinance #18-08. Staff is looking for consensus of the ordinance, which will be available for public inspection until presented to the Park Board for formal approval at the November 27, 2018 Park Board Meeting. Staff received Park Board consensus for the draft of the Supplemental Budget and Appropriation Ordinance #18-08.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Regarding the property inquiry, Director Clark did not hear back from other party. Clark highlighted the 3 Park District acknowledgements received from IAPD's the Best of the Best Awards event and that he plans to have staff at an upcoming Park Board meeting for recognition. Director Clark thanked staff for the efforts regarding Customer Appreciation Week and Staff Appreciation Week; great job. Clark reminded everyone that the Park Foundation fundraiser event is tomorrow night at the clubhouse from 6:00 - 9:00 p.m. and Clark thanked staffs' involvement and Foundation member Dutch Schultz for taking the lead in organization the event. Commissioner Rogers asked about member turnover and would like to invite a Foundation Board representative to attend a Park Board Meeting to hear about future ideas of the Foundation. Clark mentioned another reminder that on November 15, 2018, the Park District is co-hosting the Intergovernmental Social with the Palatine Library at Palatine Hills Clubhouse. Lastly, Clark reminded the Commissioners to save the date of Saturday, December 8, 2018 for annual staff holiday party at Emmett's.

Commissioners' Comments

Commissioner Cozza share his comments for recreation staff regarding Park District programming at Harper College in Building M; and he suggested that it might be nice to offer the flex pass with various options for programs from 6:00 p.m. to 8:00 p.m. Commissioner Cozza said that the program rooms were empty and he would like to see activity during those hours. Although, Commissioner Cozza added the new pool at Harper College was being enjoyed by many, which was wonderful to see. Director Clark said that staff has incorporated affordable mini sessions to attractive folks and for the opportunity to try new Park District programs at Harper College.

President Gould commented on the lovely time at the IAPD/IPRA event; staff congratulated President Gould on her 25th Anniversary Award and for being acknowledge for her service as Park Commissioner of the Palatine Park District at the annual Best of the Best Gala Award event. The Fall Fest provided a good time for President Gould's grandchildren, they had a good time at the petting zoo and taking pony rides. President Gould reminded the group of R.A.H. fundraiser event on Wednesday, November 7, 2018 at Stonegate Conference & Banquet Centre, off Higgins and Barrington Roads in Hoffman Estates. This year there is an option to reserve a table; President Gould hopes you can attend the fundraiser from 5:00 p.m. – 9:00 p.m. with the band 7th Heaven performing.

Regarding future agenda matters, President Gould noted that no items were proposed.

Adjournment

There being no further business to come before the Board on this date, Commissioner Cozza 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, John Cozza, Susan Gould

NAY: None

ABSENT: Terry Ruff

Motion carried at 8:15 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Susan Gould
President

Next scheduled Park Board meetings:

November 13, 2018
November 27, 2018
December 11, 2018