



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, in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday, January 8, 2019 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

Susan Gould, President

John Cozza, Vice President

Terry Ruff, Treasurer

Jennifer Rogers

Nicholas Sawyer

Staff Present

Michael Clark, Executive Director

Ed Tynczuk, Supt. of Parks & Planning

Steve Nagle, Supt. of Facilities

Cheryl Tynczuk, Supt. of District Services & Projects

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.

Visitors

Kathy Millin, Partners for Our Community Director

Eric Anderson, Piper Jaffray Company

John Balzano, Piper Jaffray Company

Wayne Mikes, Bike Palatine

Paul Borer

Approval of Agenda

Commissioner Rogers moved and Commissioner Ruff seconded that the agenda for the meeting be approved. President Gould noticed a name on the agenda to be corrected; by a voice vote, the agenda for the regular meeting of January 8, 2019 was approved as amended.

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

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 Ruff 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 December 11, 2018; Closed Session Minutes of December 11, 2018; Warrant #24-including Expenses for Travel Expenses; and Warrant #1-including Expenses for Travel Expenses. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

### Matters from the Public

No comments at this time.

### Presentations

The Park Board previously received the Power Point presentation in preparation for upcoming Adoption of Ordinance #19-01; consideration of an ordinance providing for the issue of \$789,000 taxable general obligation limited tax park bonds of the District for the purpose of providing the revenue source for the payment of certain outstanding alternate bonds of the District, providing for the levy of a direct annual tax to pay the bonds and authorizing the sale of the bonds to the District's Corporate Fund. Director Clark welcomed Mr. Eric Anderson from Piper Jaffray Company to the Park Board Meeting, also from Piper Jaffray Company was Mr. John Balzano joining tonight's meeting. Regarding the bond issuance, Mr. Anderson reviewed the process of the annual short-term borrowing action of the District; reiterating that this process will be the same as past procedure. Mr. Anderson provided the process timeline pending Park Board approval on January 22, 2019 at the Park Board Meeting. In response to Commissioner Cozza's questions, Mr. Anderson will supply data for the full picture of the Park District's position in advance of the next meeting. The Park Board thanked Mr. Anderson for his presentation.

The Board welcomed Mr. Wayne Mikes, President of Bike Palatine to the meeting. First, Mr. Mikes gave congratulations to the Park Board on receiving the IPAD/IPRA awards plus special compliments to Park Board President Gould on her 25 years of service as Park Commissioner. Mr. Mikes distributed the collection of feedback accumulated on what the community would like to see regarding improvements to the bike path, trails and route system; and, Mr. Mikes invited the Park Board to join Bike Palatine Club and several other community members at an upcoming bike ride on July 27, 2019.

The Park Board welcomed Mrs. Kathy Millin, Partners for Our Community (POC) Executive Director to the meeting. Mrs. Millin distributed several handouts including POC's fall newsletter, September and December's Moment of the Month flyers. Mrs. Millin mentioned many topics with first highlighting that the organization is rolling into 25 years of service and during Mrs. Millin's 18 years at POC, she has watched the change and saw the growth; and, now it has evolved with the return of young participants giving back in many ways. Mrs. Millin expressed gratitude to the Palatine Park District including Supt. Nagle in his role with POC/ICompete; various advisory group committees; Park District bus prospects; and, accumulating participant data for tracking programming needs. Special appreciation to the Park Board for Palatine Park District's financial support of Edgebrook Playground at Baldwin Green Apartments; and, the support of summer camp opportunities. Mrs. Millin expressed that POC fills the need of the community and we are seeing children doing better at school, POC is a place to feel welcomed. Lastly, Mrs. Millin wanted to thank the Park Board for all that they do for the community. A reminder of POC/ICompete's fundraiser at Dirty Nellie's on Friday, January 25, 2019 was mentioned. Supt. Nagle complimented Ms. Rachel Lara, Falcon Park Family and Youth Program Specialist on her contributions to the organization.

### Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. C. Tynczuk highlighted several report items including the completed 2018 capital projects and living tributes; new job posting format with brochure and pictures for more visuals of the Park District's opportunities, Tynczuk added thanks to Communications and Marketing Manager Scovic and Asst. Supt. Cahill for the modernizes. The IT Department expressed delight with finally shutting down AEK, the previous finance and registration software. In response to Commissioner Rogers' question about the signboard posted by Family Aquatics, Tynczuk said that it was in the 2018 budget for replacement. The signboard's internal computer was not functioning; fortunately, Park District IT staff resolved some of the issues and now it is running with an extended life expectancy. Commissioner Cozza inquired about staffs' training schedule and suggested to

offer additional topics; staff responded that they are researching the topic of ethics since the auditors inquired also; regarding harassment training, staff has that topic arranged for their February training.

The Board reviewed the previously distributed Recreation Department Report. Asst. Supt. Danz highlighted that the new fitness coordinator started last month; the 2 newest staff members will be at the next Park Board meeting, Alison Shariatzadeh the Recreation and Fitness Program Coordinator with the new Assistant Facilities Manager Delaney Blauw. Danz said that both North Pole Express events sold out within minutes; special thank you to Santa, (Dutch Schultz) helping to make the event an awesome experience for all participants. As Park Foundation's spokesperson, Mr. Dutch Schultz, showed up for It's a wonderful Life, the event raised more money this year than in past years; it is good to see folks are starting to come out to more Cutting Hall activities. Regarding the follow up concerning Park District programming at Harper, the definition of infant classes is displayed under preschool programming in the catalog; and, Danz said that there are more days for open pool-time during holiday breaks; also, the lifeguards are Palatine Park District staff; therefore, lifeguards are on Park District payroll. There were comments that the Park District pool at Harper College in Building M is always busy. In response to Commissioner Ruff's comment, staff will check out the demo fitness equipment concerning wobbling at certain speed levels.

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

#### New Business

Director Clark said that staff is looking for consensus of the 2019 Budget. Staff incorporated the recommended items and corrections suggested by the Park Commissioners; Clark complimented Asst. Supt. Becke on doing a great job with the budget and to Communications and Marketing staff with assembling the substantial all-inclusive budget booklet. Staff responded to Commissioner Cozza's question on defining the term "parent" budget; the module includes extra columns to grow the document and to see yearly budget comparisons. Clark added that once the format is in place and with familiarity, it will be easier to review and understand the trend analysis of that component. Staff received consensus to have the proposed 2019 budget available for public review prior to official Park Board approval scheduled to be on the February 12, 2019 Park Board Agenda.

For Board information, staff distributed updates to the Personnel Policy Manual. The manual is on the cloud for access with the policy change log section indicating the changes. There will be another upcoming change due to the new Illinois bereavement law. Regarding President Gould's suggestion adding this information to the top 10 key points of staff training; Clark said that twice a year full-time staff is reminded of all policy updates during the all staff meetings. Clark added that policy manuals change and grow continuously.

#### Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark reminded the Park Board about January's State Conference and thanked everyone on replying to the various events. Communications and Marketing staff submitted several photos to the IAPD/IPRA photo contest; Graphic Designer Nelson's picture will be recognized at State Conference. Director Clark mentioned several other report items including the IMRF (pay-down plan) payment, which was processed; thank you to various staff members covering shifts over the holidays, etc. and, expressed appreciation for everyone's efforts and time. Commission Cozza liked the AEK's finale; and, reiterated the IMRF plan to pay down the balance to avoid being in this situation in the future; Clark added that we will re-approve and confirm the payment amount every year.

Commissioners' Comments

Commissioner Rogers said that activated Family Aquatics Center lights in the evening hours appear to be more than security lights turned on; staff will investigate the situation.

Commissioner Ruff thanked everyone for all the goodies after his surgery.

Commissioner Cozza said that he played pickleball and found it to be an interesting game.

President Gould thanked Communications and Marketing staff for submitting the awards' article.

Regarding future agenda items, no items were mentioned.

Executive Session

President Gould requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Ruff 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 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; and, Commissioner Sawyer 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 8:12 p.m.

Return to Open Session

Commissioner Rogers moved to come out of closed session and resumed 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: Susan Gould, John Cozza, Terry Ruff, Jennifer Rogers, Nicholas Sawyer

NAY: None

ABSENT: None

Motion carried at 8:39 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 appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District; and, Section 2(c)(5) Open Meetings Act for discussion 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: Susan Gould, John Cozza, Terry Ruff, Jennifer Rogers, Nicholas Sawyer

NAY: None

ABSENT: None

Motion carried at 8:39 p.m.

Respectfully submitted,

Trish Feid  
Park Board Secretary

Attest:

Approved:

Trish Feid  
Secretary

Susan Gould  
President

Next scheduled Park Board meetings:

January 22, 2019  
February 12, 2019  
February 26, 2019  
March 12, 2019  
March 26, 2019  
April 9, 2019  
April 23, 2019