



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, December 11, 2018 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

Susan Gould, President
John Cozza, Vice President
Nicholas Sawyer

Commissioners Absent

Terry Ruff, Treasurer
Jennifer Rogers

Staff Present

Michael Clark, Executive Director
Ed Tynczuk, Supt. of Parks & Planning
Elliott Becker, Supt. of Finance
Cheryl Tynczuk, Supt. of District Services & Projects
Donelda Danz, Asst. Supt. of Recreation
Jim Holder, Asst. Supt. of Parks & Planning

Joshua Ludolph, Asst. Supt. of Facilities
Pete Cahill, Asst. Supt. of District Services & Projects (HR)
Sharon Lyons, Accountant
Michael Noens, Digital Marketing Coordinator
Ellen Drahos, Payables Specialist
Trish Feid, Park Board Secretary/Executive Asst.

Approval of Agenda

Commissioner Cozza moved and Commissioner Sawyer seconded that the agenda for the meeting be approved as amended; Director Clark ask to add discussion of property to Execution Session. By a voice vote, the agenda for the regular meeting of December 11, 2018 was approved as amended.

AYE: Nicholas Sawyer, John Cozza, Susan Gould

NAY: None

ABSENT: Jennifer Rogers, Terry Ruff

Motion carried as amended.

Approval of Consent Agenda

The Park Board reviewed the previously distributed items posted on the consent agenda. Commissioner Cozza 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 November 27, 2018; and, Warrant #23 – including Expenses for Travel Expenses. The result of the roll call vote follows:

AYE: Nicholas Sawyer, John Cozza, Susan Gould

NAY: None

ABSENT: Jennifer Rogers, Terry Ruff

Motion carried.

Matters from the Public

No comments were presented.

Departmental Reports

The Park Board reviewed the previously distributed District Services and Projects Department Report. Supt. C. Tynczuk said that the IT Department was able to repair the main function of the electronic sign board; IT Manager Mangum and Information Technology Specialist Weingart fixed the broken internal computer

component, the restoration process required many hours from the IT Department; staff is now waiting on Olympic Signs Company to come back out and hopefully to get the system up and working again.

The Park Board reviewed the previously distributed Recreation Department Report. Asst. Supt. Danz highlighted the Turkey Trot event; this year's race event was a record high for registration numbers; and the planning of the Turkey Trot event involves all departments of the Park District's collaboration and attendance on Thanksgiving morning, as well as numerous volunteers to make it successful. Danz complimented Communications and Marketing Division on their final collection of 20 chosen photos which were sent to IAPD/IPRA for their photo contest. Danz congratulated Community Outreach Coordinator McNamara on the head start of securing \$12,000 in sponsorship contracts for 2019.

The Park Board reviewed the previously distributed Parks and Planning Department Report. Supt. E. Tynczuk said that staff has marked out the foundation sites for field lighting. Regarding the recent winter storm, staff has been cleaning up some of the damaged areas.

The Park Board reviewed the previously distributed Facilities Department Report. Supt. Nagle gave updates on the increase in enrollment numbers for the Falcon Park program accommodating school age children during days off from school. Nagle said that the annual Clayson Open House event was very nice and mentioned the special plaque honoring former Park District employee and Historical Society supporter, Marilyn Pederson. President Gould noticed that the ICompete/Partners for Our Communities (POC) Tailgate fundraiser event is the same night as State Conference events, Nagle said that he plans to confirm future date arrangements of events with POC. In response to Commissioner Cozza's questions with rentals, Nagle said that the rental volume is up and highlighted several big rentals last weekend.

The Park Board reviewed the previously distributed Finance Department Report. Supt. Becker met with Eric Anderson, Park District's Bond Placement Agent, to review the plan for District's rollover debt. Becker said that staff plans to present the review in January of 2019 and to adopt the ordinance. In late January, Ms. Heller will be working with the Customer Service Committee to make sure the improvements and development is on track.

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

New Business

Previously, the Park Board received the draft of the Palatine Park District 2019 Budget. Supt. Becker presented the budget for review and highlighted that the intention continues to have all the answers provided as folks review the draft budget. Therefore, developing a transparent comprehensive budget for operations, staff and the Park Board. Becker reviewed each section and provided pertinent information on every fund account. Staff may present the 2019 draft budget again at the first meeting in January for review with all Park Commissioners in attendance. Once we have consensus from the entire Park Board regarding the 2019 draft budget, staff will present for formal approval at the February 12, 2019 Park Board meeting along with the public hearing for the adoption of 2019 budget ordinance. The Park Board thanked Supt. Becker for presenting the 2019 Draft Budget and thanked Finance staff attending tonight's meeting.

The Park Board reviewed a previously distributed board summary for the approval of change order #1 for Asphalt Rehabilitation and ADA Path Installation. Commissioner Sawyer moved and Commissioner Cozza seconded that the Board of Park Commissioners approve change order #1 in the amount of \$7,045.15 to add a section of asphalt leading to the ADA pathway at Juniper and additional existing parking lot replacement and storm sewer repair at Hamilton. The motion was approved by a roll call vote as follows:

AYE: Nicholas Sawyer, John Cozza, Susan Gould

NAY: None

ABSENT: Jennifer Rogers, Terry Ruff

Motion carried.

The Board reviewed a previously distributed board summary for the approval of the Honor Roll Nominations. Commissioner Sawyer moved and Commissioner Cozza seconded that the Board of Park Commissioners approve accepting the Honor Roll Nominees as submitted by the Honor Roll Committee. The motion was approved by a voice vote as follows:

AYE: Nicholas Sawyer, John Cozza, Susan Gould

NAY: None

ABSENT: Jennifer Rogers, Terry Ruff

Motion carried.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark reported on the recent retreat with the Leadership Team and support staff; staff celebrated 2018 achievements and then aligned the new 2019 work plan goals, which will be reviewed before the Park Board in early 2019. Clark said that he is very proud of staff with their energy, effort and time. The Leadership Team has also scheduled another District's re-organization meeting workshop to keep looking forward on staffs' plans, structures and how we are operating. There will be a series of workshops to develop 2.0 re-organization plan. Clark thanked everyone who was able to attend the annual staff holiday party and gave special thanks to the Social Committee, it was a great time. Clark mentioned that staff members are finalizing their staffs' end of the year performance reviews. Clark reminded the Park Commissioners of upcoming conference events including Friday's luncheon, Tresslers' gathering and the special dinner, which are all arranged on Friday January 25, 2019. Sunday, February 24, 2019 is the SLSF Fashion Show Luncheon event, please R.S.V.P. to Executive Assistant Feid if interested. Clark complimented Supt. E. Tynczuk and Asst. Supt. Holder regarding intergovernmental assistance, the Park District helped the Village with lending of a mechanic staff employee.

Commissioners' Comments

Commissioner Cozza said that he plans to continue paying attention at Harper; Commissioner Cozza shared his thoughts on Centers' staff interaction with the public. Commissioner Cozza said that Building M at Harper College Campus is an interesting facility; and, he feels we need to have more community outreach/marketing to promote Building M's amenities. In response to Commissioner Cozza's inquiry regarding the pool membership benefits at the Park District Pool within Building M, staff will review the open swim time schedule; and, Asst. Supt. Danz took note to use some of the pool lanes during open swim time. Regarding infant swim programming, Danz will confirm that the age classification is noted correctly.

President Gould thanked staff for the very nice holiday party.

No future agenda items were presented.

Executive Session

President Gould requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Sawyer moved that the Board of Park Commissioners go into closed session for discussion of Executive Session; Section 2(c)(1) Open Meetings Act (discussion of appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District); Section 2(c)(5) Open Meetings Act (discussion of the acquisition or lease of real property for the use of the District); and, Section 2(c)(21) Open Meetings Act (discussion of minutes of prior meetings lawfully closed under the Open Meetings Act, for the purpose of review, approval or release of such minutes) Commissioner Cozza supported the motion. The result of the roll call vote follows:

AYE: Nicholas Sawyer, John Cozza, Susan Gould

NAY: None

ABSENT: Jennifer Rogers, Terry Ruff

Motion carried at 8:18 p.m.

Return to Open Session

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

AYE: Nicholas Sawyer, John Cozza, Susan Gould

NAY: None

ABSENT: Jennifer Rogers, Terry Ruff

Motion carried at 8:52 p.m.

Action on Matters Considered in Closed Session

Regarding Section 2(c)(21) Open Meetings Act for discussion of minutes of prior meetings lawfully closed under the Open Meetings Act for the purpose of review, approval or release of such minutes, Commissioner Cozza motioned and Commissioner Sawyer seconded that the Board of Park Commissioners approve Resolution #18-12; Determining the Confidentiality of Closed Session Minutes. Director Clark reminded the Park Board that this semi-annual review of closed session minutes is an Illinois Park District Code mandating following the Open Meetings Act. The motion was approved by a roll call vote as follows:

AYE: Nicholas Sawyer, John Cozza, Susan Gould

NAY: None

ABSENT: Jennifer Rogers, Terry Ruff

Motion carried

Regarding Section 2(c)(21) Open Meetings Act for discussion of minutes of prior meetings lawfully closed under the Open Meetings Act for the purpose of review, approval or release of such minutes, Commissioner Cozza motioned and Commissioner Sawyer seconded that the Board of Park Commissioners approve Resolution #18-13; Determining the Destruction of Certain Verbatim Recordings of Closed Session Meetings. Director Clark mentioned that this state statute requirement is a formality; the destruction of recording of closed session meetings is permitted and authorized when recordings are 18 months old or

older; there are no known imminent or existing legal situations; and, minutes have been reviewed and approved. The motion which was approved by a roll call vote as follows:

AYE: Nicholas Sawyer, John Cozza, Susan Gould

NAY: None

ABSENT: Jennifer Rogers, Terry Ruff

Motion carried

Regarding the additional items of Closed Session, President Gould said that concerning Section 2(c)(1) Open Meetings Act for discussion of personnel; 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 Cozza moved that the regular meeting be adjourned. Commissioner Sawyer seconded the motion which was unanimously approved by a voice vote.

AYE: Nicholas Sawyer, John Cozza, Susan Gould

NAY: None

ABSENT: Jennifer Rogers, Terry Ruff

Motion carried at 8:52 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Trish Feid
Secretary

Approved:

Susan Gould
President

Next scheduled Park Board meetings:

- January 8, 2019
- January 22, 2019
- February 12, 2019
- February 26, 2019
- March 12, 2019
- March 26, 2019
- April 9, 2019
- April 23, 2019