



Minutes of a Regular Meeting
Board of Park Commissioners of Palatine Park District
held at the Village of Palatine
Community Center Building in Community Room B
200 East Wood Street in Palatine
Tuesday, July 23, 2019 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

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

Commissioner Absent

Nicholas Sawyer

Staff Present

Steve Nagle, Supt. of Facilities
Cheryl Tynczuk, Supt. of District Services & Projects
Zaida Torres, Supt. of Finance
Donelda Danz, Supt. of Recreation
Jim Holder, Supt. of Parks & Planning
Tina Becke, Asst. Supt. of Finance
Joshua Ludolph, Asst. Supt. of Facilities

Pete Cahill, Asst. Supt. of District Services & Projects (HR)
Colleen Palmer, Asst. Supt. of Recreation
Christine Hubka, Customer Service Manager
Joan Scovic, Communications & Marketing
Dan Hotchkin, Golf Operations Manager & Head Professional
Erik Klebosits, Assistant Golf Professional
Trish Feid, Park Board Secretary/Executive Asst.

Visitors and Citizens

Mallory Munson, Park District Summer Intern
Joe Petricca
Bruce Stegman
Mike Bower
Dan Stockwell

Dave Mitzner
Karl Stevens
Andrew Kim, PMA Securities
Dan Berg, Sikich LLP

Approval of Agenda

Regarding the consent agenda, Commissioner Gould moved and Commissioner Rogers seconded that the agenda for the meeting be approved. The approval of the agenda of July 23, 2019 follows:

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

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Through consensus of the Park Board, Commissioner Gould moved and Commissioner Rogers 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 June 25, 2019; Closed Session Meeting Minutes of June 25, 2019; May Financial Statement; and both Warrant #13 and Warrant #14 – including Expenses for Travel Expenses.

The result of the roll call vote follows:

AYE: Susan Gould, Jennifer Rogers, Terry Ruff, John Cozza
NAY: None
ABSENT: Nicholas Sawyer
Motion carried.

Visitors and Citizens Comments

No comments were presented.

Presentations

Regarding the special presentation for honorable actions at Palatine Hills Golf Course, the Park Board welcomed Karl Stevens, Bruce Stegman, Erik Klebosits and Dan Hotchkin to the meeting. President Cozza asked them to come before the Board to receive a formal recognition on their quick responses and lifesaving attentiveness to this serious incident at Palatine Hills Golf Course. Ken Smith, Woody Werderits and Brad Helms were recognized although not able to attend the Board Meeting. Golf Operations Manager & Head Professional Hotchkin reviewed the details of the incident, Hotchkin praised Karl Stevens for immediately starting cardiopulmonary resuscitation (CPR), Bruce Stegman for contacting the responders, Assistant Golf Professional Erik Klebosits for getting the AED unit and then starting the process to revive the collapsed golfer. Klebosits complimented the quick arrival of Palatine paramedics, they were onsite within 5 minutes of the call. Knowing that every minute matters, Commissioner Gould mentioned that her husband Randy Gould, a retired Palatine paramedic/fireman, would always stress the importance of starting CPR immediately and that the emergency medical services (EMS) appreciate individuals' performing CPR prior to EMS arriving. The Park Board and staff thanked the group and expressed great appreciation with their lifesaving efforts. The Park Board and staff members were glad to hear that the fellow golfer is recovering well.

New Business

The Board reviewed a previously distributed board summary pertaining to Adoption of Resolution #19-11; Recognition of Jay Hwang. Commissioner Rogers moved and Commissioner Ruff seconded that the Board of Park Commissioners adopt Resolution #19-11 for recognition and appreciation of Jay Hwang. President Cozza recapped Trade staff member Jay Hwang's 37-year career in the Parks Department and highlighted his accomplishments. The Park Board expressed gratitude on Jay's commitment to Palatine Park District and wished him well in retirement. The motion was approved by a roll call vote; the result follows:

AYE: Susan Gould, Jennifer Rogers, Terry Ruff, John Cozza
NAY: None
ABSENT: Nicholas Sawyer
Motion carried.

The Board reviewed a previously distributed board summary pertaining to the acceptance of the Annual Audit and Management Letter. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners accept the Audit Report and Management Letter for the fiscal year ending December 31, 2018. Supt. Torres introduced Mr. Dan Berg of Sikich LLP to the meeting. The audit results reflect a good year for the Park District, Mr. Dan Berg of Sikich mentioned as he reviewed the audit process and final report. Mr. Berg mentioned other items including a change in accounting principle standards on how we need to measure and record liabilities; an actuary study was completed regarding potential former employees staying on insurance program and it is required to conduct an actuary study every other year. Mr. Berg said that a substantial amount of resources went to the pool

project at Harper College, decreasing the amount of the acquisition and improvement fund and that spending is not recorded as a capital asset owned by the Park District. President Cozza inquired about the pool at Harper College not being a capital asset; Mr. Berg said that it is an investment in the community and in Harper College's infrastructure. The Park District programs the pool facility and the contribution is an outflow on the District's books, it is considered a "right to use" and for programming according to the Intergovernmental Agreement. Mr. Berg commented that the best news an auditor can provide their client with is that the District had a good year and we issued a "clean opinion". Mr. Berg said that once again they will submit the Comprehensive Annual Financial Report (CAFR) to the Government Financial Officers Association for Participation and Certificate of Achievement. For a full inclusive account of the Comprehensive Annual Financial Report, Mr. Berg highly suggested reading the statistical section. Lastly, Mr. Berg reminded the Park Board to communicate any questions on the annual audit, management letter or the process of the 2018 audit to his attention. The Park Board thanked Mr. Berg for his time. The motion was approved by a roll call vote; the result follows:

AYE: Susan Gould, Jennifer Rogers, Terry Ruff, John Cozza
NAY: None
ABSENT: Nicholas Sawyer
Motion carried.

The Board reviewed a previously distributed board summary pertaining to Adoption of Ordinance #19-05 for Consideration of an ordinance providing for the not to exceed \$1,450,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019A of the Palatine Park District, Cook County, Illinois, for the purpose of refunding certain outstanding alternate bonds of said Park District, providing for the pledge of certain revenues to the payment of principal and interest on said bonds and the levy of a direct annual tax sufficient to pay such principal and interest if the pledged revenues are insufficient to make such payment and authorizing the sale of said bonds to the purchaser thereof. Commissioner Gould moved and Commissioner Rogers seconded that the Park Board of Commissioners adopt the Ordinance #19-05 as presented allowing the District to sell not to exceed \$1,450,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019A. Mr. Andrew Kim of PMA Securities reviewed the PowerPoint presentation including the timeline; type of bond sale options and processing fees involved; and, an update on savings, currently with today's rates refinancing of bonds will be of savings of \$65,581 to the District. There was Park Board consensus for postponement of approval due to not having a quorum, Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners table the motion and bring back for approval at the August 13, 2019 Park Board Meeting. The Park Board and staff thanked Mr. Kim of PMA Securities for his thorough presentation and PowerPoint material, there was Board direction that Mr. Kim would not need to be present at the next Board Meeting, staff will include all of tonight's information in the August 13, 2019 Board packet. The motion was approved by a voice vote.

AYE: Susan Gould, Jennifer Rogers, Terry Ruff, John Cozza
NAY: None
ABSENT: Nicholas Sawyer
Motion to table was carried.

The Board reviewed a previously distributed board summary pertaining to approval of Resolution #19-12 for Maple Park Re-development OSLAD Grant Application. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners approve Resolution #19-12 authorizing Palatine Park District Board of Park Commissioner to execute the Resolution of Authorization for the OSLAD Grant Application for Maple Park Re-development. The motion was approved by a roll call vote; the result follows:

AYE: Susan Gould, Jennifer Rogers, Terry Ruff, John Cozza
NAY: None
ABSENT: Nicholas Sawyer
Motion carried.

The Board reviewed a previously distributed board summary pertaining to approval of the GoodBuy Purchasing Cooperative. Commissioner Rogers moved and Commissioner Gould seconded that the Park Board of Commissioners approve the Interlocal purchasing cooperative known as GoodBuy as a purchasing vehicle and authorize the Palatine Park District to become members of the GoodBuy Purchasing Cooperative program. The motion was approved by a roll call vote; the result follows:

AYE: Susan Gould, Jennifer Rogers, Terry Ruff, John Cozza
NAY: None
ABSENT: Nicholas Sawyer
Motion carried.

The Board reviewed a previously distributed board summary pertaining to approval of Community Park Shelter purchase and installation. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners approve the lowest responsible bidder, Icon Shelter Systems of Holland, Michigan, in the amount not to exceed \$60,590 for the purchase and installation of one shelter at Community Park through GoodBuy Cooperative Purchasing Program, contract #18-19-9B0000. The motion was approved by a roll call vote; the result follows:

AYE: Susan Gould, Jennifer Rogers, Terry Ruff, John Cozza
NAY: None
ABSENT: Nicholas Sawyer
Motion carried.

The Board reviewed a previously distributed board summary pertaining to an Award of Bid for the 2019 Vehicle Replacement Bid. Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners award the bid to Ray Chevrolet of Fox Lake, Illinois in the amount not to exceed \$59,415 for the purchase of two 2020 4X4 cab/chassis trucks. The motion was approved by a roll call vote; the result follows:

AYE: Susan Gould, Jennifer Rogers, Terry Ruff, John Cozza
NAY: None
ABSENT: Nicholas Sawyer
Motion carried.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. Tynczuk said that along with Parks Secretary Laegeler they have finished going through all the drawings of parks and property documents from Combined Services Facility's basement for the data base scanning; next month the plan is to start going through the older documents in the attic. Once the archiving is completed and the final product is released, staff will provide a demonstration for the Park Board. Regarding the diagram of the District phone routing system shown within the Department Report, President Cozza admired the intricate workings of the phone system.

The Board reviewed the previously distributed Recreation Department Report. Supt. Danz introduced

Park District summer intern Mallory Munson to the Park Board and asked Mallory to say a few words. Ms. Munson said that she is excited to be here and to learn as much as she can about the park district industry. After recently graduating from Northern Arizona, Ms. Munson said that she had the opportunity of moving to Illinois along with her aunt. The Park Board welcomed Mallory to the District. Moving on to Department highlights, Danz said that all summer programs are in full swing and going along well. Brief highlights on various items including the successful watersports; Park District Swim Team hosting meets and enjoying the competitions; summer camps and concerts are going well.

The Park Board reviewed the previously distributed Parks and Planning Department Report. Supt. Holder provided updates on several projects. The Lindberg Park's new playground was open to the public yesterday and Dutch Schultz's Recreation Area's playground project started today. The playground projects are moving along slower than expected but the 2-man crew are doing an excellent job, along with paying attention to details. In response to Commissioner Rogers, Holders replied that it is a newer and smaller playground installation company; they are doing great, also the wet weather delayed parts of the project. Regarding the 4th of July festivities, Holder wanted to publicly thank the Park guys for diligently working throughout the holiday week; and, thank you to the Jaycees, the group was very organized. The Jaycees they did a great job with the annual festivities and assisted in the clean-up every night. Regarding the Asst. Supt. Parks and Planning position, Holder said that 3 candidates are coming back for another round of the interview process. Holder gave recent reports on the bridge project regarding permits and potential grant opportunity. President Cozza reported that the signboard at Cottonwood Park had more vandalism, Holder will investigate the damage.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle highlighted the special honors that the Park Board acknowledged tonight; and then commented on the nice thank you Palatine Hills Golf Course received regarding the CDGA Scramble Championship event; the note is attached to the Executive Director's Report. The July golf numbers are trending up nicely. Nagle mentioned the new trend in the rental world e-leagues; the District secured a recent rental of 20-30 video leagues participating in an event on a Friday night. ICompete camp started last week, this program has a great partnership of support with many community agencies. Regarding the Village of Palatine Zoning Board reviewing the potential hayshed at Palatine Stables, Nagle confirmed that the proposed project variance was approved tonight.

The Board reviewed the previously distributed Finance Department Report. Supt. Torres highlighted many report items including the completion of Finance staff training on the budget for interested staff; Finance uploaded 2020 budget with instructions to come for staffs; payroll is busy with summer staff including the District hiring of 440 new individuals; and, Asst. Supt. Becke is working with Stables Manager Bruns and Supt. Nagle on Stables financials. Special thank you recognitions to Accountant Lyons and Asst. Supt. Becke for stepping-up during the challenges with purchase card administration as well as the bank conversion process, staff is integrating the checks and balances' procedures. Supt. Torres gave instructions to Asst. Supt. Becke regarding PMA cash flow analysis; and, Supt. Torres attended the recent staff insurance committee meeting. Reporting on the Registration section of the Finance Department Report, Torres invited Customer Service Manager Hubka to the Park Board Meeting. Hubka addressed questions that were presented at a previous Board Meeting. Hubka provided data on scholarships numbers awarded by the Park District, identified the types of scholarship programs granted and scholarship budget information. Also included within the report was registration household data; and, the breakdown of recent non-resident registration activity. Hubka reported that Stacey Carpenter, a part-time staff of 7-years at Falcon Park front desk area, has been selected as the final candidate to fill the Assistant Office Manager position; Carpenter is a great asset to the Falcon Park team and to the District. Regarding the Executive Director's previous inquiry, there was discussion of the comprehensive monthly financial report content, Torres said that in her role as Supt. of Finance, she is

require by state statute to provide various reports and the auditors want to see such reports included monthly as well. The Park Commissioners liked the summary of the monthly financial report and the fact knowing that state statute information is available via e-storage for review; and, that the District is doing what we need to do legally; appreciation of the time involved creating the reports was mentioned.

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

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Compliments to Communications and Marketing Manager on her article regarding the collaborative Palatine "StoryWalk" project with the Palatine Public Library Board and the Palatine Park District. The August Illinois Parks and Recreation Magazine included the article, which follows the Executive Director's Report.

Commissioners' Comments

Commissioner Rogers said that it was a nice bike ride event on Saturday with Bike Palatine Club and there was a good turnout. The group plans to organize the community bike ride again next year.

Commissioner Gould commented on the beautiful blooming wildflowers which are spreading on Hamilton's grounds. At the recent Palatine Chamber of Commerce event, Commissioner Gould sat with State Representative Tom Morrison and the new Cook County Commissioner Scott Britton's District Director, Karen Paszkiewicz. Commissioner Gould had a nice conversation with Karen and sent her the Park District program guide and a few other helpful items to get acquainted with Palatine's community and the Park District.

President Cozza agreed that it was good bike ride event. President Cozza commented that the Bike Palatine Club is being well recognized with the Palatine Mayor, several council members and Park Commissioners participating in the community event. The recent Jazz band performing as part of the Sounds of Summer series, Petra's Recession Seven, is a good band and well known, very popular in Japan. President Cozza added that the concert series is almost over.

President Cozza asked for future agenda items and Commissioner Ruff said that he would like to have discussion of security issues at Falcon Park concerning the recent incident on the path and would also like to revisit staffs' previous concerns when exiting the building after late hours of operations. Commissioner Ruff said that we need to address these concerns at a Board Meeting, and he preferred August 27, 2019 for the meeting's discussion.

Adjournment

There being no further business to come before the Park 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, Jennifer Rogers, Terry Ruff, John Cozza
NAY: None
ABSENT: Nicholas Sawyer

Motion carried at 8:22 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Trish Feid
Secretary

Approved:

John (Jay) Cozza
President

Upcoming Park Board Meetings:

August 13, 2019
September 10, 2019
October 8, 2019
November 12, 2019
December 10, 2019

August 27, 2019
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October 22, 2019
November 26, 2019