



Minutes of a Regular Meeting

Board of Park Commissioners of the Palatine Park District
at the Village of Palatine Community Center Building, in Community Room B
200 East Wood Street in Palatine
Tuesday, December 10, 2019 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present:

John Cozza, President
Terry Ruff, Vice President
Nicholas Sawyer
Susan Gould

Commissioner Absent

Jennifer Rogers, Treasurer

Staff Present

Michael Clark, Executive Director
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

Josh Ludolph, Asst. Supt. of Facilities
Pete Cahill, Asst. Supt. of District Services & Projects (HR)
Colleen Palmer, Asst. Supt. of Recreation
Glenn Hussey, Asst. Supt. of Parks & Planning
Christine Hubka, Customer Service Manager
Brittani Sotzen, Communications and Marketing Manager
Trish Feid, Park Board Secretary/Executive Asst.

Public Hearing

President Cozza opened the Public Hearing for the 2020 Budget and Appropriations Ordinance and stated that in accordance with the Park District Code of the State of Illinois, a Public Hearing is to be held prior to the adoption of Ordinance #19-07, which sets forth the budget and made appropriations of sums of money for the necessary expenditures of the Palatine Park District for corporate purposes for the fiscal year beginning January 1, 2020 and ending December 31, 2020. Notice of Availability of Proposed Annual Budget for 2020 was published in the Daily Herald on Tuesday, November 5, 2019; and, notification of the public hearing was published in the Daily Herald on Friday, November 29, 2019. The public hearing was declared open and the floor was open to questions or comments from the Board; no questions or comments were presented. President Cozza offered that the floor was open to questions or comments from the audience. There were no questions or comments from the audience; Director Clark added that he did not receive any inquiries or comments prior to tonight's board meeting. In response for a motion to officially declare the public hearing closed, Commissioner Gould moved and Commissioner Sawyer seconded that the Board of Park Commissioners close the public hearing regarding the 2020 Budget and Appropriations Ordinance #19-07. The motion was approved by a roll call vote and President Cozza closed the Public Hearing for the 2020 Budget and Appropriations Ordinance. The result of the vote to close the Public Hearing of the Palatine Park District follows:

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

NAY: None

ABSENT: Jennifer Rogers

Motion carried

Approval of Agenda

Commissioner Gould moved and Commissioner Sawyer seconded that the agenda be approved. By a voice vote, the agenda for the regular meeting of December 10, 2019 was approved.

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

NAY: None

ABSENT: Jennifer Rogers

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Gould 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 November 26, 2019; Closed Session Minutes of November 26, 2019; Award of Contract for Pool Concession Operator; Honor Roll Nominees; October Financial Statements; and, Warrant #23 - including Expenses for Travel Expenses. The result of the roll call vote follows:

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

NAY: None

ABSENT: Jennifer Rogers

Motion carried.

Visitors and Citizens Comments

No comments were presented.

Presentation

The Park Board reviewed a previously distributed electronic copy of Succession and Reorganization Plan 2.0 draft. Director Clark presented the summary and highlights of the proposed plan; the 2nd generation of the District's Comprehensive Strategic Master Planning implemented in 2013. Director Clark said that 2019 was a gap year in between plans and the Leadership Team used that time to continue envisioning and create Plan 2.0. With consideration of forecasted District needs including facility improvements, growth and staffing plans, staff had many discussions and debates. This process started a year ago with a total of 5 workshop retreats from December 2018 to October 2019. Clark reviewed each year of the proposed 5-year plan's formal strategy including detailed budget implications starting with the gap year (2019) through 2024. Clark added that new staffing positions and opportunities will remain confidential until Plan 2.0 is adopted along with formal Board approval upon each budget cycle, which will be the trigger to start each new year of the 5-year Plan 2.0. Director Clark said that he is happy with the results from the first Plan and with the groundwork dedicated on Plan 2.0; Clark thanked all members of the Leadership Team. Over the next month, Director Clark suggested that the Park Board review the proposed Plan 2.0 and get back to him with any questions or thoughts; the adoption of the proposed plan will be posted on the January 14, 2020 Park Board Agenda.

New Business

The Board reviewed a previously distributed board summary pertaining to the Approval for Adoption of the 2020 Budget and Appropriation Ordinance #19-07. Commissioner Gould moved and Commissioner Sawyer seconded that the Board of Park Commissioners adopt Ordinance #19-07 authorizing the fiscal 2020 Palatine Park District Budget and Appropriation Ordinance in the amounts of thirty-two million, three hundred forty-one thousand, seven hundred forty-eight (\$32,341,748) dollars and thirty-five million, five hundred seventy-five thousand, nine hundred twenty-two (\$35,575,922) dollars respectively. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: Jennifer Rogers

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the Approval of Ordinance #19-08 Tax Levy. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners adopt Ordinance #19-08 assessing and levying taxes for 2019 in the amount of \$13,732,311 (thirteen million, seven hundred thirty-two thousand, three hundred eleven dollars). The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the Approval of Resolution #19-15 Property Tax Extension Limitation Law (PTELL). Commissioner Gould moved and Commissioner Sawyer seconded that the Board of Park Commissioners approves Resolution #19-15 Allocation of Tax Levy Amounts, directing the County Clerk to make any reduction in the District's 2019 Tax Levy request by decreasing the amount in excess of the legal Levy amount in the District's Recreation Fund. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the Approval of Ordinance #19-09 Tax Abatement. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners adopt Ordinance #19-09. An ordinance abating the tax hereto levied for the year 2019 to pay the principal of and interest on General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015C, General Obligation Park Bonds (Alternate Revenue Source), Series 2017, and General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019A, of the Palatine Park District, Cook County, Illinois. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the Approval of recommended Professional Auditing Services. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners enters a contract for professional auditing services and all associated work for the fiscal year ending December 31, 2019 with Lauterbach and Amen, at a cost of \$22,000. The Board will have the opportunity to renew the agreement annually for each of the next two years which includes a 2.72% annual increase. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the Approval for National

Cooperative Purchasing Alliance Membership. Commissioner Gould moved and Commissioner Sawyer seconded that the Park Board of Commissioners approve the Park District registering as members of National Cooperative Purchasing Alliance for the purpose of procuring products/services for the District. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: Jennifer Rogers

Motion carried.

The Board reviewed a previously distributed board summary pertaining to Consensus; Supplemental 2019 Budget and Appropriation Ordinance #19-10. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Commissioners provide consensus to make the Supplemental Budget available for public viewing for a period of at least 30 days so that it may adopt it on January 14, 2020. The motion was approved by a voice vote; the result follows:

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

NAY: None

ABSENT: Jennifer Rogers

Board consensus was agreed upon; the supplemental 2019 budget will be available for public inspection.

Departmental Reports

The Park Board welcomed the District' recent hire, Brittani Sotzen, the Communications and Marketing Manager. Sotzen said that she grew up in the Park and Recreation industry and worked in many part-time jobs as a youth to full-time positions after college at Rolling Meadows and Arlington Heights Park Districts. Sotzen is looking forward to her career at Palatine Park District, currently a lot of listening and taking into consideration her division's expectations and District's needs.

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. Tynczuk mentioned that she is working on staff reviews this month and year-end work.

The Board reviewed the previously distributed Recreation Department Report. Supt. Danz reviewed the annual Turkey Trot event's statistics and complimented Recreation & Fitness Program Coordinator Shariatzadeh on doing a great job with the event planning; also, the elimination of not running on Euclid Road as part of the course path was well received and the safety consideration was appreciated. Commissioner Ruff said that the tradition of families attending the race is remarkable. President Cozza mentioned the past process of distributing Turkey Trot event flyers to the community schools to promote participation; President Cozza added that he enjoyed being at the event.

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. Holder highlighted many report items, the crew was busy with fall maintenance activities and installing the ice rink walls. Holder updated the Park Board on several projects regarding Hamilton Service Garage; District paving final workings; and Birchwood's parking lot lighting.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle highlighted the busy weekend, it was a great time at Turkey Trot; Palatine Stables received Horse Show of the Year; and various fitness opportunities.

The Board reviewed the previously distributed Finance Department Report. Supt. Torres said that it was her first experience with the Turkey Trot event and she added that it was a great event. Regarding

preparations for tonight's Budget documents, Torres thanked Digital Marketing Coordinator Noens for the cover picture, Communications Assistant Kernan for the budget binder culmination and to co-workers on their dedicated efforts with creating the final budget; Torres also thanked the Park Board and Executive Director Clark. Highlighting a few other report items, Torres said that the Finance Department's new hire will start on December 18; there is a change with Professional Auditing Services provider as best practice; and, staff is working on 2020 District and Department goals. Customer Service Manager Hubka reviewed the customer service department of the combined report. Hubka said that the promotion of fitness memberships has been successful and staff is doing a great job marketing the fitness center. Other statistics mentioned included Turkey Trot registration numbers; and, regarding year-end comparisons of 2018 to 2019, the snow days in 2018 caused an increase in the refunds processed. Updates on the new addition of recreation software, which will compliment RecTrac, Hubka said that it sounds like an excellent product and staff is looking forward to using it. Hubka reported that the staffs' change of combining registration staff and facility attendants has generated over 81 after-hours' transactions.

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. Executive Director Clark said that last week, the Leadership Team gathered to review trimester 3 progress and to work on developing 2020 agency goals; it was a successful workshop and staff plan to have the adoption of 2020 Agency Work Plan Goals on the February 11, 2020 Park Board Agenda. Clark reminded the Park Board that we have one meeting in December and to be on the lookout for the email requesting e-approval of the month's second warrant with ratification at the January 14, 2020 Park Board Meeting. Clark highlighted that managers and supervisors are engaged with Performance Appraisals and their individual meetings to be completed by year-end. Also, a reminder of the annual full-time staff and Park Board holiday party this Saturday, December 14 starting at 6:00 p.m. at Meridian Banquet and Conference Center in Rolling Meadows.

Commissioner Reports

Since Commissioner Sawyer will not be able to attend this year's holiday party, Clark wanted Commissioner Sawyer to receive his special recognition and be awarded for his 10 years of service as a Park Commissioner. Staff and the Park Board congratulated Commissioner Sawyer.

Commissioner Ruff mentioned that he saw former employee Scovic.

Commissioner Gould said that it was great to visit Clayson House during the Christmas season tonight. The Park Board and staff gave compliments to Museum Supervisor Pesch, the coordination of having members of the Palatine Historical Society onsite during our visit to answer questions or tell history, along with Historical Society President Petykowski was appreciated. Staff highlighted that Commissioner Gould served on the Palatine Historical Society. When President of the Historical Society and as a volunteer member, Commissioner Gould reminisced on some of the history and development of Clayson House, which started as a residence in 1873. The Park Board and staff enjoyed watching the video presentation of Clayson House at the prior gathering tonight, it was insightful to understand and appreciate the efforts from the community and the Palatine Historical Society; the video was created in 1979. Staff thanked Commissioner Gould on providing holiday treats to enjoy during tonight's meeting. Thinking of her grandsons that live near the Palatine area, Commissioner Gould inquired about the Park District gift certificates, staff confirmed that they are available for Christmas giving; Danz added that staff gave it a push on Facebook. Commissioner Gould asked Supt. Danz about a historic little league

baseball which may have been in a recreation office, staff will look into the whereabouts.

President Cozza said that annual Turkey Trot event was great and it is nice to see so many families gathering on Thanksgiving morning.

Regarding a future agenda item, no items were presented.

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 Sawyer seconded the motion which was unanimously approved by a voice vote.

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

NAY: None

ABSENT: Jennifer Rogers

Motion carried at 8:00 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

John (Jay) Cozza
President

2020 Park Board Meeting

January 14, 2020
January 28, 2020
February 11, 2020
February 25, 2020
March 10, 2020
March 24, 2020
April 14, 2020
April 28, 2020
May 12, 2020
May 26, 2020
June 9, 2020

June 23, 2020
July 14, 2020
July 28, 2020
August 11, 2020
August 25, 2020
September 8, 2020
September 22, 2020
October 13, 2020
November 10, 2020
November 24, 2020
December 8, 2020