



VIRTUAL MEETING
NOTICE OF SPECIAL MEETING
BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT
****Remote Meeting via Zoom**
October 27, 2020 at 5:00 p.m.

President Ruff called to order the virtual meeting at 5:00 p.m.

Commissioners Present:

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

Staff Present

Michael Clark, Executive Director	Joshua Ludolph, Asst. Supt. of Facilities
Steve Nagle, Supt. of Facilities	Pete Cahill, Asst. Supt. of District Services & Projects (HR)
Cheryl Tynczuk, Supt. of District Services & Projects	Colleen Palmer, Asst. Supt. of Recreation
Zaida Torres, Supt. of Finance	Glenn Hussey, Asst. Supt. of Parks & Planning
Donelda Danz, Supt. of Recreation	Dan Mangum, IT Manager
Jim Holder, Supt. of Parks & Planning	Trish Feid, Park Board Secretary/Executive Asst.
Tina Becke, Asst. Supt. of Finance	

Visitors and Citizens

No visitors attended the meeting.

Approval of Agenda

Commissioner Cozza moved and Commissioner Gould seconded that the agenda be approved. By a roll call vote, the agenda for the meeting of October 27, 2020 was approved.

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

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Cozza moved and Commissioner Gould seconded that the consent agenda be approved. By a roll call vote, the following items on the consent agenda were approved: Regular Meeting Minutes of October 13, 2020; Resolution #20-05 authorizing an Intergovernmental Agreement with Cook County; and, Warrant #20 - including Expenses for Travel Expenses. The result of the roll call vote follows:

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

Visitors and Citizens Comments

President Ruff confirmed no questions were presented from the public prior to or during the remote meeting of October 27, 2020.

New Business

The Board reviewed a previously distributed material for the approval of the September Monthly Financial Report. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park

Commissioners approve the September Monthly Financial Report as presented. Supt. Torres briefly explained the Financial Analysis report for September with attention to the “COVID-19 Report” affecting the financial state of the park district. Fortunately, with the direction of cost containment regarding payroll, supplies and other operational expenditures, expenses were cut down drastically. The motion was approved by a roll call vote; the result follows:

AYES: Greg Sammons, John Cozza, Susan Gould, Jennifer Rogers, Terry Ruff
NAYS: None
ABSENT: None
Motion passed.

The Board reviewed a previously distributed board summary for the approval of Resolution #20-04 Truth in Taxation. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners approve Resolution #20-04, a Resolution providing an estimate for the 2020 property tax levy. Commissioner Cozza commented to Commissioner Sammons that although staff is recommending 4.90% for the Truth and Taxation and Tax Levy, the 2021 budget will only reflect 2.30%, which is the (CPI) Consumer Price Index. Director Clark added that we use the lesser of those 2 factors. The motion was approved by a roll call vote; the result follows:

AYES: Greg Sammons, John Cozza, Susan Gould, Jennifer Rogers, Terry Ruff
NAYS: None
ABSENT: None
Motion passed.

Presentation and Discussion of 2021 Annual Operating Proposed Draft Budget

In preparations for December 8, 2020 Public Hearing and Adoption of the 2021 Budget and Appropriations Ordinance and for tonight’s discussion, staff previously distributed the budget material electronically. As this is Supt. Torres second year presenting the budget, Torres said that we will present in the same format as last year and with the same organization of the budget statistics. Torres began the virtual presentation with an executive summary of the current budget with revenues to date. Before starting the 2021 Operating Budget presentation, Torres commented that staff created the conservative budget with hopes of having a normal year, if needed, under Board direction we can modify 2021 budget as we did for 2020. Continuing with the presentation, Torres gave an overview for each slide within the 2021 Operating Budget PowerPoint Presentation. Commissioner Gould commented on June of the 2019 health insurance staff contribution increase along with the employees’ 2021 health insurance increasing by 3% and then no salary raises for staff; and said that it is a concern. Regarding the Insurance Committee, Commissioner Cozza said that the June’s increase was to assist with bringing up the employee portion closer to projected and planned for increase. There was agreement that it has been especially hard this year; although, we were able to avoid fulltime staff from being laid off. President Ruff mentioned that staff agreed with the June increase to assist the park district. Commissioner Gould and Rogers suggested to budget for the potential wage increases depending on COVID-19 and the park district financial situation. Discussion ensued. There was Park Board consensus to add a new line item to the 2021 budget for possible wage increases, the money will be there if able to implement. Regarding Commissioner Gould’s inquiry on online catalog accessing, staff will call Commissioner Gould to go over her questions. Torres continued with reviewing and explaining each fund balance. Regarding the 2019 (CAPR) Comprehensive Annual Financial Report from the audit report, Torres wanted to inform the Board on the purpose of the fund balances regarding assigned, restricted and unassigned funds and added that this information gets overlooked. Torres highlighted that we cannot sit on these funds and recommended that the IMRF transfer lump sum payment to come out of the surplus of restricted Capital fund in the 2021 budget according to CAPR. Torres wanted to thank staff for their work with the budgets and gave a very special

thank you to Asst. Supt. Becke. Director Clark thanked Supt. Torres and Asst. Supt. Becke for all their coordination which made it easy to review each of the department budget reports, great job!

Presentation and Discussion of 2021 Capital Plan Draft Budget

Supt. Nagle and Supt. Holder also wanted to thank staff for their dedication to the draft budget and to Director Clark's continued support. Supt. Nagle began the review of the 2021 Capital Plan Draft Budget, starting with the breakdown of the capital project budget structure by tier level and project type/category. Summarizing the structure for each level on how we breakdown the budget, Nagle said that Tier 1 consists of items obligated by law for compliance/safety and items which are part of an Intergovernmental Agreement. Tier 2 level is for projects that were started but not entirely completed in the prior budget year. The level of Tier 3 is designated for capital repair and replacement items; Nagle highlighted that the District's Repair and Replacement Plan is continuously updated during the year. The final tier, Tier 4 is for new capital projects and purchases. Nagle noted that the type/categories for the budgeted capital projects within the tier level identities where we are spending for easy reference. Supt. Holder reviewed the slides for 2020 Accomplishments, providing summaries and illustrations for the projects started or under contract in 2020, or projects tied to grant funds or legally obligations. Regarding the Performance Data for 2020, we forecasted and have perform very well. There was substantial savings with adding on additional smaller paving projects while currently working with the current company. Holder mentioned a couple projects still underway and provided projection numbers if carried into 2021. Continuing, Supt. Holder reviewed the COVID-19 impact to the Capital Budget. Holder highlighted the 2021 Capital Budget summary and reviewed the 2020 frozen projects added to 2021 budget which are shown in red font. Lastly, Supt. Holder highlighted the Capital Budget Annual Comparison chart. No questions were presented. Once again Director Clark thanked staff for the effort with 2021 budget preparation.

Consensus for Public Posting

Regarding state statute, Director Clark asked for Board consensus of the budget draft permitting staff to provide the notice to publications and post the budget draft to the Palatine Park District website for the 30-day inspection period allowing for viewing, comments and questions. In response from the entire Park Board of Commissioners, Director Clark received consensus. Before the adoption of the 2021 Budget and Appropriations Ordinance scheduled on December 8, 2020, Director Clark asked the Park Board to take this time to review the draft and get back to staff with any questions. Commissioner Rogers confirmed that staff add the contingency to the budget regarding possible wage increases as a separate line item. Director Clark said that staff will revise the budget and provide updates to the Park Board. Executive Director Clark thanked staff for their effort and gave a special thank you to Supt. Torres, Asst. Supt. Becke and the Leadership Team. Clark wanted to express gratitude to the Park Board for their continued support. The proposed 2021 Annual Budget Draft documents along with the 2021 Operating Budget Draft and Capital Budget Draft PowerPoints are part of October 27, 2020 Board Meeting archives.

Adjournment

There being no further business to come before the Park Board on this date Commissioner Cozza moved that the regular meeting be adjourned. Commissioner Gould seconded the motion which was unanimously approved by a roll call vote.

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

NAY: None

ABSENT: None

Motion carried at 6:53 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Terry Ruff
President

2020 Park Board Meeting

November 5, 2020 Special Board Meeting
November 10, 2020

November 24, 2020
December 8, 2020