

MINUTES OF A REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS OF THE PALATINE PARK DISTRICT, COOK COUNTY, ILLINOIS, HELD IN THE PALATINE TOWNSHIP SENIOR CENTER, IN SAID DISTRICT, 505 S. QUENTIN ROAD, PALATINE, ILLINOIS ON NOVEMBER 25, 2008 AT 7:00 P.M.

These Minutes are not a verbatim record of what was said during the meeting.

CALL TO ORDER @ 7:00P.M.

Commissioners Present

Jennifer Rogers, President
Andrew McPherson, Vice President
Susan Gould, Treasurer

John Cozza
Robert Schultz

Staff Present

Ron Gbur, Executive Director
Debbie Smith, Supt. of Finance & Personnel
Pat Moser, Supt. of Parks
Keith Williams, Supt. of Recreation
Raul Zaldivar, Supt. of Revenue Facilities
Ed Tynczuk, Asst. Supt. of Parks

Tina Becke, Asst. Supt. of Finance & Personnel
Donelda Danz, Asst. Supt. of Recreation
Pam Stoltz, Recreation Manager
Kevin Romejko, Human Resources Manager
Bonnie Bennett, Secretary
Cathy Laegeler, Recording Secretary

Citizens and Guests

Bob Alexander, PHGA
Terry Ellis, Celtic Soccer

Susie Julison, NWSRA

APPROVAL OF AGENDA

Commissioner McPherson moved and Commissioner Cozza seconded, that the Board approve the Agenda for the regular meeting of November 25, 2008. Upon a voice vote, the agenda for the meeting was unanimously approved as submitted.

AYE: Robert Schultz, John Cozza, Susan Gould, Andrew McPherson, Jennifer Rogers

NAY: None

ABSENT: None

APPROVAL OF MINUTES

Commissioner McPherson moved, and Commissioner Gould seconded, that the Board approve the Minutes of the Regular Meeting of November 11, 2008. By a voice vote, the minutes of the prior meeting were unanimously approved as submitted.

AYE: Robert Schultz, John Cozza, Susan Gould, Andrew McPherson, Jennifer Rogers,

NAY: None

ABSENT: None

DEPARTMENTAL REPORTS

The Board reviewed the previously distributed Parks and Planning Department Report. Moser advised the Board of a problem with the Fitness Center Project general contractor, Belmont State Corp.; two subcontractors, the electrician and the glazer said that they haven't been paid yet and that the signatures on the waivers are forgeries (not sub-contractors' signatures) and the Notary's commission had expired. Western Springs and Schaumburg Park Districts had this same problem. Responding to questions, Moser said their last payment was for \$34,000 of which the subcontractors are claiming about half; we haven't contacted our attorney yet but the bonding company has been notified; Belmont State was the lowest bidder and references were checked; satisfied with their work but they tried to put in extra changes orders which we didn't approve; the dates on the Notary seals seemed authentic at the time we received them, but upon investigation, discovered they had expired.

The Board reviewed the previously distributed Revenue Facilities Report. Zaldivar said that the course closed yesterday; last three days were spent doing spray preparation for winter, hoping to cover the greens next week with assistance from four Parks Dept. employees; all GC part-time employees were let go last Friday.

The Board reviewed the previously distributed Summer 2008 Program Evaluation Report. Williams highlighted an overall increase in enrollment whereas many other parks districts saw some decline; the newly organized Palatine Area Marching Band has been a success, they practiced for about ten weeks and participated in the 4th of July parade; most participants are adults - many non residents and didn't like having to pay the higher, non-resident fee (1½ times resident's fees); Marching Band participants bring their own instruments and could be considered a cultural art program, need non-residents to fill positions, e.g. as baseball does for the older teams; should look at the Band like a special event. Gbur said the fee could possibly be waived.

Our teen pool parties were a hit; concept of pool parties at Birchwood a good thing but found someone promoting the private rental parties on **facebook** and kids were crashing the parties, may go to using wrist bands; parents just wash their hands of the party crashing problem. Thanks go to Coordinator Lange for her help with the dog park volunteer's benefit out there for pet rescue; this year P.O.C. had the best camp ever, past years camp had one paid staff and the rest were volunteers this year we had eight paid staff in addition to community volunteers; participant/staff ratio was 1 to 10; committed \$5,000 but actually funded \$2,570 after getting several sponsors; had 140 participants, up from 100 last year, want to cap it at 140 participants at the most.

One of our biggest challenges is that Day Camp kids were signing themselves out; the economic crunch creates hardship thus parents are having their kids sign out and hang out in the park until someone comes to get them – they know that staff are in the area; they can sign themselves out at 7/8 years of age, as this is the age the schools allow kids to walk home; Camp runs from 9:00 a.m. to 4:00 p.m., extended hours are 7:00 to 9:00 a.m. and 4:00 to 6:00 p.m.; has had a financial impact - budget numbers were up but revenue was down due to less paid extended hours; maybe raise fees for specific camps working in extended hours.

Commissioners then commented the following: possibly doing lots more teen parties at Birchwood along with concessions (build up evening pool concessions sales); maybe there would be more interest in teen parties at the aquatic center; Gymnastics numbers seem out-of-line (incorrect, last year should be 607 not 307); have an additional counselor at each Day Camp site, implementing a 40-hour week thus enabling each counselor to have a day off if they need it; they work 10 hours a day, it could make it easier for the coordinator; need some flexibility, its not realistic to expect them to not miss a day during the season. Staff replied that most of the counselors want the hours; had a roamer this year who went from camp to camp

which seemed to work; kids aren't pressured into working without a break, they can work 40 hours if they want, but we don't want to take away any of their hours when they want them.

President Rogers noted there were no other Departmental Reports.

RECOGNITION OF CITIZENS

President Rogers said that there were no residents who wished to be recognized at this time. .

UNFINISHED BUSINESS

The Board reviewed the previously distributed 2009 NWSRA Assessment (Resolution #08-06). Commissioner Cozza moved and Commissioner Schultz seconded that the Board adopt Resolution #08-06. Commissioner McPherson said that before we approve the budget for NWSRA, he has some questions: the amount of the increase (17%) is shocking considering the climate we live in now; CPI has doubled in the last five years; why the high percentage (goal is 50%) for reserves, what are their reserves for; the Park District's reserve is 1/3. Ms. Julison addressed the Board and responded to questions saying that the reserve amount was set by the Boards, NWSRA and SLSF, in 2002 because there were barely any reserves and they were relying heavily on the Foundation Board to keep operations going; NWSRA is the type of organization that needs to raise at least one million a year to offset expenses, keep participation fees low, fund unfunded ADA mandated issues; part of comprehensive plan is to 'partner' with park districts to include dedicated space for SRAs as they remodel or add facilities, NWSRA, like many SRAs, are maxed out in their current spaces; Senate Bill 1881 released SRAs from the tax cap which gave them some increase in funding for running programs as we cannot always control inclusion costs that are growing in leaps and bounds; have always depended on SLSF too much; NWSRA not a stand alone organization, it is backed by 17 districts that they serve; representative to NWSRA, Ron Gbur, was aware and park districts received preliminary letter about increase of up to 17%; budget done in December and is always available; only 16% of revenue comes from fees the rest from taxes (via park districts) and contributions, our reserves are for expenses if taxes are late or go wrong; of 2008 receipts, \$125,000 will be applied to reserve; each park district assessment is based on their EAV and population, the same formula applies to everyone; as a SRA they service 1 to 2% of the population, some such as Rolling Meadows is abnormally high because they have more group facilities, Palatine, or more specifically the District 15 area, is high because of schools system has a very good inclusion program and people with special needs children move to this area; rates are decided in 3-year planning segments, currently set at 0.16 and it will at this rate for the next three years; have done good financial planning so they will be no problem funding programs if SLSF unable to raise it. President Rogers thanked Ms. Julison for her attendance and requested a roll call vote on the motion, the result of which follows.

AYE: Robert Schultz, John Cozza, Susan Gould, Jennifer Rogers

NAY: Andrew McPherson

ABSENT: None

There was no more unfinished business to come before the Board at this time.

NEW BUSINESS

The Board reviewed a previously distributed Board Summary pertaining to the FAC Food and Beverage Concession Agreement. Commissioner Schultz moved, and Commissioner McPherson seconded, that the Board of Park Commissioners accept the motion as written. Commissioner Gould said that she had a problem with us requiring any vendor to pay us when it will put them in the hole; Vito's Poolside Café was the only bidder; don't we have the same kind of contract with Carl's Red Hots? Staff replied that Carl's pays us less as the affiliates get most of that money in lieu of operating their own concessions; this amount is only half of what he originally bid; we (Gbur and Williams) met with Mr. Manola and Manola said he couldn't pay us that amount. Commissioner Gould said she also spoke with Mr. Manola to get his input; we don't control the weather and he couldn't open for some concerts; why do we even charge him; could it be changed to a percentage of profit or base it on gross sales? Staff replied that Open Kitchens, the golf course concessionaire, is charged. Commissioner McPherson said that he has a problem with this as there is a contract; will this change the way that we bid out contracts; don't always know previous costs, can easily under or over estimate costs/revenues; Manola saw an opportunity, bid a number, then doesn't pay for his debt, even when it had been renegotiated at the June 10 meeting. Gbur said that when asked how it was going, he said it was going great – then he recants saying that the money isn't there; we can't have tax supported concession stands, can't block Park District from getting the money. Discussion ensued regarding finding a new concessionaire, having something at F.A.C. but not at Birchwood, or perhaps overlap between the two pools; look into what it would take to run our own concessions – which was quickly dismissed as we have done this in the past and other park districts have found this not profitable either. Gbur said that he asked the Board to assess one of the plans he laid out and require him to pay; Manola said he can live with number 1; he did a good job of servicing the public. Responding to Commissioner Cozza, Secretary Bennett said that the difference between Option #1 and the recommended motion is that the motion includes releasing Vito's Poolside Café, by mutual agreement, of the 2009, 2010 and 2011 obligation. Gbur said that the plan was to split the equipment cost with the concessionaire, however the share he paid has been credited to his debt; we are keeping everything. . President Rogers requested a roll call vote on the motion.

- AYE: John Cozza, Susan Gould, Andrew McPherson, Robert Schultz, Jennifer Rogers
- NAY: None
- ABSENT: None

The Board reviewed a previously distributed Board Summary pertaining to Health Risk Appraisal (HRA) Program Enhancements. Commissioner McPherson moved, and Commissioner Schultz seconded, that the Board of Park Commissioners approve the addition of a complete blood profile (16 organ functions), thyroid blood test, and prostate specific antigen (PSA) blood test (men over age 50) to the 2009 full-time staff HRA program. Commissioner McPherson said that this is a nice addition to the program; not free but an investment in good health. Romejko said that many employees have taken advantage and benefited from the program. The motion was unanimously approved by a voice vote as follows:

- AYE: Robert Schultz, John Cozza, Susan Gould, Andrew McPherson, Jennifer Rogers
- NAY: None
- ABSENT: None

The Board reviewed the previously distributed 2009 Budget (excluding Golf Course and Stables). Commissioner Cozza moved and Commissioner Gould seconded that the Board approve the budget as presented. Director Gbur said he received a comment sheet from Commissioner Schultz about fee increases and Danz did a nice job of surveying other park districts; most have eliminated the 4-6 year old tot fee charging

one fee for all kids from 4-17 years old, a dollar more. Commissioners commented that we need to look our various recreation fees on a routine basis, not do a 50% jump once in a while. Staff said a 7% increase in recreation revenue is shown (item 70 page 7) on summary of revenue increase includes fitness; forecast for fitness not available right now, it is separate now; it has over 600 members looking to limit to 1000; if we reach that number, may do a reduced non-prime time pass; tot pool at Birchwood is free (under 4) but kids must have a parent with them; kids from 4-7 years old pay one fee to keeping in line with the other park districts. Regarding CARE showing a 50% decrease, staff said that District 15 is charging us more, on a monthly basis, for custodial and rooms; every year we have a 3% increase but District 15's increased cost not included; rates are less than what residents would pay for renting space; CARE revenues are shared 25% Park District, 25% to District 15, and 50% going back into the program; there are no subsidies and CARE covers 100% of its expenses; CARE funds are used for playgrounds and other equipment the kids use, i.e. computers, TV's, etc. Staff then responded to questions regarding revenues, e.g. tax receipts based on 97% (3% less than tax levy), very conservative; official expenses cover commissioners and Director Gbur, e.g. Rotary, IPRA seminar and luncheon expenses. President Rogers asked are changes that will be discussed in Executive Session needed to be made before approving budget, and Gbur responded that it was not necessary, it could be approved now. President Rogers requested a roll call vote.

AYE: Susan Gould, Andrew McPherson, John Cozza, Jennifer Rogers

NAY: Robert Schultz

ABSENT: None

Motion approved.

The Board reviewed the previously distributed Monthly Financial Report dated October, 2008. There were no questions or comments.

The Board reviewed a previously distributed list of bills. Commissioner Gould moved that Warrant #22, in the amount of \$929,185.20, be approved and released for payment; said motion seconded by Commissioner McPherson. There were no questions or comments. President Rogers requested a roll call vote on the motion.

AYE: Andrew McPherson, Robert Schultz, John Cozza, Susan Gould, Jennifer Rogers

NAY: None

ABSENT: None

Motion approved.

President Rogers noted there was no more new business to be addressed.

EXECITOVE DIRECTOR'S REPORT

The Board reviewed the previously distributed Executive Director's Report. Gbur highlighted Item 1 inviting commissioners to stop by Cutting Hall to see some of the holiday shows. Updating the Board on Falcon Park, he said that the excavation work started last Monday, should be doing the footings tomorrow, and pouring the concrete on Monday or Tuesday of next week; the haul road off of Hicks Road has been stared. Responding to Commissioner Schultz, staff said that the *Polar Express* holiday event is a train trip from Palatine to Woodstock.

COMMISSIONERS' COMMENTS

Commissioner Cozza thanked staff for providing the golf course numbers he requested; he complimented Asst. Supt. Becke on her work with the bond issue cash input/output investment schedule she and Moser put together, it came out very nice.

President Rogers said “see you at the Turkey Trot on Thursday”.

President Rogers requested Future Agenda Items; there were none

EXECUTIVE SESSION

President Rogers requested a motion to close the public portion of the meeting and convene in executive session for the purpose of deliberation of employee salary schedules for one or more classes of employees, Section 2(c)(2) of the Open Meetings Act. Commissioner McPherson so moved and Commissioner Schultz seconded the motion. President Rogers requested a roll call vote, the result of which follows:

AYE: Robert Schultz, John Cozza, Susan Gould, Andrew McPherson, Jennifer Rogers

NAY: None

ABSENT: None

Motion passed at 8:26 p.m.

The Board returned to regular session at 9:10 p.m.

ADDITIONAL NEW BUSINESS

President Rogers stated that the Board met in Executive Session for the purpose of deliberation of employee salary schedules for one or more classes of employees. Commissioner Schultz moved, and Commissioner Cozza seconded, that 4.3% be allocated for the employee wage pool.

ADJOURNMENT

There being no further business to come before the Board on this date, Commissioner Gould moved that the meeting be adjourned. Commissioner McPherson seconded the motion, which was unanimously approved by a voice vote at 9:12 p.m.

AYES: Robert Schultz, John Cozza, Susan Gould, Andrew McPherson, Jennifer Rogers

NAYS: None

ABSENT: None

Respectfully submitted,

Cathy Laegeler

ATTEST:

/s/ Bonnie M. Bennett
Secretary

APPROVED:

/s/ Jennifer Rogers
President

Next scheduled Park Board meetings:

December 9, 2008
December 16, 2008
January 13, 2009