

Proposed
**BARRINGTON PARK DISTRICT
BOARD MEETING MINUTES
OCTOBER 19, 2015**

- I. The Board of Park Commissioners, Barrington Park District, Lake and Cook Counties, Illinois, held a Board meeting at Langendorf Park, 235 Lions Drive, called to order by Commissioner Knapik at 7: 30 p.m.

- II. ROLL CALL
Commissioners present: Commissioners Christine Garry (7:34), Linda Hovde, Bill Knapik, Jim Lundmark, and Jon Stickney. **Absent:** None.
Staff Present: Executive Director Terry Jennings, Accountant Lee Howard, Attorney Sue Jantorni, Supt. of Recreation Carla Smothers, and Recording Secretary Janet McKay.
Also present: Tom LaLonde, Williams Architects, and Steve Konters, Hitchcock Design Group.

- III. APPROVAL OF AGENDA
MOTION was made by Commissioner Hovde, seconded by Commissioner Stickney, to approve the agenda as posted. Voice vote, all in favor. MOTION CARRIED

- IV. MINUTES
A. Finance Committee Meeting Minutes– September 21, 2015
MOTION was made by Commissioner Hovde, seconded by Commissioner Stickney, to approve the September 21, 2015 Finance Committee minutes as submitted.
Voice vote, all in favor. MOTION CARRIED

B. Board Meeting Minutes – September 21, 2015
MOTION was made by Commissioner Lundmark, seconded by Commissioner Hovde, to approve the September 21, 2015 Board meeting minutes as submitted.
Voice vote, all in favor. MOTION CARRIED

- V. CONSENT AGENDA (Attached)
MOTION was made by Commissioner Lundmark, seconded by Commissioner Stickney, to approve the consent agenda for October 19, 2015 as posted.
Upon roll call:
AYES: 5 Commissioners Garry, Hovde, Knapik, Lundmark, and Stickney
NAYS: 0
MOTION CARRIED

- VI. PUBLIC COMMENT- None

- VII. UNFINISHED BUSINESS

A. Approve Section 2 of the Updated Personnel Policy Manual

The Policy Committee continues to meet to update the Personnel Policy Manual and will submit the sections for approval as they are updated. They are using the PDRMA Model Personnel Policy Manual for Illinois Park and Recreation Agencies as a prototype and adapting it as to fit the Barrington Park District. Section 2 was presented for approval.

MOTION was made by Commissioner Hovde, seconded by Commissioner Lundmark, to approve Section 2 of the Amended Full-time Personnel Policy Manual.

Upon roll call:

AYES: 5 Commissioners Garry, Hovde, Knapik, Lundmark, and Stickney

NAYS: 0

MOTION CARRIED

B. Splashpad Update

Director Jennings provided an update on the proposed splashpad. She and her staff have been working with Williams Architects and exploring options on splashpads. They will prepare a conceptual plan and continue to move forward. Discussion followed on costs and funding. Commissioner Stickney requested a rough budget be prepared. Attorney Jantorni asked the Board to determine what their commitment will be and how to formalize and move forward on the proposal.

VIII. NEW BUSINESS

A. Anniversary Awards

Director Jennings presented service anniversary awards for 20 years to Commissioner Garry and 10 years to Commissioners Hovde and Lundmark. She thanked them for their years of service, contributions, and dedication to the park district.

B. Approve 2014 Financial Audit

The highlights of the audit were presented by Accountant Howard. The park district received a “clean” opinion, which is the highest opinion offered. He referred to pages 12 and 13, which showed the balance sheet and the revenue and expenses for the year. Accountant Howard said it was a good outcome and a nice report. They will try for the GFOA award.

MOTION was made by Commissioner Stickney, seconded by Commissioner Lundmark, to accept the 2014 Financial Audit for the Barrington Park District.

Upon roll call:

AYES: 5 Commissioners Garry, Hovde, Knapik, Lundmark, and Stickney

NAYS: 0

MOTION CARRIED

C. IAPD Credentials Certificate

The IAPD/IPRA Conference will take place on January 28-30, 2016. Commissioner Garry was nominated to be the delegate for the Barrington Park District.

MOTION was made by Commissioner Stickney, seconded by Commissioner Lundmark, to appoint Christine Garry as the delegate representing the Barrington Park District at the Annual Business Meeting at the 2016 IAPD/IPRA Conference.

Upon roll call:

AYES: 4 Commissioners Hovde, Knapik, Lundmark, and Stickney

NAYS: 0

ABSTENTION: 1 Commissioner Garry

MOTION CARRIED

D. Comprehensive Master Plan Presentation

Tom LaLonde, Williams Architects, and Steve Konters, Hitchcock Design Group, gave a presentation on the master plan process and options available. Mr. Konters showed a video describing the comprehensive planning process that showed different pieces of the plan and services that are available.

The five steps to the process are:

1. Analyze
2. Connect
3. Envision
4. Prioritize
5. Implement

An overview of the typical process followed. It normally takes about six months to complete the plan. They said the goal is to create a comprehensive master plan that will benefit the park district and be utilized. Discussion followed on the type of plan they want and what it should include. Mr. Konters will provide references.

IX. COMMISSIONER COMMITTEE REPORT

- A. **Recreation Committee** - No Meeting
- B. **Long Range Planning Committee** - No meeting
- C. **Building & Grounds Committee** - No meeting
- D. **Policy Committee** - Report already given

X. DIRECTOR'S REPORT

Updates were presented by Director Jennings. She is working with Commissioner Hovde on the 2016 employee health insurance plan and discussing the tax levy with Accountant Howard. She met with Supt. of Recreation Carla Smothers and Fitness Manager Gabel to consider new fitness equipment. Supt. Smothers presented her proposal to purchase 10 pieces of yoga apparatus at approximately \$1,000 each and explained how the equipment would be stored and utilized. Director Jennings and Supt. Smothers will attend a crisis preparedness training in Hoffman Estates.

XI. CORRESPONDENCE - None

XII. EXECUTIVE SESSION

MOTION was made by Commissioner Lundmark, seconded by Commissioner Stickney, to adjourn the regular Board meeting and convene to Executive Session discuss real estate at 8:56 p.m. Voice vote, all in favor. MOTION CARRIED

XIII. ACTION DUE TO EXECUTIVE SESSION MATTERS

The Board meeting reconvened at 9:09 p.m. with a quorum present. No action had been taken in Executive Session.

XIV. ADJOURNMENT

MOTION was made by Commissioner Hovde, seconded by Commissioner Lundmark, to adjourn the Regular Board meeting at 9:10 p.m.
Voice vote, all in favor. MOTION CARRIED

Respectfully submitted by Janet McKay

Approved: