

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, AT 505 S. QUENTIN ROAD, PALATINE, ILLINOIS ON NOVEMBER 27, 2007 AT 7:00 P.M.

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

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CALL TO ORDER/ROLL CALL @ 7:00P.M.

Commissioners Present

Robert Schultz, President  
Jennifer Rogers, Vice President  
Susan Gould, Treasurer

John Cozza  
Andrew McPherson

Staff Present

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

Tina Becke, Asst. Supt. of Finance & Personnel  
Donelda Danz, Asst. Supt. of Rec.  
Brad Helms, Golf Course Supt.  
Toni Bruns, Stables Manager  
Erik Klebositis, Asst. Golf Pro  
Cathy Laegeler, Recording Secretary

Citizens and Guests

Bob Alexander, PHGA

APPROVAL OF AGENDA

Commissioner Gould moved, and Commissioner Cozza seconded, that the Board approve the meeting Agenda. By a voice vote, the Agenda for the Regular Meeting of November 27, 2007 was unanimously approved as submitted.

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

NAY: None

ABSENT: None

APPROVAL OF MINUTES

Commissioner McPherson moved, and Commissioner Rogers seconded, that the Board approve the Minutes of the Regular Meeting of November 13, 2007. Commissioner Rogers said that on Page 6, Item XI (Additional New Business), she and President Schultz were not shown as voting aye. Referring to Item VIII.A on Page 5 (Executive Director's Report), Commissioner Gould said that she would attend the NWSRA Holiday Lunch and she thought President Schultz wanted to attend also. Upon a voice vote, the Minutes of the previously held regular meeting were approved as amended.

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

### DEPARTMENTAL REPORTS

The Board reviewed the previously distributed written Parks and Planning Department Report. Commissioner Cozza commented that staff did a good job taking care of the vandalism at Juniper Park. President Schultz said that a tree was cut down at Oak Park and Moser added that they also took out a street sign - a neighbor saw someone running down the street about 4:15 a.m.

The Board reviewed the previously distributed written Revenue Facilities Department Report. There were no questions or comments.

The Board reviewed the previously distributed written Summer 2007 Program Evaluation Report. Williams stated that we had basically the same classes as offered last year, but a couple of hundred less participants this year; camp lunch program received some complaints, eight people said the program was too pricey and not cost effective—lunches are done on a per session basis and comes to about \$3.75 per lunch (a sandwich, snack and drink) and payment is required even if participant didn't show up for camp; it goes out to bid. President Schultz stated his grandson liked it. Responding to a question about open gym at Birchwood in August, staff said that in the summer the gym isn't available often due to day camp usage - it is open only a few hours a week when that area is free; if the building is open, which in the summer is most of the time, someone is on duty but not solely for gym usage.

Gbur said that there were no more Departmental Reports.

### RECOGNITION OF CITIZENS

At this time, President Schultz recognized Bob Alexander who stated that the golf season was at its end.

### UNFINISHED BUSINESS

The Board reviewed the previously distributed Board Summary for IMRF Credits for Military Service (Res. #07-02). Commissioner McPherson moved to remove this item from the table, Commissioner Cozza seconded the motion. President Schultz had asked for some more additional information. Staff was canvassed after this item was tabled at the earlier meeting. Smith said there are eight employees eligible to purchase time; several knew that it was available, but had not pursued it due to the expense; it is possible to buy back Military Service credit in smaller increments; four of those staff eligible now were also eligible in 1997. Commissioner Schultz said the exposure to the Park District could be substantial. The cost to the employees could be between \$3,000-\$5,000 for each year purchased. It was asked if a decision had to be made now, and the answer was no, although the sooner an employee decides to purchase the credits, the less the cost is to them but the more the cost to Park District.

One employee has applied for two years; no one else Smith spoke to this afternoon wanted to commit to a four year purchase at this time. In response to Commissioner Cozza's questions, prior military service credit applies to military service completed before the person enrolled in IMRF at Palatine Park District. IMRF already

credits service credit to an active employee that is called up to serve in the armed forces, so this new resolution does not apply to that circumstance. 'Armed Forces' includes the National Guard; if an active employee gets called up, Palatine Park District guarantees a full-time position when they return from service. We had one reservist called up who was part-time, and we offered him a job when he returned. Commissioner Cozza said the resolution is difficult to understand.

President Schultz would like to see the additional two years brought back to the Board if there is interest expressed and the employees are willing to incur expenses. Commissioner McPherson moved to allow qualified staff to purchase up to four years of past military service as service credit, Commissioner Rogers seconded the motion. President Schultz called for a voice vote and the motion was rejected as follows.

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

NEW BUSINESS

The Board reviewed a previously distributed Board summary pertaining to an architectural contract for Community Center Fitness (remodeling). Commissioner Gould moved, and Commissioner McPherson seconded, that the Board approve the architectural contract with PHN Architects for the remodeling of the east shelf at Community Center into a fitness center in the amount of \$49,594.00 plus expenses. It was asked if this was the cost for the entire project. It is approximately 10% of the expected cost and it includes design, specifications, the bidding process, and overseeing the work; equipment not included. Commissioner Cozza asked why spend money on a space in a building that we may not be in in three to five years? Staff responded that the Board agreed to expanding this area as it was the #1 improvement response from residents in our November 2005 survey; equipment can always be removed. Moser said that only the gym and locker rooms are heated by the Village. Gbur stated that we don't know when the Village might be out of the building; a referendum could be three to ten years away; Falcon Park is our next priority and that is at least three to four years away. Engineering has started; we hope to be out to bid in February, starting construction in May or June, and be completed by September. President Schultz requested a roll call vote, the result of which follows.

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

Motion approved.

The Board reviewed a previously distributed Board Summary pertaining to the architect contract for Falcon Park Recreation Center. Commissioner Gould moved, and Commissioner Rogers seconded, that the Board approve the contract with PHN Architects for the design phase of the Falcon Park Recreation Center in the amount of \$12,355.00. Moser said that we are already into this; it is a 12-month process. President Schultz requested a roll call vote, the result of which follows:

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

Motion approved

The Board reviewed a previously distributed Board summary pertaining to Birchwood Pool Change Orders #62-65. Commissioner McPherson moved, and Commissioner Rogers seconded, that the Board approve change orders #62 through #65 in the amount of (\$81,397.95). President Schultz requested a roll call vote, the result of which follows.

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

NAY: None

ABSENT: None

Motion approved

The Board reviewed a previously distributed Board Summary pertaining to a cooperative bike trail agreement with the City of Rolling Meadows. Commissioner McPherson moved, and Commissioner Cozza seconded, that the Board approve the agreement with the City of Rolling Meadows for a bike trail along the west side of Plum Grove Road from Kirchoff to Bryant Avenue as part of a Congestion Mitigation Air Quality (CMAQ) federal grant. The parties agree to share the local share (20% of the grant). Responding to a question, Moser said that the Park District's share is \$1,566.22 or 10% of the grant; we want them to do this in the event a bridge at Birchwood South is accomplished. Commissioner Cozza commented that this will be a better pedestrian crossing. President Schultz requested a roll call vote, the result of which follows:

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

NAY: None

ABSENT: None

Motion approved

The Board reviewed a previously distributed Board summary pertaining to PYBS Uniform & Equipment Bid 2008. Commissioner Gould moved, and Commissioner Rogers seconded, that the Board awards the PYBS Uniform & Equipment bids to Santo Sport Store of Chicago Ridge, IL, excepting equipment items 3, 7 & 12 which are awarded to BSN in the amount of \$1,640.28, and item 19 which was removed from the bid; furthermore, direct staff to issue purchase orders for these items as bid. The Santo Sport Store order may include a 10% variance of the total bid of \$64,794.58 depending on the demands of the program. A question was raised about there being fewer bidders, and Santo submitting the only full bid. Williams stated that we are receiving far less bids and two or three other companies gave us complete bids; one was rejected from the start because we were not satisfied with them last year; a local sports store doesn't bid on PYB items as they choose to bid on PBA only. President Schultz requested a roll call vote, the result of which follows.

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

NAY: None

ABSENT: None

Motion approved

The Board reviewed a previously distributed Board Summary pertaining to the Proposed 2008 Golf Course Budget. Commissioner McPherson moved, and Commissioner Cozza seconded, that the Board review, potential modifications and approve the 2008 Golf Course budget. Zaldivar said that at this time, most of the 2007 G&O projects are complete; and we are looking forward to the task of accomplishing the carry-overs and new 2008 G&O's. Zaldivar also stated that the Golf Course budget for 2008 is pretty basic; we identified what

we want to do. Some questions regarded the basing of rounds over 2007; on page 3, IMRF, how do we stay constant, as salaries are up but IMRF went down; on page 4, fifth line down, Commissioner Cozza asked why there was a lot of full-time overtime wages. Zaldivar responded that this includes part-time overtime also; there are 10 seasonals that actually participate; it should just be listed as overtime wages; IMRF stays the same; on page 5, at the request of the auditors, we included tournament revenue which are offset with expenses. Commissioner Cozza asked if the electricity is metered separately for the Clubhouse and who replaces appliances? Moser said the Clubhouse, Pro Shop and irrigation system are all on one meter. Zaldivar said that Open Kitchens takes care of the refrigerator, walk-in cooler, and hood; we take care of anything attached to the building. For overall Golf Course Capital Improvements we are only putting in what is necessary this year, i.e. about \$50,000; in future years we might be in the \$65,000 range. Additionally, the expense of fixing the sand traps and green surrounds is reflected in the Park District's 2008 G & O's. Commissioner Cozza asked about the Driving Range cost per bucket and why the Driving range is down. Zaldivar said that the Range revenue was down because play was down due to weather conditions, people come out to warm-up before they play a round of golf. President Schultz requested a roll call vote, the result of which follows:

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

NAY: None

ABSENT: None

Motion approved

The Board reviewed the previously distributed Stables budget. Commissioner Cozza moved, and Commissioner McPherson seconded, that the Board approve the Palatine Stables budget. Commissioner Gould asked where the 'Fee' page is. Zaldivar responded that it was page 9, which was mistakenly omitted from the budget that was distributed; the chart is similar to last years; boarding fees are up 3%, lessons are up 1%; these numbers are sound with other facilities; need to keep boarding affordable and appealing to prevent people from leaving; staff is working on an electrical upgrade for the stalls that will allow people to have box fans and bucket heaters, this is Phase II of the electrical project - we are waiting for more power from ComEd; a fuel surcharge is paid on everything that we have delivered and wages went up dramatically this year, which is why boarding fees are going up. Responding to Commissioner Cozza, Bruns said that a lot of the wage increase was because the minimum wage rate went up and we compensated those that have worked for us for a while - it is a ripple effect. Discussion ensued on how the minimum wage increase affected the pools and golf course also. Gbur said that when the 2007 budget was prepared the minimum wage increase was not yet law; over the last couple of years, part-time employees got a minimum wage increase from \$5.15 to \$6.50 to \$7.50 an hour. Responding to another question, Bruns said that our lesson rates are at other stables prices or higher; group lessons are only increasing \$5 more per person. With no further questions forthcoming, President Schultz requested a roll call vote, the result of which follows:

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

NAY: None

ABSENT: None

Motion approved

The Board reviewed the previously distributed Proposed 2008 Budget. The following questions and comments were made: page 2—regarding waiting list revenue of \$1,000, staff responded that we are cash based so it needs to be listed, everyone pays for classes but sometimes due to circumstances we need do a refund. Gbur stated that as he revised his estimated EAV the tax rate was reduced to 41.54¢; we need to start getting away from 50¢ being our target tax rate; look at dollars instead of rate; there is \$100,000 for land acquisition and

\$400,000 for Falcon Park development in the 2008 budget, also the FAC bond issue will be retired this year. Commissioner Schultz said that the Environmental Committee suggested we consider developing a fund for creek erosion as some of our parks are eroding away. Commissioner Gould said that we may consider putting in reserve for tree replacement with the Ash Borer coming. Gbur said that Plum Grove Reservoir is the next place to have erosion control work done; we need to put money toward this in the future. Commissioner McPherson asked if we have cash available should property become available. Gbur responded that yes, we have money for that; and with no further questions, he said that no vote on the budget is required at this time as the wage pool has yet to be determined.

The Board reviewed a previously distributed Monthly Financial Report dated October 2007 noting that tax receipts are coming in.

The Board reviewed a previously distributed list of bills. Commissioner McPherson moved that Warrant #22, in the amount of \$1,094,978.02, be approved and released for payment. Commissioner Gould seconded the motion. Staff answered questions about an expense for Jensen's Plumbing saying that we normally keep 10% - Jensen has completed their work - but some vendors still has work to do as part of the punch list. The binoculars were used for watching Juniper Park for people doing vandalism; they are now Park District equipment. President Schultz requested a roll call vote, the result of which follows.

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

NAY: None

ABSENT:

Motion approved.

Gbur stated that there was no more new business.

#### EXECUTIVE DIRECTOR'S REPORT

The Board reviewed the previously distributed Executive Director's Report. Gbur highlighted two items that were not on the report. Harper College is having a community planning meeting on December 5 and is looking for a response; it will be a round-table event both giving and soliciting input on future planning, with dinner at 5:30. Commissioners Rogers and Cozza, and Pam Stoltz will attend; Williams has the information. The Holiday Party is this weekend; Gbur asked who would be coming from the Gould's and the Cozza's. The Goulds are coming; the Cozzas will not be attending.

#### COMMISSIONERS' COMMENTS

Commissioner Cozza said that he heard a lot of Turkey Trot compliments and that it is a great event. Great job, congratulations

Commissioner McPherson said that he too heard a lot of Turkey Trot compliments, nice job.

Commissioner Rogers said that Commissioner Cozza took her comments on the turkey trot.

President Schultz noted there were no future agenda items offered.

EXECUTIVE SESSION

President Schultz requested a motion to close the public portion of the meeting and convene in executive session for the purpose of discussion of Personnel, Section 2(c)(2) of the Open Meetings Act. Commissioner Rogers so moved, and Commissioner Cozza seconded the motion. President Schultz requested a roll call vote, the result of which follows:

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

NAY: None

ABSENT: None

Motion passed at 8:25 p.m.

The Board returned to regular session at 8:49 p.m.

ADDITIONAL NEW BUSINESS

President Schultz stated that the Board met in Executive Session for deliberation concerning salary schedules for employees (excluding the Executive Director). Commissioner Cozza moved, and Commissioner Gould seconded, that the Board approve increases of 2.5% for cost-of-living and 1.5% for merit, making the wage pool 4% for 2008. President Schultz requested a roll call vote, the result of which follows:

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

NAYS: Andrew McPherson

ABSENT: None

Motion approved

ADJOURNMENT

There being no further business to come before the Board on this date, Commissioner McPherson moved that the meeting be adjourned. Commissioner Rogers seconded the motion, which was unanimously approved by a voice vote at 8:50 p.m.

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

NAYS: None

ABSENT: None

Respectfully submitted,  
Cathy Laegeler

ATTEST:

APPROVED:

/s/ Bonnie M. Bennett  
Secretary

/s/ Robert G. Schultz  
President

Next scheduled Park Board meetings:  
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December 11, 2007  
December 18, 2007  
January 8, 2008  
January 22, 2008