



Minutes of a Regular Meeting of the Board of Park Commissioners of the Palatine Park District, Cook County, Illinois, held at the Village of Palatine Community Center Building, in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday February 13, 2018 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

Nicholas Sawyer, President

Jennifer Rogers, Vice President

Susan Gould, Treasurer

John Cozza

Terry Ruff

Staff Present

Michael Clark, Executive Director

Keith Williams, Supt. of Recreation

Ed Tynczuk, Supt. of Parks & Planning

Steve Nagle, Supt of Facilities

Cheryl Tynczuk, Supt. of District Services & Projects

Donelda Danz, Asst. Supt. of Recreation

Tina Becke, Asst. Supt. of Finance

Joshua Ludolph, Asst. Supt. of Facilities

Jim Holder, Asst. Supt. of Parks & Planning

Brad Helms, Golf Course Supt.

Dan Hotchkin, Head Golf Professional

Erik Klebosits, Asst. Golf Professional

Michael Noens, Digital Marketing Coordinator

Clair Cinquegrani, Graphic Designer

Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests

Eric Anderson, Piper Jaffray Company

Adriane Johnson, Populus XP, LLC; and, IAPD Joint Editorial Committee Chair

Approval of Agenda

Commissioner Gould moved and Commissioner Cozza seconded that the agenda for the meeting be approved. Director Clark requested that the Park Board accept moving item 5A to 5B; and, to move 7A to 5A. Also, with consensus of the Park Board, the closed session item was removed from the agenda. By a voice vote, the agenda for the regular meeting of February 13, 2018 was approved as amended.

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

NAY: None

ABSENT: None

Motion carried as amended.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Ruff moved and Commissioner Rogers seconded that the consent agenda be approved. By a roll call vote, the following items under the consent agenda were approved: Special Meeting Minutes of January 23, 2018; Regular Meeting Minutes of January 23, 2018; and Warrant #3 – including Expenses for Travel Expenses. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Comments from the Audience

No comments at this time.

Presentation

The Board reviewed a previously distributed board summary and Power Point presentation in preparation for Adoption of Ordinance #18-03; consideration of an ordinance providing for the issue of \$749,000 taxable general obligation limited tax park bonds of the District for the purpose of providing the revenue source for the payment of certain outstanding alternate bonds of the District, providing for the levy of a direct annual tax to pay the bonds and authorizing the sale of the bonds to the District’s Corporate Fund. Director Clark welcomed Mr. Eric Anderson to the Park Board Meeting to present the rates and process for the short-term rollover bond issuance; and, to answer any questions. Concerning the formality of the annual issuance of bond; Mr. Anderson reviewed the process of the annual short-term borrowing action of the District and Park Board as the proceeds from this issue help pay the current debt service of the District regarding the alternate revenue bonds. There were no questions regarding the short-term rollover bond issuance; the Park Board thanked Mr. Anderson for his presentation.

The Board reviewed a previously distributed board summary for the Adoption of Ordinance #18-03; Consideration of an ordinance providing for the issue of \$749,000 taxable general obligation limited tax park bonds of the District for the purpose of providing the revenue source for the payment of certain outstanding alternate bonds of the District, providing for the levy of a direct annual tax to pay the bonds and authorizing the sale of the bonds to the District’s Corporate Fund. Commissioner Gould moved and Commissioner Cozza seconded that the Board of Park Commissioners adopt Ordinance #18-03 as presented allowing the District to sell \$749,000 in Taxable Limited Park Bonds, Series 2018.

AYE: John Cozza, Susan Gould, Jennifer Rogers, Nicholas Sawyer

NAY: None

ABSTAIN: Terry Ruff

Motion carried.

Director Clark welcomed Mrs. Adriane Johnson to present Digital Marketing Coordinator Noens with the 2017 Give Us Your Best Shot Photo Award. Noens won first place in the “Wild Life” category at State Conference in January. Mrs. Johnson, who devotes many hours to the park district industry by serving as a Park Commissioner for Buffalo Grove Park District is currently the vice chairperson of the IAPD Board of Trustees and involved with many committees including the Joint Editorial Committee. On behalf of IAPD, Mrs. Johnson said it is an honor and pleasure to present the award to Noens, there are hundreds of entries considered for this category. Digital Marketing Coordinator Noens’ picture is a beautiful shot of a butterfly taken in the Monarch Waystation in front of Community Center. Parks Department Horticulture Manager Zak and the Horticulture team created the beautiful butterfly garden providing a perfect setting where Noens captured an awarding winning picture. The Park Board and staff congratulated Noens on his special achievement. The Park Board thanked Mrs. Johnson for coming to the Park Board meeting and presenting the award.

Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. C.Tynczuk asked if there were any questions regarding the department report; no inquiries were presented.

The Board reviewed the previously distributed Recreation Department Report. Supt. Williams introduced Communications and Marketing’s new full time hire, Claire Cinquegrani, Graphic Designer. Director Clark added that Ms. Cinquegrani has been outstanding in her recent part-time position and staff is looking

forward to her full-time role at the Palatine Park District. Continuing with the report, Williams thanked Special Interest Coordinator Schroeder and Human Resource Coordinator Riskin for their collaboration of efforts with the recent job fair hosted at Community Center with many avenues of the District employment opportunities including C.A.R.E. and NWSRA programs participating. Staff plans to host another job fair this fall at Falcon Park Recreation Center. Other report items mentioned include an employee wellness agreement for services; Asst. Supt. Holder and Communications and Marketing Manager Scovic are working on two neighborhood campaigns for Dove Park and Hawthorne playgrounds by collecting neighborhood input.

The Board reviewed the previously distributed Annual Golf Course Report. Supt. Nagle introduced Golf Course Supt. Helms, Head Golf Professional Hotchkin and Asst. Golf Professional Klebosits to present some of the annual report highlights including financial statistics, successes, areas where golf course operations can improve, challenges and the future initiatives. Nagle gave thanks to the entire golf course crew for another excellent year. Kicking off the annual report, Head Golf Professional Hotchkin thanked the Park Board for the opportunity to inform them on the operations at Palatine Hills Golf Course. Hotchkin reported on the yearly total number of rounds played including permanent tee times, high school golf play, complimentary golf and the various leagues. Hotchkin highlighted the successful events; and pointed out revenue numbers regarding cart usage; driving range; pro shop; lessons; practice green usage; clubhouse rentals; and, special events. Unfortunately, the weather was poor throughout the entire season causing golf numbers to be down this year and taking a step back from previous years' statistics; also, experienced damage to the golf course during the rain events. Fortunately, staff is seeing interest grow with the practice green area for various activities including private lessons, short game play, foot golf, driving practice, rentals, etc. Golf Course Supt. Helms spoke of the staff transitions when several seasoned staff retired over the last couple of years; he highlighted some of the golf course enhancements including the Clubhouse siding; completion of irrigation phase 1 with 16 satellites installed; also, the front entrance area, main drive culvert replacement and the new gate. Helms gave compliments to Parks staff for support throughout the year and especially for their efforts with the in-house tree (50 trees) removals. The golf course is looking forward to the engineering project which is going out to bid this year. In addition to the report, some of 2017 challenges were mentioned as well as several 2018 initiatives being highlighted. Staff is excited about Palatine Hills Golf Course celebrating their 50th anniversary this year; staff is creating programs and events to celebrate the 50th season of golf at Palatine Hills throughout this next season. Helms thanked the Park Board for the opportunity to review the annual report; the Park Board thanked the golf crew for the complete report.

President Sawyer noted there were no other Departmental Reports. The Park Board thanked staff for the various Department Reports.

New Business

The Board reviewed a previously distributed board summary for the Award of Bid for Palatine Youth Baseball Softball 2018 Uniform. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners award the PYB/S 2018 Uniform bid to Santo Sport Store Inc. the lowest responsible bidder, and authorize staff to issue a purchase order not to exceed \$43,259 for the team uniforms. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary for the Approval of Grant Agreement with the Illinois Equine Industry Research and Promotions Board (IEPB). Commissioner Cozza moved and Commissioner Ruff seconded that the Board of Park Commissioners accept and enter into the agreement for a grant in the amount of \$8,500 with the Illinois Equine Industry Research and Promotions Board (IEPB) to complete the Stables Arena #2 project. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary for the Review and Approval of Administrative Manual Policy Section 2.15.0 – 2.15.34. Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners approve Section 2.15.0 through 2.15.34 of the Administrative Policy and Procedure Manual as presented. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary and work plan pertaining for formal adoption of the 2018 District Work Plan. Commissioner Gould moved and Commissioner Cozza seconded that the Board of Park Commissioners adopt the 2018 Agency Work Plan as presented. Director Clark mentioned that the goal worksheets are intended for internal use; though, the detailed information of each goals is also provided. Clark said that staff continues to do a wonderful job with executing the District Work Plan; Clark added that staff will continue to present trimester reporting at Park Board Meetings; the priority is set and we are looking at another busy year. The motion was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark highlighted many report items including the successful Volunteer of the Year luncheon and recognition event. Director Clark thanked the Park Board for attending the event and complimented the collaboration to execute the successful event, which was shared by Volunteer Coordinator DePue and with Park District staff who coordinate programs and affiliates groups. Director Clark reminded the Park Board of the upcoming Palatine Township Senior Center Council's Gala, the annual fundraiser held at Cotillion. NWSRA Executive Director Crawford will be presenting at the next Park Board Meeting on February 27, 2018; also, Supt. Becker is in the process of receiving bids for the RFP regarding purchasing cards with many potential rebate opportunities for the District with the program.

Commissioners' Comments

Commissioner Rogers said that the Volunteer of the Year Luncheon was great; everyone enjoyed the event. Congratulations to Gary Gray and thanks to all the volunteers. Commissioner Rogers wished everyone a happy Valentine's Day.

Commissioners Cozza talked about naming the Park District Pool in the Health and Recreation Center of Building M at Harper Campus. We want people to know Palatine Park District's involvement, giving the pool a name or having a theme for marketing purposes and identifying PPD's participation in this partnership. Supt. Williams spoke about the joint awareness campaign which is underway and making great progress; Commissioner Cozza said to push awareness, it is important our Palatine Park District residents know our presence at Harper College. Supt. Williams and Director Clark will ask Marketing and Communications Manager Scovic to attend an upcoming Park Board Meeting to talk about the marketing plan and awareness campaign. Director Clark added that the new pool's identity and partnership awareness will be displayed in the program catalogs.

Commissioner Gould complimented staff on the organization of the Volunteer of the Year Luncheon; it was another wonderful event.

Commissioner Ruff talked about the Celtic dinner event, which he attended to commemorate the organization's anniversary. Regarding the recent snow events, Commissioner Ruff complimented the Parks Department on the great job of snow removal. Asst. Supt. Ludolph responded to Commissioner Ruff's thermostat inquiry and informed the Park Board that the device in the Fitness Center at Community has been fixed.

President Sawyer agreed that the Volunteer of the Year Luncheon was wonderful.

Regarding future agenda matters, President Sawyer said that no items were offered for future agendas.

Adjournment

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

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

NAY: None

ABSENT: None

Motion passed at 7:53 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Nicholas Sawyer
President

Next scheduled Park Board meetings:

February 27, 2018
March 13, 2018
March 27, 2018
April 10, 2018
April 24, 2018