



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 Rd, Palatine, Illinois on February 23, 2016 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

John Cozza, President  
Terry Ruff, Vice President  
Nicholas Sawyer, Treasurer

Jennifer Rogers  
Susan Gould

Staff Present

Mike Clark, Executive Director  
Keith Williams, Supt. of Recreation  
Ed Tynczuk, Supt. of Parks and Planning  
Steven Nagle, Supt. of Facilities  
Elliott Becker, Supt. of Finance and Personnel  
Tina Becke, Asst. Supt. of Finance and Personnel  
Donelda Danz, Asst. Supt. of Recreation

Jim Holder, Asst. Supt. of Parks and Planning  
Joshua Ludolph, Asst. Supt. of Facilities  
Cheryl Tynczuk, Landscape Architect  
Jennifer Peldiak, Fitness, Health & Wellness Coord.  
Toni Bruns, Stables Manager and Trainer  
Krista Dufford, Stables Assistant Trainer  
Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests

Bob Alexander, PHGA Liaison

APPROVAL OF AGENDA

Commissioner Gould moved and Commissioner Rogers seconded that the agenda for the meeting be approved. Director Clark requested to remove closed session from the agenda. By a voice vote, the agenda for the regular meeting of February 23, 2016 was approved as amended.

AYE: Susan Gould, Jennifer Rogers, Nicholas Sawyer, Terry Ruff, John Cozza  
NAY: None  
ABSENT: None

Motion carried as amended.

Approval of Consent Agenda

The Board reviewed the previously distributed consent agenda items. Commissioner Gould 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 as submitted: the Regular Meeting Minutes of February 9, 2016; December 2015 Treasurer's Report; and Warrant #4. The result of the roll call vote follows:

AYE: Susan Gould, Jennifer Rogers, Nicholas Sawyer, Terry Ruff, John Cozza  
NAY: None  
ABSENT: None

Motion carried.

Comments from the Audience

No one addressed the Park Board.

DEPARTMENTAL REPORTS

The Board reviewed the previously distributed Recreation Department Report. Supt. Williams thanked the

Park Board for the opportunity to attend State Conference; continuing, he highlighted the recently distributed employee newsletter, Wood Street Review. The revamped staff newsletter looks great. Some of February special events mentioned included Valentines for Veterans event and Frosty Family Fun with enjoyable indoor activities. In response to President Cozza regarding the visitors during the Valentines for Veterans event, Asst. Supt. Danz told the Park Board about the local celebrity dog named Hairy Pawter who was introduced during the activity; Hairy entered the room on a remote control tank dressed in army attire along with his owner. Continuing, Danz said that Hairy will be portraying the first therapy service military dog that worked with soldiers during World War II in an upcoming movie.

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. Tynczuk reported that the Trades crew has been working on the new building attendant area at the entrance of Community Center's gym; this new area will be very user friendly for our patrons. Regarding a portion of the outfield at Fuller Field, the Parks crew repaired the fence posts which were damaged during the strong wind storm. Commissioner Gould mentioned a large branch that broke off during the storm at Cherrywood Park; staff will visit the park tomorrow. Supt. Tynczuk highlighted the 'showcase' accessible playground at Hamilton which is a two part capital project. In response to President Cozza, Tynczuk added that Community Park is an accessible park; however, the mulch is not ideal for wheelchair accessibility.

The Board reviewed the previously distributed Facilities Department Report. Regarding State Conference, Supt. Nagle appreciated attending. Updates to the Park Board included the recent retirement of Assistant Golf Supt. Blatteau; tomorrow is his retirement party. Next onboard for the District is Mr. Sharp, he plans to start at the golf course on Thursday. Falcon Park continues to be busy and the department report numbers reflects the participation. Staff started to schedule community school programs with Palatine Opportunity Center (POC) recently; last highlight included the successful kickoff with a new program featuring winter golf lessons at Falcon on Wednesday mornings, this was a great effort from staff.

The Board reviewed the previously distributed written Palatine Stables Annual Report. Supt. Nagle introduced Stables Manager and Trainer Bruns and Stables Assistant Trainer Dufford to present the Stables Annual Report. Nagle thanked Bruns and Dufford for a great year; especially for the great success with the show team/riding school. Nagle mentioned the two surveys that staff recently distributed to Palatine Stables users; both surveys, riding school and show team, had positive comments and recognized Bruns, Dufford and other Stables staff members. Comments included that the Stables is successful due to Bruns and Dufford; and, overall customer service was highly ranked. Continuing, Nagle said that staff has already started the awareness plan and will create an action plan based on feedback from the surveys. Commissioner Gould added that the comments were very interesting. Nagle said that this is the first time we surveyed users, staff received nice comments and some not so good comments. Bruns mentioned that we are addressing some of the survey concerns. Highlighting one of the mentioned projects, renovations are in progress on the front door, the roller, etc.; this improvement is not only for daily use but for improvement of the facility appearance. Bruns also noted the exceptional amount of pony parties scheduled this past year; and, mentioned the problem with lessons tapering off during the winter months; we assume this trend will continue until something changes. Continuing, Bruns said that the Fall Fest was a great park district event, spreading the event out to Meadowlark Park grounds, the staged entertainment and the various new vendors, all improvements were well received. Nagel complimented Bruns, reporting that Bruns brought great ideas into the event planning and implemented them. Commissioner Gould asked for staff thoughts of a wish list for Stables; preferably, Bruns would build a brand new facility. Bruns explained the problems staff runs into when performing enhancements and the needed repairs, making those improvements can be very difficult to accomplish. The Stables has gone through a lot of changes with many improvements over the years. Discussion ensued regarding the stables improvements and the various problems when renovating an old facility, and the many road blocks encountered. In regard to a less

significant wish list, Bruns said that insulation to the arena riding space would be welcomed. This improvement would also benefit the special needs programs, pony parties, lessons, etc. Commissioner Rogers suggested that staff look into costs for a totally new facility for future planning purposes. Commissioner Gould mentioned pre-fab construction and said it would be interesting to find out costs. Discussion ensued. Commissioners Rogers and Gould asked to have staff provide comparisons of newly built barn facilities; it would be good to understand the cost involved. Commissioner Gould highlighted the many benefits and advantages to children with the interaction with horses; including the NWSRA programs which understands the many advantages for the children. Commissioner Gould suggested having an expert provide an assessment and appraisal. Nagle added that with consideration to the District's indoor space needs assessment, which is in progress, staff can have consultation with appropriate experts in the field for future planning.

President Cozza noted there were no other Departmental Reports. The Board thanked staff for their reports.

NEW BUSINESS

The Board reviewed a previously distributed Board Summary pertaining to the approval of Change Order #02 for Community Center Roofing Project. Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners approve Change Order #02 awarded to, CSR Roofing, Oak Park, Illinois, which results in a deduct of \$3,258. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed Board Summary pertaining to the Approval of the Asphalt and Concrete Replacement Engineering. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners approve award of contract to, MeritCorp Group of Palatine, IL in the amount not to exceed \$29,900 for design, drawings, pre-bid meetings, construction site visits and cost estimates to remove and replace asphalt and concrete on projects listed in the 2016 Capital budget. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed Board Summary pertaining to the approval of the Award of Bid; Parks 2016 Fleet Replacement. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners award bid to, Advantage Chevrolet, Hodgkins, Illinois, the apparent lowest and responsible bidder, in the amount not to exceed \$52,597 for the purchase of two fleet vehicles. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed Board Summary pertaining to the approval of the Award of Bid; Fitness Center Equipment Replacement Phase I. Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners approve the modified proposal and award the bid to the lowest responsible bidder, Direct Fitness Solutions of Mundelein, Illinois, in the amount not to exceed \$80,892 for the Fitness Center Equipment Replacement, Phase I less the trade in credit. In response to Commissioner Rogers, Peldiak said that once the equipment is ordered it will take about four to six weeks for delivery; one day for installation. Prior to the installation, staff will go through a training of the new equipment at a different facility to be able to assist District patrons immediately with the new equipment. Peldiak reviewed warranty of the equipment warranty details, which is a standard contract. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed Board Summary pertaining to the approval of the Award of Bid; 2016 Palatine Baseball Association Uniform & Equipment. Commissioner Sawyer moved and Commissioner Gould seconded that the Board of Park Commissioners award the PBA uniform and equipment bid to Santo Sport Store, Chicago Ridge, Illinois, the lowest responsible bidder, and authorize staff to issue a purchase order not to exceed \$23,813 for the items and pricing provided by Santo Sport Store in the attached bid results. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed Board Summary pertaining to the Approval of the Amendment to the Governance Manual: 1.12.29 Public Comment Protocol and 1.13.24 Commodity Contracts Commissioner Gould moved and Commissioner Sawyer seconded that the Park Board of Commissioners approve the amendments to the Governance Manual: 1.12.29 Public Comment Protocol and 1.13.24 Commodity Contracts. President Cozza mentioned a situation with another park district, which was in the news. It was mentioned that it is good to have a policy for the public to have direction to follow when presenting a topic for Park Board discussion. Director Clark said this suggested policy came from legal symposium and was highly recommended to have the protocol in place; Commissioner Rogers mentioned the past practice with trying to follow similar process; President Cozza said that there is the ability to be flexibility when the public addresses the Park Board; Clark added it is important to have guidelines to fall back on; information on how an attendee can be organized to address the Park Board including directions

on allowing time for comments and Board discussion. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

EXECUTIVE DIRECTOR'S REPORTS

The Board reviewed the previously distributed Executive Director's Reports. Director Clark updated the Park Board on an issue regarding the current project at the golf course; staff has been attentive to the situation. The results of Falcon Park's ventilation system evaluation should be presented to staff in early March. Continuing, Clark added that staff is attempting to exhaust all potential possibilities as to why this is happening; the facility might have an issue with insufficient air movement. Discussion of HB Fuller Company leaving the community; Supt. Williams said that the park district had a great relationship with Fuller and valued the use of their premier baseball fields, which Palatine travel baseball players use. Staff will engage in conversation with the new tenant and continue to foster our relations. Commissioner Ruff suggested sharing the property information between the Park Foundation and Fuller for future potential connections. Clark gave additional updates regarding District 15; Harper College; and, a reminder of Kerry Blatteau's retirement party. Lastly, Director Clark thanked Athletic Coordinator Ranum and Supt. Williams for coordinating the presentation of an informative youth sport clinic, which includes a great panel of speakers to promote best practices in youth sports.

COMMISSIONERS' COMMENTS

Commissioner Ruff enjoyed date night at Birchwood; staff did a great job with the Valentine event!

Commissioner Sawyer received a nice note from the State Conference young intern who joined the Park District Commissioners and staff members during the luncheon.

Commissioner Gould complimented the Senior Center's event; comments to Donelda on the nice job with gala planning and her speech.

President Cozza commented on the financials.

Regarding requested future agenda items; no items were presented.

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

NAY: None

ABSENT: None

ADJOURNMENT

There being no further business to come before the Board on this date, Commissioner Ruff moved that the

regular meeting be adjourned. Commissioner Sawyer seconded the motion which was unanimously approved by a voice vote at 8:25 p.m.

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

NAY: None

ABSENT: None

Motion carried.

Respectfully submitted,

Trish Feid  
Secretary

ATTEST:

/s/ Trish Feid  
Secretary

APPROVED:

/s/ John Cozza  
President

Next scheduled Park Board meetings:

March 8, 2016  
March 22, 2016  
April 12, 2016