



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 24, 2015 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

Susan Gould, President  
John Cozza, Vice President  
Terry Ruff, Treasurer  
Jennifer Rogers

Commissioner Absent

Nicholas Sawyer

Staff Present

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

Jim Holder, Asst. Supt. of Parks  
Joshua Ludolph, Asst. Supt. of Facilities  
Deb Owen, Public Information Manager  
Cheryl Tynczuk, Landscape Architect  
Julie Selof, Sponsorship Coordinator  
Trish Feid, Secretary

Citizens and Guests

Bob Alexander, Palatine Hills Golf Association  
Greg Sammons

Eric Anderson, BMO Capital Markets

PUBLIC HEARING

President Gould opened a Public Hearing for the 2015 Budget and Appropriations Ordinance and stated that in accordance with the Park District Code of the State of Illinois, a Public Hearing is to be held prior to the adoption of Ordinance #15-05; adopting an ordinance which sets forth the budget and makes appropriations of sums of money for the necessary expenditures of the Palatine Park District for corporate purposes for the fiscal year beginning January 1, 2015 and ending December 31, 2015. The Ordinance has been available for public inspection since January 1, 2015, and notification of the public hearing was published in the Daily Herald on Saturday, February 14, 2015. The public hearing was declared open and the floor was open to questions or comments from the Board; no questions or comments were presented. President Gould offered that the floor was open to questions or comments from the audience. There were no questions or comments from the audience; Director Clark added that he did not receive any inquiries or comments prior to tonight's board meeting. President Gould closed the Public Hearing for the 2015 Budget & Appropriations Ordinance.

The Board reviewed a previously distributed board summary pertaining to the Adoption of Budget and Appropriation Ordinance #15-05. Commissioner Cozza moved and Commissioner Rogers seconded that the Board of Park Commissioners adopt Ordinance #15-05 authorizing the fiscal 2015 Palatine Park District Budget and Appropriation Ordinance in the amounts of thirty-two million, one hundred fifty-nine thousand, one hundred eighty-three (\$32,159,183) dollars and thirty-five million, two hundred ninety-nine thousand, seven hundred and fifty-one (\$35,299,751) dollars respectively. The motion was approved by a voice vote as follows:

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

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

APPROVAL OF AGENDA

Commissioner Cozza moved and Commissioner Rogers seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of February 24, 2015 was approved.

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

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

APPROVAL OF CONSENT AGENDA

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Cozza moved and Commissioner Rogers seconded that the consent agenda be approved. Commissioner Rogers moved and Commissioner Ruff seconded that the Approval of the Adoption of the 2015 Budget and Appropriations Ordinance #15-05 be removed from the consent agenda as it was approved directly following the public hearing. Consensus of the Board of Park Commissioners agreed with the modification to the agenda and motioned to approve the consent agenda as altered. By a roll call vote, the following items under the consent agenda were approved: the Regular Meeting Minutes of February 10, 2015 and Approval of Warrant #4. The result of the roll call vote follows:

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

NAY: None

ABSENT: Nicholas Sawyer

Motion carried as amended.

MATTERS FROM THE PUBLIC

Mr. Alexander, Palatine Hills Golf Association (PHGA) liaison, shared information from their board meeting last week; highlighting that Mr. Helpap along with Mr. Hall will be working together coordinating the efforts as historians of the golf course and PHGA. Other items mentioned included the upcoming annual smoker event at the golf course in April; and, PHGA will have brochures available in the clubhouse regarding their organization. The Park Board thanked Mr. Alexander for his report.

Supt. Williams introduced the park district’s newest employee, Sponsorship Coordinator Selof, to the Park Board. Selof said that she is happy to be at the park district, the Park Board welcomed her.

DEPARTMENTAL REPORTS

The Board reviewed the previously distributed Parks and Planning Department Report. Regarding the men’s locker room at Community Center, Supt. Tynczuk said that staff insulated the west wall and added a heater unit. The Village construction process has triggered fluctuations of temperatures within various areas of Community Center. Regarding the ice rinks season, Tynczuk reported that it is ending soon.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle thanked the Board for the IPRA conference opportunity for staff. Nagle highlighted the Stables newsletter and informed the Park Board that the annual Stables report will be presented at the next Board Meeting. He mentioned the busy schedule with the VSI training which has consumed staff members’ days. The golf course open house

is scheduled for March 14, 2015. In response to Commissioner Ruff's question, Nagle said that staff has ordered the necessary equipment to install a foot golf course. In line with the golf course strategic plan, we are broadening our customer base and awareness of the entire golf course.

President Gould 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 Adoption of Surplus Property; Ordinance #15-06. Commissioner Cozza moved and Commissioner Rogers seconded that the Board of Park Commissioners adopt Ordinance #15-06 authorizing the Palatine Park District to dispose of surplus property as indicated in Addendum 1 of the Ordinance. The motion was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

The Board reviewed a previously distributed board summary regarding the Award of Contract for Community Center Administrative Offices Renovation Project for Architectural Services. Commissioner Rogers moved and Commissioner Cozza seconded that the Board of Park Commissioners direct staff to enter into agreement with Lira and Associates of Arlington Heights, IL at a cost not to exceed \$ 6,500 plus eligible reimbursements for the purpose of providing architectural services for design and building permit documents in the renovation of the Community Center Administrative Offices. In response to Commissioners' questions, Director Clark said that we have been working with the company previously. Preliminary office designs were developed as staff has been discussing several scenarios to best suit the park district needs of a conference room and office space. Clark expressed that this service is for Community Center's office renovation, not on the Village side of the building. President Gould requested a roll call vote; the result of which follows:

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

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

The Board reviewed a previously distributed board summary regarding the Award of Contract for Community Center Administrative Offices Renovation Project for Management Services. Commissioner Rogers moved and Commissioner Cozza seconded that the Board of Park Commissioners direct staff to enter into agreement with Vision Construction and Consulting, Inc. of Forest Park, IL at a percentage of 15% of total construction cost, plus eligible reimbursements for the purpose of providing construction management services, bid documents and utility engineering necessary in the renovation of the Community Center Administrative Offices. President Gould requested a roll call vote. The result of which follows:

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

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

The Board reviewed a previously distributed board summary regarding the Approval of the Intergovernmental Agreement with Hoffman Estates Park District and Developer for De-annexation of Property. Commissioner Rogers moved and Commissioner Ruff seconded that the Board of Park Commissioners approve the intergovernmental agreement for the disconnection of certain property from the Palatine Park District and annexation to the Hoffman Estates Park District as presented. A brief discussion was mentioned regarding the proposed plans for the parcel which may allow the Village of Hoffman Estates and Hoffman Estates Park District the opportunity to support amenities within their community which are similar to amenities the Palatine Park District already provides for its residents. President Gould requested a roll call vote. The result of which follows:

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

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

The Board reviewed a previously distributed board summary and policies pertaining to the Personnel Manual. Commissioner Cozza moved and Commissioner Rogers seconded that the Board of Park Commissioners approve Personnel Policy Manual Sections 3.04.0 through 3.04.3 as presented and pending final legal review. Director Clark said that this comes before the Board as the second reading; Landscape Architect Tynczuk has done an excellent job tracking the changes. President Gould requested a roll call vote; the policy was unanimously approved as submitted.

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

NAY: None

ABSENT: Nicholas Sawyer

Motion carried pending legal review.

President Gould noted there was no more new business to be addressed at this time.

EXECUTIVE DIRECTOR'S REPORTS

The Board reviewed the previously distributed Executive Director's Reports. Director Clark reviewed the upcoming Board meeting schedule; the special meeting with Hitchcock Design Group will be prior to our regular board meeting. Both meetings will be held on Monday, March 9; we have officially rescheduled and informed publications in accordance with the State of Illinois Open Meetings Act. Clark added that a light dinner will be provided in between meetings. In response to Commissioner Cozza inviting Mr. Sammons to join the special meeting, Clark said that the meeting is open to the public. Clark mentioned the Legislative Breakfast event on Saturday, March 7, 2015; let us know if you would like to attend. Clark asked Mr. Anderson from BMO Capital Markets to brief the Park Board on the District's rating and give updates regarding the refunding of bonds position. Despite the fact that the current market hit some bumps, Mr. Anderson noted that the savings to the District, which is estimated to be \$1,200,100, is substantial. Mr.

Anderson announced that the park district received an AA1 rating from the Moody report and that he was pleased with the position. The Board thanked Mr. Anderson for the updates. Continuing with the Director's report, Clark said that the Senior Center Gala event was a great time. Regarding the Village renovation, Supt. Tynczuk recently received the timeline; Clark said that the project's completion date of 2016 is anticipated.

COMMISSIONERS' COMMENTS

Commissioner Ruff complimented several staff members including Josh Ludolph, Steve Nagle, Ed Tynczuk and Brian Harrison; noticing that they are serving the District and patrons very well.

President Gould, Commissioners Cozza and Rogers enjoyed the Gala; the method of electric bidding worked out nicely. Senior Center liaison, Asst. Supt. Danz, added that the Gala committee plans to use the electric bidding process next year.

Another event this past weekend, Commissioner Rogers attended the Special Leisure Services Foundation annual fashion show which was very nice; several staff members joined Commissioner Rogers in support of NWSRA/SLSF.

Regarding future agenda items, no items were presented.

ADJOURNMENT

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

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

NAY: None

ABSENT: Nicholas Sawyer

Motion passed at 7:44 p.m.

Respectfully submitted,

Trish Feid  
Park Board Secretary

ATTEST:

APPROVED:

/s/ Trish Feid  
Secretary

/s/ Susan Gould  
President

Next scheduled Park Board meetings:

March 9, 2015 – Special Meeting; 5:30 p.m.  
March 9, 2015 – date change  
March 24, 2015  
April 14, 2015