



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 March 14, 2017 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

Nicholas Sawyer, Vice President
Jennifer Rogers, Treasurer
Susan Gould

Commissioners Absent

Terry Ruff, President
John Cozza

Staff Present

Michael Clark, Executive Director
Keith Williams, Supt. of Recreation
Ed Tynczuk, Supt. of Parks & Planning
Steve Nagle, Supt of Facilities
Elliott Becker, Supt. of Finance
Cheryl Tynczuk, Supt. of District Services & Projects

Donelda Danz, Asst. Supt. of Recreation
Tina Becke, Asst. Supt. of Finance
Jim Holder, Asst. Supt. of Parks & Planning
Joshua Ludolph, Asst. Supt. of Facilities
Phil Riskin, Human Resource Manager
Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests

Joellen Earl, GovHR; Compensation Study
Bob Alexander, PHGA Liaison

Joe Petricca, PHGA Liaison

Approval of Agenda

Commissioner Gould moved and Commissioner Rogers seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of March 14, 2017 was approved.

AYE: Susan Gould, Jennifer Rogers, Nicholas Sawyer

NAY: None

ABSENT: John Cozza, Terry Ruff

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. From direction of Commissioner Rogers and consensus of the Park Board, the consent agenda item regarding ratification of vendor item #39339 was removed from the consent agenda and the item will follow the approval of consent agenda for discussion and roll call vote. Commissioner Gould moved and Commissioner Rogers seconded that the consent agenda be approved as amended. By a roll call vote, the following items under the consent agenda were approved: Regular Meeting Minutes of February 28, 2017; and, Warrant #5. The result of the roll call vote follows:

AYE: Susan Gould, Jennifer Rogers, Nicholas Sawyer

NAY: None

ABSENT: John Cozza, Terry Ruff

Motion carried as amended.

The Board reviewed a previously distributed consent agenda item regarding Warrant #4B. There was Board

consensus to remove Warrant #4B vendor item #39339 from the consent agenda for discussion and to make a motion for approval. It was briefly discussed, Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners ratify an electronic vote via Executive Director Clark for Warrant #4B vendor item #39339. The motion was not approved; the result of the roll call vote as follows:

AYE: Susan Gould, Nicholas Sawyer

NAY: Jennifer Rogers

ABSENT: John Cozza, Terry Ruff

Motion rejected due to a lack of 'aye' votes with only three Commissioners present.

Comments from the Audience

Mr. Alexander notified the Park Board of his retirement as liaison; he has enjoyed representing the Palatine Hills Golf Association along with attending the bi-weekly Park Board Meetings. Mr. Alexander introduced Mr. Joe Petricca, who has been assigned as his replacement; Mr. Alexander said that Joe is a good addition for the Park District. The Park Board and staff welcomed Mr. Petricca to the meeting and they look forward to working with him. Mr. Alexander reported to the Park Board that the entrance into Palatine Hills Golf Course looks very nice; staff added that this project is almost finished.

Recognition

Vice President acknowledged Mr. Robert (Bob) Alexander for special recognition. On behalf of the Palatine Park Board, residents and staff, Vice President Sawyer presented and read Resolution #17-02 honoring Bob Alexander. The resolution highlighted Bob's outstanding contributions to the Palatine Hills Golf Association; Palatine Park District; and, the community. Vice President Sawyer announced that this resolution is now part of the permanent record of the Palatine Park District and a copy of this resolution has been presented to Bob as a tribute from the community. Mr. Alexander thanked the Park Board and staff. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners adopt Resolution #17-02 for recognition and appreciation of Bob Alexander. Vice President Sawyer requested a voice vote; the Resolution was unanimously accepted. Director Clark, the entire Park Board and staff thanked Bob for his dedication and volunteerism.

Presentation

Director Clark introduced Mrs. Joellen Earl from GovHR; Mrs. Earl is the lead consultant orchestrating the District's Compensation Study and co-owner of GovHR. The Park Board previously received the power point compensation study presentation for review. Mrs. Earl provided information and services that GovHR provides. The Compensation Study is well underway; Mrs. Earl mentioned that it has been a pleasure when interviewing staff to review their Job Analysis Questionnaires (JAQs) and job descriptions. Continuing with the presentation, Mrs. Earl reviewed the process of the study and the information collected to date; she will present the concluding findings to the Park Board once the consultant team reviews and prepares the data. Director Clark added that staff could not recall last time a compensation study was completed. Regarding today's evolving job market and the changes in staff structure throughout the District's Succession Reorganizational Plan this process is well needed for the District. The findings from the study will assist with developing the salary classifications with the various levels and rankings towards the criteria used to create a hierarchy within the organization. Every staff member had opportunity to provide and update their job description with new responsibilities as many positions have evolved. All such information will eventually develop the District's new and updated full time wage and salary structure and schedule; an internal document which was needed to be updated. In response to a question, Mrs. Earl said that we are looking at every position with regard to the Fair Labor Standards Act (FLSA), to confirm classification to the

law. Clark complimented Human Resource Manager Riskin with researching and preparing various documents; also, thanks to Supt. C. Tynczuk with facilitating the process. The Park Board thanked Mrs. Earl for her presentation.

Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. Tynczuk mentioned the recent problems regarding the switch stack device, there were some minor issues during the reboot process with the device; IT Manager Mangum was on top of.

The Board reviewed the previously distributed Recreation Department Report. Supt. Williams inquired if there were any questions regarding the report, Commissioner Rogers asked about the employee wellness program. Williams will provide Commissioner Rogers with the information on the Park District's program which has been very successful with staff participation. Regarding Commissioner Rogers' question regarding alert notifications by text and would there be value with having a service for the District; staff liked the idea for receiving alert via texts. Asst. Supt. Holder will bring up the idea at the next safety committee meeting. Supt. Williams mentioned that we have in place various public alerts for various updates.

Vice 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 Approval of 'Poured in Place Rubber' Playground Safety Surfacing through the NJPA Cooperative Purchasing Network. Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners approve, the lowest responsible bidder, No Fault Sport Group, LLC of Baton Rouge, Louisiana, through the NJPA Cooperative Purchasing Network, in the amount not to exceed \$83,295 for the purchase and installation of 'Poured in Place Rubber' playground safety surface for Hamilton Reservoir. The motion was unanimously approved by a roll call vote as follows:

AYE: Susan Gould, Jennifer Rogers, Nicholas Sawyer

NAY: None

ABSENT: John Cozza, Terry Ruff

Motion carried.

The Board reviewed a previously distributed board report regarding Consistent Boundary Privacy Fencing Standards. The Park Board thanked Supt. Tynczuk and Asst. Supt. Holder for the preparing the fencing standards' report; no future action at this time.

The Board reviewed a previously distributed board summary for approval of the amended Conduct Ordinance; #04-05. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners approve the amendments to the District Conduct Ordinance #04-05 as presented. The motion was unanimously approved by a voice vote as follows:

AYE: Susan Gould, Jennifer Rogers, Nicholas Sawyer

NAY: None

ABSENT: John Cozza, Terry Ruff

Motion carried.

The Board reviewed a previously distributed board summary for the Award of Bid regarding the 2017 Palatine Stables Hay Products. Commissioner Gould moved and Commissioner Rogers seconded that Board of Park Commissioners award a bid to JWB Services of Palatine, Illinois, the lowest, responsible bidder, in an amount not to exceed \$60,000; and, authorize staff enter into a contract for hay products at the Palatine Stables. With direction from President Ruff wanting to make sure with full disclosure within public records of the District that the bid is being awarded to the company owned by employee Toni Bruns' spouse. Director Clark added that staff vetted out this bid with the same process and procedure with all bid practices. The motion was unanimously approved by a roll call vote as follows:

AYE: Susan Gould, Jennifer Rogers, Nicholas Sawyer

NAY: None

ABSENT: John Cozza, Terry Ruff

Motion carried.

The Board reviewed a previously distributed board summary for Consideration of Ordinance #17-05: An Ordinance providing for the issue of not to exceed \$9,000,000 of general obligation park bonds (alternate revenue source) of the District for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto, providing for the pledge of certain revenues to the payment of the bonds and for the levy of taxes to pay the bonds if the pledged revenues are insufficient, and authorizing the sale of the bonds to the purchaser thereof. Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners approves the Ordinance #17-05 for the issuance of Park Bonds not to exceed \$9 million for the purpose of fulfilling its obligation to Harper College (School District 512) as outlined in the Intergovernmental Agreement executed July 6, 2016. The motion was unanimously approved by a roll call vote as follows:

AYE: Susan Gould, Jennifer Rogers, Nicholas Sawyer

NAY: None

ABSENT: John Cozza, Terry Ruff

Motion carried.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark mentioned a few upcoming events including the Harper College Building M's ground breaking ceremony, which will take place on Monday, April 10, 2017 at 10 a.m. and Arbor Day, which is scheduled for Friday, April 28, 2017 at 10 a.m. at Sycamore Park. The recent Legislative breakfast was interesting; Clark thanked Commissioners Rogers and Sawyer for joining him. Director Clark highlighted the addition of variety languages to view the Park District information on the Park District website; this convenience was identified in the Comprehensive Plan to better serve and communicate with the diverse public within the community; Clark thanked staff for implementing the new application. Supt. E. Tynczuk is working hard with members of the Weber Company, staff is working on the details with updating the easement agreement; Weber has made more demands since the expired easement agreement.

Commissioners' Comments

Commissioner Gould commented that the website search tool needs to be reviewed; some commands are not prompting a correct search; staff will look into the situation.

Commissioner Rogers said that the Legislative Breakfast event was interesting and uneventful when inquiring on budget concerns. In response to Commissioner Rogers' question, Supt. Nagle said the golf course hopes to open in a couple of weeks.

Vice President Sawyer agreed with Commissioner Rogers' comments regarding the recent Legislative Breakfast event in Schaumburg.

Regarding future agenda items, Vice President Sawyer noted that no new items were mentioned.

Adjournment

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

AYE: Susan Gould, Jennifer Rogers, Nicholas Sawyer

NAY: None

ABSENT: John Cozza, Terry Ruff

Motion passed at 8:04 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Trish Feid
Secretary

Approved:

Nicholas Sawyer
Vice President

Next scheduled Park Board meetings:

March 28, 2017
April 11, 2017
April 25, 2017