



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 March 22, 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  
Cheryl Tynczuk, Supt. of District Services & Projects

Tina Becke, Asst. Supt. of Finance and Personnel  
Donelda Danz, Asst. Supt. of Recreation  
Joshua Ludolph, Asst. Supt. of Facilities  
Phil Riskin, Human Resource Manager & Safety Coord.  
Dan Mangum, IT Manager  
Trish Feid, Park Board Secretary/Executive Assistant

Citizens and Guests

Bob Alexander, PHGA Liaison

Tracey Crawford, NWSRA Executive Director

Approval of Agenda

In regard to the item of the lease agreement for Falcon Park copier device, Director Clark asked that we remove this item from the agenda. Staff is waiting on additional technology information from the vendor. Commissioner Gould moved and Commissioner Rogers seconded that the agenda for the meeting be approved as amended. By a voice vote, the agenda for the regular meeting of March 22, 2016 was approved.

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. Regarding the item of the bank signature resolution, President Cozza asked for Board discussion. Director Clark suggested removing the item from consent agenda and place under new business. Through consensus of the Park Board, the item was moved as new business under 7-B. Continuing, 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: the Regular Meeting Minutes of March 8, 2016; and Warrant #6. 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 as amended.

### Comments from the Audience

No one addressed the Park Board at the request.

### Presentations

Director Clark welcomed Northwest Special Recreation Association (NWSRA) Executive Director to the meeting; Director Crawford greeted the Park Board and staff as she distributed the new promotional packets. The packets were sent to the legislators, board members and to NWSRA's seventeen park districts along with their respective commissioners. Crawford highlighted important information including the Foundation Report; community and investment data on where tax dollars are spent for informative sharing with the public; highlights and review of 2015; and the direction and goals set for NWSRA in 2016. Crawford stressed that it is imperative to inform legislators; NWSRA is initiating great involvement with legislation and advocacy on behalf of all Special Recreation Agencies. Also, working with Metropolitan Mayors Caucus with focus on disabilities and how we serve people with disabilities; furthermore, sharing awareness of NWSRA's services and programs. Other items were mentioned regarding financial stability and planning including that NWSRA has started to work with an investment firm to manage their Certificates of Deposit (CDs) and the firm holds annual meetings with the Board and staff for long range projects, development and planning. Regarding NWSRA staff members, certifications, training and education is important in order to uphold the best practices and standards. Staff is constantly striving to improve how to best serve and inform the public; this is another part of strategic planning. The Administrative team goals include the commitment to stay active with the seventeen park districts that NWSRA serves; and, involvement with the community Chambers and Rotary Clubs; more ways to provide awareness of services. Crawford highlighted the recent Workplace Award in Wellness; initiatives with volunteers and the recruitment material; collaboration with Clearbrook for adult programming; new sensory room that adapts environmentally and portable devices to communicate non-verbally; veterans programs which Palatine Park District has been actively involved with promoting and executing; great progress with the all inclusion manual and training with help from Palatine Park District; improvements to social media technology and new marketing tools; renewed and distinct brand awareness between Special Leisure Services Foundation (SLSF) and NWSRA; striving for re-accreditation with help from Director Clark; and, staff is preparing for the safety audit with the Park District Risk Management Agency (PDRMA). Challenges mentioned included the tight budget and NWSRA's part-time staff is difficult to maintain. NWSRA continues planning for the future as they start preparing for the comprehensive strategic master plan; NWSRA has reached out to agencies' friends for collaboration and assistance with the plan, which will keep costs inline. In response to Commissioner Rogers' question, Crawford said that the next fundraiser is in Buffalo Grove and then at Palatine Hills Golf Course for the golf fundraiser events. The Park Board thanked Director Crawford for the presentation.

IT Manager Mangum was invited to the Park Board Meeting to provide information on the park district's new technology system for file storage which is accessible through the internet. The Synology Cloud Station storage application can be a useful tool for the Park Board, staff and community. Mangum described the current Dropbox (storage) application which is useful but has limited security; for many reasons staff decided to look into and acquire a new device. The Public Information Department needs to have mass storage for the growing media library; and, for the various productively means for the District generally, including document sharing of the bi-weekly Park Board Packets. The Cloud Station application offers a lot more advantages for less money; including no license fees or service costs. Continuing, Mangum explained the concept of the system and benefits using the cloud station storage. He highlighted the capability with synchronizing among multiple devices, which can be easily shared within the organization and outside the organization allowing the distribution of large files that would not be deliverable through email. Other positive key points include greater security; various controlled levels of access; the system is compatible and works with all mobile devices; document management for future documenting purposes and archiving; private network with IT data ownership; ability for various applications and many other benefits. Mangum

provided a demonstration of the new system and explained the advantages over the current application of Dropbox which has issues since you need to access the internet to download documents at the time of viewing; however, the cloud station can hold such documents previously downloaded via an internet connection. Also, isolated files can be created with controlled security for limited viewers; option of notifications via email; individual private folders with ability to add notes to copied documents. Clark mentioned that Mangum will configure the devices and review the procedure of using the cloud station application. In response to questions, Mangum said that each user has their own password; the District's IT Department will manage assigning and revoking passwords. Director Clark mentioned that the Park Board can receive all board packet material, director's memorandums, special notifications, confidential closed session material, etc. electronically through the cloud station; therefore, saving time and costs. The Park Board is looking forward to using the new technology system and gave thanks to IT Manager Mangum for the demonstration.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. Tynczuk reported that the nice weather is allowing the Parks crew to prepare the fields along with working on a couple of backstops and fencing issues; also, crews are replacing trees with various new varieties. The Trades crew was working at Celtic Park on a light pole issue. Birchwood Recreation Center's HVAC bid opening is this Thursday and staff plans to present the board summary at the next board meeting.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle was happy to report that Palatine Hills Golf Course opened up last week. He updated the Park Board on the ComEd project at the golf course; this new development, at little cost to the District, is completed as ComEd finished the installation of the new line today which will prevent outages. Also highlighting the new golf carts on the course which are receiving good reviews and bridge 10 is repaired allowing easy access over creek area; lots of golf course improvements over the winter months. Stables' session just started with good numbers for the spring programs; Falcon Park will be closed for a few days for annual cleaning and maintenance work. In response to Commissioner Sawyer's question, Nagle said that work still needs to be accomplished on the upper Salt Creek system; staff will have conversation with MWRD to finalize the extra work required for completion.

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 the official naming of park property. Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners officially name the new park property, which was donated as part of the land-cash ordinance. The property is located on Dee Lane just south of Lake Cook Road in the Lexington Hills development. In accordance to the District's Administrative Manual Policy: Naming of Parks, the policy was provided to the Commissioners for referencing. Suggestions followed; and in response to Commissioner Rogers' inquiry of staffs' thoughts from out in the field, Supt. Tynczuk said that the Parks crew considered the name Chickadee, which is fitting for the little park near Dee Lane. With the consensus of the Park Board, the motion was unanimously approved to officially name the donated property of Lexington Hills, Chickadee Park. The result of the voice vote follows:

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

Motion carried.

From direction of Director Clark, the lease agreement for the copier device at Falcon Park Recreation Center, with consensus of the Park Board, was removed from the agenda.

The Board reviewed a previously distributed Board Summary pertaining to the approval the resolution for bank signatures. Commissioner Gould moved and Commissioner Rogers seconded the motion that the Board of Park Commissioners approve Resolution #16-04 for BMO Harris Bank Warrant Account 0370012146 to authorize Michael Clark, Elliott Becker, Kristine Becke, Keith Williams, Edmond Tynczuk, Steven Nagle, and Cheryl Tynczuk to sign checks. From the direction of President Cozza, the discussions of the proposed motion led to various concerns of the current procedure. Director Clark suggested tabling this item; he said that staff will provide the procedure with terms of tightening controls and security for Board Adoption along with approval of the bank signature resolution at the next Board Meeting. Consensus of the Park Board to table the motion was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: None

Motion tabled.

The Board reviewed a previously distributed Board Summary pertaining to the authorization of payment for Community Center west pit emergency clean up and mold remediation. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners authorize the payment to Belfor Property Restoration in the amount of \$23,309.26 for services rendered in the emergency clean-up of the Community Center's west pit (affiliate storage area). Additionally, that the Board of Park Commissioners authorize payment to Palatine Amateur Football Association (PAFA) in the amount of \$3,200 towards replacement of shoulder pads, which needed to be discarded due to mold damage. In response to questions, Director Clark said that it was a misfortune and explained the multiple reasons which attributed to the cause. Also, staff is working with MRMA to file a claim. 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 Report

The Board reviewed the previously distributed Executive Director's Reports. Director Clark wanted to thank everyone who attended the Intergovernmental Dinner on March 10 at the Clubhouse; also, as promised at the dinner, we provided an updated contact list to the attendees since there was positive networking going on throughout the event; Clark hopes to rotate the annual event among other agencies. Other report highlights included recognition for the preliminary year end MRMA numbers which is exceptional for the District; MRMA's representative, Mr. Nugent, will attend an upcoming meeting in April to update the Park Board. Clark said that IT staff has worked hard to make sure we are in full compliance with the PCI; as soon as reader chip technology is completed and confirmed by Vermont Software Systems, staff will install the

equipment. In response to Commissioner Ruff, Supt. Tynczuk said that the stump removal in front of Community Center is part of the landscaping with the Village renovation; also news from the last Village construction meeting, the start date for the pavement and parking lot renovation is April 8. In response to President Cozza's inquiry, Supt. Williams gave an update from today's meeting with District 211 regarding the swim team program issue; we are monitoring the situation and working on damage control.

Commissioners' Comments

Commissioner Gould complimented the Intergovernmental Dinner which was very nice with good discussion. Commissioner Gould mentioned that she will attend the Hound Egg Hunt this Saturday at Towne Square.

President Cozza complimented the Intergovernmental Dinner too.

Regarding requested future agenda items; no items were presented.

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

NAY: None

ABSENT: None

Executive Session

President Cozza requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Gould moved that the Park Board of Commissioners go into closed session for discussion of Executive Session; Section 2(c)(1) Open Meetings Act for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District, including hearing testimony on a complaint lodged against an employee to determine its validity; Section 2(c)(5) Open Meetings Act for discussion of the acquisition or lease of real property for the use of the District; and Section 2(c)(6) Open Meetings Act for discussion of the setting of a price for the sale or lease of property owned by the District, Commissioner Ruff seconded. This was unanimously approved by a roll call vote. The result of which follows:

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

NAY: None

ABSENT: None

Motion passed at 8:35 p.m.

Return to Open Session

Commissioner Ruff moved to come out of closed session and return to the regular meeting of the Board of Park Commissioners; Commissioner Sawyer seconded the motion which was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: None

Motion passed.

Action on Matters Considered in Closed Session

President Cozza said that the Board met in executive session and no further action is necessary at this time.

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 10:45 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:

April 12, 2016  
April 26, 2016  
May 10, 2016