



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 Building, in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday February 28, 2017 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

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

Commissioner Absent

Susan Gould

Staff Present

Michael Clark, Executive Director
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
Todd Ranum, Athletic Coordinator
John Wilhelm, Falcon Park Facility Manager
Ashley Schiavone, Cultural Arts Coordinator
Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests

Michael Spedale, P.A.F.A Board President

Approval of Agenda

Commissioner Rogers moved and Commissioner Cozza seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of February 28, 2017 was approved.

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

NAY: None

ABSENT: Susan Gould

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 agenda item regarding Warrant #4B was moved to New Business for discussion. Commissioner Sawyer moved and Commissioner Cozza 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 14, 2017; and, Warrant #4A. The result of the roll call vote follows:

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

NAY: None

ABSENT: Susan Gould

Motion carried as amended.

Comments from the Audience

No comments at this time.

Presentation

The Park Board welcomed Palatine Amateur Football Association (P.A.F.A.) President Mr. Michael Spedale to present the report for the 2016 season. Previously, Mr. Spedale provided a Power Point to the Park Board in preparation for tonight's review of highlights and updates of the 2016 P.A.F.A. season; and, the future outlook. Mr. Spedale is currently serving as the P.A.F.A. Board President, which is a two year term. Though, he has been a longtime volunteer with the P.A.F.A. program and other Park District programs including spearheading the youth flag football league along with Park District Athletic Coordinator Ranum back in 2010, a 1st and 2nd program which is based at Falcon Park Recreation Center. Mr. Spedale started the review of the P.A.F.A. report by highlighting the celebration of the organization's 50th year anniversary and he suggested visiting their website to view the 50 years of P.A.F.A. slide show. Continuing he highlighted the competitive program of 12 teams playing in neighboring towns. Unfortunately, registration numbers have not been increasing for the tackle sport; the trend is noticed within all communities. Some of the other items mentioned included how the organization is extremely proactive with safety; staying up to date with equipment improvements and training techniques; educate and practice concussion management and having NovaCare trainers onsite at every game. The group maintains positive partnering with the Palatine Park District; new academic/sport honor roll recognition program; and, a new program of flag football for older players (3rd and 4th graders) partnered with Arlington Heights Park District which may be expanded to include 5th grade participants next season. In response to Commissioner Cozza's question, Mr. Spedale explained the equipment/uniform protection required for the flag football league which includes padded pants and jersey, no shoulder pads or helmet. Another new program on the horizon, P.A.F.A. is planning to offer 7 on 7 flag football for 7th and 8th grade participants, this new program will follow the P.A.F.A. model and will not be affiliated with the flag program based out of Harper. In regard to key financials of the program, P.A.F.A. is more energy conscious with making little adjustments to run the program leaner; offsetting costs with the flag football program; also, new helmets are on the radar for purchasing. In response to Commissioner Sawyer's question regarding helmet care; Mr. Spedale said that helmets go through the reconditioning process with Riddell after each season of use. Mr. Spedale said that the future outlook of the program is strong, received positive survey results from parents; it is a program with dedicated volunteers and the board's tradition of transitioning roles provides consistency and familiarity of how the program operates. Mr. Spedale said that he is proud to be a part of the program. President Ruff thanked Mr. Spedale for volunteering; the Park Board complimented his report and appreciated the presentation.

Supt. Tynczuk presented the previously distributed Park Standard Guideline Manual to the Park Board. Tynczuk and Asst. Supt. Holder developed the guidelines after thoroughly reviewing and collecting data from each park site. The standards are established per park classification level per specification and amenities within every park site, which is the base of the branding model. Director Clark added that this strategy tool was identified within the District's Comprehensive Master Plan; park information can be changed and updated within the manual due to new amenities being added since the new features or equipment correlates to the type of park's classification. Complementing the various details within the Park Standards Manual, Commissioner Cozza suggested expanding on pesticides which may be used at each individual park site since the manual is so comprehensive and a great tool for staff and the community. Supt. Tynczuk added that the District has a policy and procedure in place regarding pesticides use; though, we can add information to the manual. The Park Board thanked Supt. Tynczuk for his special report.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. With the desirable weather, Supt. Tynczuk said that the Parks Crew has been able to accomplish most of the spring cleaning

tasks of the District including a jump-start with mulching. Regarding the 250 residents that participated in the Oak Park survey to select various apparatus for the new playground, Tynczuk highlighted the winning features for Oak Park Playground which will be incorporated into the main structure. Also, the Parks Department is working with the Jaycees on a project; the Jaycees are celebrating their 60 year anniversary and the organization will be donating money for vegetation plugs to be installed to repopulate Cedar Park's creek banks. Horticulture Crew Foreman Zak created the project's design, which the Jaycees will be using when presenting the project for their Board approval. The collaborative plans for the sparse area include various planting beds, containing vegetation to attract butterflies. In regard to Commissioner Rogers' inquiry, Tynczuk said that the Palatine Police asked the Park District to clear the area of playground to correct visibility concerns.

Asst. Supt. Danz introduced Palatine Park District's Cultural Arts Coordinator Ashley Schiavone to the Park Board. Recently hired Schiavone greeted the Park Board and staff with gratitude to be back working at the Park District in her new position and looks forward to getting to know the Commissioners when visiting various areas of the District including Cutting Hall. Also introduced, new hire John Wilhelm, Supt. Nagle welcomed Falcon Park Facility Manager to the meeting. New to Palatine, Wilhelm also commented that he is glad to part of the Palatine Park District team. The Park Board congratulated Ashley and John, wishing them success at the Park District.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle highlighted the work performed on the front entrance of Palatine Hills Golf Course; the culvert project went well, also under budget within time restraints. This area is the showcase of the golf course which will now be aesthetically represented. Some of the other report items mentioned included Palatine Stables first home show scheduled later this month; and, Community Center's interior storage area fencing project. Commissioner Cozza brought up a safety concern on the property adjacent to Palatine Stables, the dangling sign on the vacant property to the west of stables property; it not only looks bad but is a safety concern. Since the vacant property does not have a fence completely enclosing the concerned area, Commissioner Cozza suggested composing a letter of concern from the Park District to the Village; important to document. Director Clark will follow up with Village Manager Ottesen.

The Board reviewed the previously distributed Finance Department Report. President Ruff complimented the efforts involved with the Park District receiving the GFOA award; very nice award and plaque. Regarding recent updates which are not included with the monthly report, Supt. Becker said that so much has happened this month with the implementation of Incode, the new finance software. Reviewing the software highlights, he introduced the new look of the warrant and the first payroll execution with Incode. Staff continues to work hard in preparation of the Incode finance system; support staff from Incode worked amongst staff during the final implementation. Becker complimented the entire finance department staff; also acknowledged Asst. Supt. Becke with being the lead in orchestrating the Finance Department's 2,500 account numbers; the new system capability of accessible data will enhance the process of making District decisions, it has better reporting tools. Other updates mentioned included the debt issuances process; and, Becker provided a quick update with the development and finally success of collecting old property taxes paid from the Camelot (Meadowlark Park) property transaction. Commissioner Rogers added positive comments of the warrant's new format which looks clear, modern and easy to follow. Supt. Becker added that Warrant #4A had payroll transactions, which needed to be posted in the old system, for the last time. Becker acknowledged Associate Accountant Lyons and Accounting Assistant Payables Drahos, both did a great job with the new warrant.

President Ruff noted there were no other Departmental Reports; the Park Board thanked staff for the Department Reports.

New Business

The Board reviewed a previously distributed board summary for the Approval of the Palatine Park District Municipal Directory. Commissioner Rogers moved and Commissioner Cozza seconded that the Board of Park Commissioners approve the District's Municipal Directory as presented. Director Clark said that the Municipal Directory publication is actually a requirement according to the specifics in the Freedom of Information Act (5 ILCS 120, et seq.) to include requirements of Illinois Public Act 96-0542. The Act requires a local unit of government to have a display or accessible upon request directory of key information about the agency and instructions on how to gain access to the public records of the agency. Commissioner Rogers admired the directory, which has great information. When Clark started at Palatine Park District, he used the State Accreditation tool for identifying areas in which the Park District needed to be in full compliance and follow the state statute. The Municipal Directory for FOIA requests and general information will be available at all sites and on the website; Clark complimented staff with assisting him on collecting information and on the presentation of the guideline manual. Clark said the trend to have a transparency center on the website is another goal that he is working on. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: Susan Gould

Motion carried.

The Board reviewed a previously distributed board summary for the Award of Bid for the 2017 Scavenger Services. Commissioner Rogers moved and Commissioner Cozza seconded that the Board of Park Commissioners approve the lowest responsible bidder, Advanced Disposal Services Solid Waste Midwest LLC of Northbrook, Illinois, in the amount not to exceed \$14,084 for scavenger services at designated locations and \$260 per roll off dumpster plus \$49 per ton over the four ton weight cap. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: Susan Gould

Motion carried.

The Board reviewed a previously distributed board summary for the Award of Bid for the 2017 Portable Toilet Services. Commissioner Rogers moved and Commissioner Cozza seconded that the Board of Park Commissioners approve the lowest responsible bidder, Service Sanitation of Gary, Indiana, in the amount not to exceed \$23,624 for portable toilet services at designated locations, as well as, not to exceed \$100, \$60, \$60, and \$15 per unit for additional ADA, standard, handwashing station's, and extra cleaning services for events respectively. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: Susan Gould

Motion carried.

The Board reviewed a previously distributed board summary for the Award of Bid for the 2017 Fleet Vehicle Replacement Bid. Commissioner Rogers moved and Commissioner Cozza seconded that the Board of Park Commissioners approve, Grossinger Chevrolet of Palatine, Illinois, the lowest responsible bidder, in the amount not to exceed \$52,996 for the purchase of two fleet vehicles. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: Susan Gould

Motion carried.

The Board reviewed a previously distributed board summary for the Award of Bid for a Four Wheel Drive Utility Tractor. Commissioner Rogers moved and Commissioner Cozza seconded that the Board of Park Commissioners approve, the lowest responsible bidder, Grower Equipment & Supply of Hainesville, Illinois, in the amount not to exceed \$38,587.81 for the purchase of a Ventrac four wheel drive utility tractor with three front mounted attachments. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: Susan Gould

Motion carried.

The Board reviewed a previously distributed consent agenda item regarding Warrant #4B. There was Board consensus to move Warrant #4B to New Business for discussion. Board discussion ensued; Commissioner Rogers asked staff to look at the details of vendor item #39339 of Warrant #4B. Commissioner Rogers moved and Commissioner Cozza seconded that the Board of Park Commissioners approve Warrant #4B excluding vendor #39339 item, which will be pending future approval and ratification of Park Board; therefore, vendor #39339 item will placed on the next agenda if approved. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: Susan Gould

Motion carried.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark thanked the Park Board for attending the Senior Gala and the SLSF's Fashion Show, which are both great events. Regarding the compensation study, staff is staying ahead of schedule; Clark complimented Human Resource Manager Riskin with collecting and preparing great information. Director Clark reminded the Commissioners of Saturday's Legislative Breakfast; the event is scheduled at 7:30 a.m. in Schaumburg. Clark confirmed that Harper College will have Building M's ground breaking ceremony at 10 a.m. on April 10, 2017. In response

to Commissioner Rogers, Clark said that the construction bids came out very well for Building M, competitive within budget; therefore, there may be opportunity to bring back certain amenities into the schematics. Clark informed the Park Board of the productive meeting last week at Harper College with the Park District task force team regarding Building M; staff presented 25 items for inquiry and discussion; with the input presented, the group identified four significant areas to breakdown into specialty meetings for further discussion; it was a great kick off meeting. Unfortunately, Palatine Stables lost an older horse recently, Penny will be hard to replace; also regarding stables, the arena project is on schedule. Clark complemented the Leadership Team, each one of them are very busy in where the District is heading, very productive staff. Also, the District is no longer reactionary regarding bid requirements' procedures; Supt. Tynczuk is doing a wonderful job providing good direction with clear understanding of bid requirements. In regard to the Gymnastics Parent Club, Commissioner Cozza inquired on the group's process of opening a new bank account; Director Clark briefed the Park Board on the group's background and direction with the parent club. The reformed parent group will be applying for a tax ID number; the parents want to restructure the group and run the organization the right way including the annual filing with the State Attorney General. Ideally as a Park District program, Commissioner Cozza said that he would like the gymnastics group to go through us, using the Park District's expertise. Furthermore, Director Clark brought up the concern with the use of the Park District's tax exemption letter when affiliated groups buy supplies, etc., this includes outside affiliate groups too. Clark added that clear direction and procedure of such matters will be part of new affiliate structure and guidelines. Regarding Harper College's posted list of renters from community groups which used Harper's pool, Commissioner Cozza inquired about the protocol of Harper's current renter groups; Director Clark added all new rental arrangements are under the Park District, clean slate.

Commissioners' Comments

Using the Park District's marketing avenue, President Ruff offered direction to provide awareness and to educate patrons and possibly organize a contest to support a blood drive with the community. Giving blood and sharing awareness of organizations such as Life Source since there is public concern of shortage with some blood types. President Ruff said it is good to support awareness and use the Park District as the vehicle.

Regarding future agenda items and Commissioner Cozza's inquiries concerning the different fences installed by residents who border District's parks and creek areas, Director Clark added that staff can provide some preliminary information on costs at a forthcoming Park Board Meeting.

Adjournment

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

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

NAY: None

ABSENT: Susan Gould

Motion passed at 8:31 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Nick Sawyer
Vice President

Next scheduled Park Board meetings:

March 14, 2017
March 28, 2017
April 11, 2017