



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 April 12, 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 & Planning
Steven Nagle, Supt. of Facilities
Elliott Becker, Supt. of Finance
Cheryl Tynczuk, Supt. of District Services & Projects
Tina Becke, Asst. Supt. of Finance

Donelda Danz, Asst. Supt. of Recreation
Jim Holder, Asst. Supt. of Parks & Planning
Joshua Ludolph, Asst. Supt. of Facilities
Phil Riskin, Human Resource Manager & Safety Coord.
Brad Helms, Golf Course Superintendent
Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests

Bob Alexander, PHGA

Carol Reagan, PTSCC Executive Director

Approval of Agenda

Commissioner Gould moved and Commissioner Rogers seconded that the agenda for the meeting be approved. Regarding the resolution for bank signatures, Director Clark asked to remove this item from consent agenda. By a voice vote, the agenda for the regular meeting of April 12, 2016 was approved.

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

NAY: None

ABSENT: None

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Gould moved and Commissioner Sawyer 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 22, 2016; Closed Session Meeting Minutes of January 12, 2016, January 26, 2016 and February 9, 2016; Acceptance of Compliance of the Securities and Exchange Commission Reporting; Approval of the Lease Agreement for Copier Device; Ratification of Commodities for Electric and Gas Utilities; and the Approval of Warrant #7. 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

Palatine Hills Golf Association (PHGA) liaison, Mr. Alexander, mentioned that the association’s board meeting was last Friday with the annual “Smoker” event following; he informed the Park Board that the event is no longer called “Smoker” since the association agreed to change the name to the “Spring Kick-off”. Continuing, he said about eighty-five members attended the event; also, nine new members have recently joined the group. Director Clark inquired with Mr. Alexander regarding the requested meeting with Park District staff and a few of the PHGA members including Mr. Jessogne; Clark said he is waiting to hear back with confirmation; Clark is also planning to attend a PHGA’s meeting soon. President Cozza congratulated the association on the new members. The Park Board thanked Mr. Alexander for his report.

Departmental Reports

The Park Board reviewed the previously distributed Finance Department Report. Supt. Becker provided updates on a few items including the finance software license agreement, which is awaiting legal review; and, the audit starts next week. He also briefed the Park Board on non-report items highlighting the recent closing of the rollover debt with low interest cost to the District and the expected levy edit report available for review tomorrow which will give the District a sense of actual financial numbers. Becker said that there is a lot of staff transition in the registration department. In response to Commissioner Rogers, Becker said that we had more participation than expected with the Hound Egg Hunt event. President Cozza complimented Becker on the SEC reporting, Becker said that there will be one more step for final execution with additional documents at the next Park Board meeting; Clark also complimented the District’s bond counsel Chapman and Cutler’s diligence.

The Board reviewed the previously distributed District Services and Projects Report. Supt. Tynczuk said that the IT Department is busy working on many things including the copier lease agreement. Human Resource Department is also busy with hiring of two full-time staff positions: Falcon Park Recreation Center Assistant Manager and District Risk Manager. Both positions were recently posted.

The Board reviewed the previously distributed Recreation Department Report. Supt. Williams mentioned that the Fitness, Health and Wellness position is the next full-time job position to be posted. Commissioner Gould inquired about the soccer program for four and five year olds, Williams said it is very successful and the program works well at Falcon Park. Additional comments regarding the Hound Egg Hunt were presented; Williams said if the event continues to grow that staff may need to look at another location to host the community dogs and their humans.

President Cozza noted there were no other Departmental Reports. The Board thanked staff for the Department Reports.

New Business

The Board reviewed a previously distributed board summary pertaining to approval for the Palatine Township Senior Citizens Council (PTSCC) funding request. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners approve the funding request for the 2016 fiscal year by the PTSCC, and that staff disburse the first half of this year’s funds in the amount of \$92,606.23. Palatine Township Senior Citizens Council Executive Director Reagan thanked the Park Board and staff for their support; Reagan said that the organization is deeply and greatly appreciative. Additional compliments were given to Park District staff with special acknowledgement to Liaison Danz. President Cozza said that the Senior Center fills a need for the Community; the Park Board thanked Director Reagan. 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 award of bid for Birchwood Recreation Center electrical and HVAC upgrades. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners award the bid to the lowest responsible bidder, Mechanical Concepts of Illinois Inc. from Romeoville, Illinois in the amount not to exceed \$204,050 for the installation of a HVAC unit, required utilities and remote monitoring at the Birchwood Recreation Center's gymnasium. President Cozza commented on the project, highlighting that this is the first time for air conditioning in Birchwood's gymnasium which was a long time coming improvement to the District. In response to Commissioner Rogers, Supt. E. Tynczuk said that the project should be completed by the end of May. 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 award of bid for the 2016 aquatic sanitation products. Commissioner Rogers moved and Commissioner Ruff seconded that the Board of Park Commissioners approve the award of bid to the lowest responsible bidder, Aqua Pure of Romeoville, Illinois in the amount not to exceed \$47,810 to furnish and deliver aquatic sanitation products for the 2016 season. President Cozza mentioned that he has never seen this product presented to the Park Board before. Director Clark explained staffs' new system and control of monitoring open purchases with repetitive purchasing throughout the calendar year for the same type of product which surpasses the \$20,000 threshold amount. Therefore, we needed to go out for public bidding for this particular product of aquatic sanitation. From the direction of President Cozza, staff will investigate the aquatic sanitation products' pricing with other sources, manufactures and representatives. Asst. Supt. Holder said that product options are limited due to being compliant to the state law and the requirements of the manufacture of the pool sanitation (unit) equipment. 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 approval of Community Center change order #3. Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners approve change order #3 which resulted in a deduct in the amount of \$8,399; for a credit towards phone/electric outlets and data costs related to the use of office and conference areas in the renovated Village Hall as well as work related to the new window installation minus credits received for work completed during the gymnastic roofing project, window replacement and siding change on the east and west upper portion of the gymnastic area. 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 approval of alternate #1 for Community Center. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners approve alternate #1 awarded to Camosy Construction, Zion of Illinois in the amount not to exceed \$65,175 for the resurfacing and restriping of the east lot at the Community Center. 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 informational and consensus for the proposed approval of the changes to the Upper Salt Creek project to address the construction corrections. This agenda item is for awareness, discussion and general consensus with the Board of Park Commissioners. Golf Course Supt. Helms addressed the Park Board to review the changes and alterations being recommended to the Upper Salt Creek project at the Palatine Hills Golf Course (PHGC). Helm distributed documents and illustrations of a solution to fix the problem with the project. Unfortunately, the correction has long term effects including appearance of the golf course landscape; the golf course is losing another tree in order to install the riprap for correction. Clark believes the resolution is in the District's best interest with committing to the maintenance of the IGA and that the amendment is a solid remedy which has been reviewed by Gewalt Hamilton Associates, Inc. as well. Staff is awaiting the letter of understanding from Metropolitan Water Reclamation District (MWRD), the letter will protect and confirm that the construction corrections are understood; this will be presented as a small amendment to the intergovernmental agreement for Park Board approval. Helms added that Cherry Brook has given permission to plant trees within their subdivision contiguous to the golf course; this will help with the PHGC landscaping. There was consensus from the Park Board.

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

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report (EDR). Director Clark provided updates regarding the Community Center exterior project, the new parking and sidewalk as part of the Village renovation. Other items mentioned included the new fitness equipment, which was installed last week and has been well received; though, staff is working through some connectivity issues. Williams mentioned that staff may look into bringing back some of the stationary bikes; however, thoughts for additional equipment was challenged due to space limitations. Clark reminded the Park Board of the Cook County's Statement of Economics Interest filing; and the annual Arbor Day event at Pleasant Hill School on Friday, April 29 at 10:00 a.m. Unfortunately, the Stables had a recent loss of one of their horses. Lastly, regarding the electronic board packet distribution, IT Manger Mangum is ready to provide training; scheduling of Commissioners' orientation meetings can be coordinated with Executive Asst. Feid.

Commissioners' Comments

Commissioner Ruff said that the Fitness Center looks great; hearing many good reviews of the new equipment from fellow fitness center users.

Commissioner Sawyer said that he is looking forward to the nice forecast of weather; he is anxious to see golfers on the beautiful golf course.

Commissioner Gould complimented staff on the successful Hound Egg Hunt. Regarding one of the special events for Palatine's 150 anniversary, Commissioner Gould was honored to present and share her family history at the Founders Day's event. Mayor Schwantz provided a creative speech for the kickoff celebration at Clayson House historical grounds; about one hundred and fifty (150) attendees were present. Lastly, Commissioner Gould commented on Cook County's tax assessments, which were recently in the mail; the assessments showed unexpected and substantial increases to Palatine's real estate.

President Cozza reported that the Bergman farmhouse has two offers for re-habitation. President Cozza expressed that it was the Park Board and staffs' understanding that the Village of Hoffman Estates' Historical Society was going to restore the farmhouse, which was part of the rationale to maintain a park for the residents.

Regarding future agenda items, no items were presented.

Executive Session

President Cozza requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Rogers moved that the Park Board of Commissioners go into closed session for discussion of Section 2(c)(5) Open Meetings Act for the acquisition or lease of real property for the use of the District, Commissioner Sawyer 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 7:49 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 at 8:25 p.m.

Action on Matters Considered in Closed Session

Regarding the item of property for the District, President Cozza said that the Board met in executive session for the purpose of discussion and no further action is necessary at the time.

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, Terry Ruff, John Cozza

NAY: None

ABSENT: None

Motion passed at 8:26 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

John Cozza
President

Next scheduled Park Board meetings:

April 26, 2016
May 10, 2016
May 24, 2016