



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 26, 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
Joshua Ludolph, Asst. Supt. of Facilities
Jim Holder, Asst. Supt. of Parks and Planning
Tom Landeck, Custodial Foreman/Historical Society
Kelli Hedding, Falcon Park Manager
Trish Feid, Park Board Secretary/Executive Assistant

Citizens and Guests

Bob Alexander, PHGA Liaison

Joe Petykowski, Palatine Historical Society

Approval of Agenda

Commissioner Gould moved and Commissioner Ruff seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of April 26, 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 consent agenda items. Commissioner Gould moved and Commissioner Ruff seconded that the consent agenda be approved. By a roll call vote, the following items under the consent agenda were approved: the Regular Meeting Minutes of April 12, 2016; and Warrant #8. 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.

Comments from the Audience

Palatine Hills Golf Association (PHGA) liaison, Mr. Alexander, informed the Park Board that Director Clark will attend the next meeting of the Association on May 12 at the Clubhouse; Mr. Alexander added that he has heard many compliments of the golf course from the members.

Presentations

Director Clark welcomed Metro Risk Management Agency's (MRMA) representative Mr. Nugent to the meeting. Mr. Nugent greeted the Park Board and staff. Since his visit last year, Mr. Nugent briefly reviewed the history and future direction of MRMA. Mr. Nugent said that MRMA has made many significant changes throughout the company due to changes in legislation and overall sustainability. MRMA has made various restructuring changes of staff and follows new standards for cost control efforts with attention to expenses. Continuing, Mr. Nugent said that MRMA has seen an increase of property claims from weather related incidents within all three of the park districts over the last ten years, mentioning that the Palatine area was hit hard last November with severe weather. Discussion of MRMA's commitment to safety and training was highlighted; and, positive endorsement of the District's upcoming Risk Manager position to continue the guidance and focus on the education of safety standards in the workplace. Staff will upload Mr. Nugent's MRMA presentation to the District's Park Board folder for review. The Board thanked Mr. Nugent for the update.

Palatine Historical Society; Mr. Petykowski and Mr. Landeck greeted the Park Board. On behalf of the Historical Society, Mr. Petykowski provided information on the proposed shed which will be located on the Clayson House's grounds. The presentation of the shed was intended for the Park Commissioners' awareness and endorsement. The Palatine Library shares support and interest of the Historical Society's project to educate the residents on Palatine's historical farming community. Mr. Petykowski highlighted the various antique items that the shed will display. With concern of security for the shed, Commissioner Gould suggested motion lights, Mr. Petykowski said that they will look into installing lighting on the Clayson House; assistance from Palatine Parks Department was offered. In response to Commissioner Rogers, Mr. Petykowski said that the shed museum will be complete in time for the ice cream social as part of the Palatine's 150th celebration on the Clayson House grounds on Sunday, June 5, 2016. President Cozza mentioned to display informative signs outside of the shed explaining the agricultural background and antique items. The consensus of the Park Board endorses the Historical Society's intention of the shed museum for displaying antique tools and other various items; and educating our community on the agricultural history of Palatine. The Park Board thanked Mr. Petykowski and Mr. Landeck for the presentation.

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; the full inventory of baseball fields will be ready for this weekend. Birchwood's HVAC preconstruction meeting was held yesterday with preliminary work starting next week; staff anticipates having the project complete by mid-June. Continuing, Tynczuk said that staff received three playground concepts for the newly acquired Chickadee Park; staff will schedule a meeting with residents to start gathering input. Asst. Supt. Holder contacted the vendor and other park districts regarding the aquatic sanitation products for the 2016 season. According to information gathered, the average price in the Chicagoland area is \$150 per container and the District is confirmed at \$117 a container. In response to President Cozza's question, Supt. Tynczuk explained the scope of the work with the eastside parking lot and the sidewalk project on Smith Road with D15 and Village of Palatine. Commissioner Gould asked about the encroachment situation, Tynczuk said that the resident contacted an engineer and the only solution for the homeowner will be to drain their storm system. The resident will be returning everything back to the original state regarding park district property. In response to President Cozza, Tynczuk said the homeowner's objective was to grade their entire backyard starting from their deck to end of their yard; which would end up draining directly on the bike trail. President Cozza inquired about another project at Birchwood, Tynczuk said that the concrete near the loading dock is being replaced; and he confirmed that the project was intended within the yearly budget.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle noted that staff was able to provide more rental information within the report; currently, the revenue generated is not as considerable but the clubhouse is definitely getting more rentals and activities scheduled along with internal use too. Head Golf Professional Hotchkin works diligently on getting the word out with promoting the clubhouse for various rentals. Nagle also reported that staff orchestrated the seasonal golf staff training including a translator involvement throughout the session. Currently, the District's Indoor Space Needs and Assessment RFP/Q is out to the public; and the announcement of the Assistant Falcon Park Manager position was posted.

The Board reviewed the previously distributed 2015 Annual Falcon Park Report. Supt. Nagle introduced Falcon Park Manager Hedding to review the Falcon Park Recreational Center's annual report; he also gave thanks and appreciation to Hedding and staff for their efforts which contribute to the success of Falcon Park and for staffs' new initiatives. Hedding complimented the crew at Falcon Park also; the full-time staff includes Asst. Manager Slobodecki and Asst. Registrar Bialek along with twenty-five part-time staff members. Hedding reported that this year, staff changed the hours of operation to mimic the prime and non-prime rates; also, shorten up some of the holiday hours since the building is not busy. Hedding reported various gym and turf statistics along with top rentals, which birthday parties remain having the highest rental interest. In response to Commissioner Rogers' question, Hedding said that the rentals are mostly nights and weekends; Hedding added that Saturday night rentals are booked 2-3 months in advance. Hedding reviewed the ICompete program along with the various cooperative fundraising events. The collaboration with POC's Executive Director Millin proved successful with restructuring of staff; this effort also has promoted park district programming and provided a better fit for programs within each facility. In response to Commissioner Ruff's question regarding the Lake Zurich's lacrosse team, Hedding said that she left many messages via phone and email to inquire on why the team is no longer using Falcon Park for their practices; Hedding said that the Lake Zurich's lacrosse board has a new president and they may have decided on a new venue. Continuing, Hedding reported on the financial overview. President Cozza calculated and highlighted that Falcon Park generated a total of \$6,416 in revenue this year. Other initiatives mentioned include staff plans for additional banquet chairs for multiple parties. In regard to an additional storage area, President Cozza said that Falcon Park should consider a cold storage shed; staff will look into that idea. In reply to Commissioner Gould's inquiry of the multi-purpose room, Hedding reviewed many functions for the room. Upcoming projects that were mentioned include curtain replacements in the gym and turf. Also, staff continues to look for a part time building leader to help with Falcon Park's larger parties and some of the evening shifts. Lastly, staff is considering the aesthetics of the building to address the concern of glare issues with pickleball players. Hedding thanked the Park Board for their continued support.

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 Award of Bid; 2016 Contractual Fertilizer Applications. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners approve the lowest responsible bidder, Arthur Clesen Inc. of Lincolnshire, Illinois in the amount not to exceed \$18,339 to furnish and apply fertilizer applications for the 2016 season. 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.

The Board reviewed a previously distributed Board Summary pertaining to the Award of Bid; 2016 Topsoil Materials. Commissioner Gould moved and Commissioner Ruff seconded the motion that the Board of Park Commissioners approve the lowest responsible bidder, Kanzler Landscape Contractors Inc. of Round Lake, Illinois in the amount not to exceed \$27,000 to furnish and deliver topsoil materials for the 2016 season. The result of the roll call vote 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 Approval; Hamilton Deep Well. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners approve Water Well Solutions of Elburn, Illinois in the amount not to exceed \$79,175.92 to perform a well rehabilitation service and install a new 300 gallon per minute submersible pump system at a depth of 892 feet at Hamilton Reservoir. Supt. Tynczuk provided a very recent update from the test performed to identify the problem; the result is not favorable. The testing discovered a piece broken off and lodged within the well. The first step will be to remove the blockage, and then reconditioned the well. Commissioner Rogers questioned the cost of drilling a new well; Tynczuk said that the original well cost \$150,000. The depth of the well is 1300 feet; Tynczuk and Holder explained the process and necessity of the well; also, that sand is an issue, causing problems by getting into the mechanism of the well's pump motor. Tynczuk said that the final cost is contingent on the camera results after the removal of the blockage, which will confirm if reconditioning if necessary. 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 mentioned the 2014 and 2015 IRS notifications; the District is awaiting the payment schedule. Clark reminded the Park Board of the Cook County's filing deadline and Arbor Day on Friday. Regarding the District's website, staff believes a virus originated from the website's content manager software, which classified the District's website at a high risk website. Staff is working hard to resolve and return our classification risk to low or none. The new firewall application will help; though, staff is looking for long-term solution with changing the content manager software. Clark updated the Park Board on the baseball/softball jersey situation; Supt. Williams has been working with the vendor. Williams said that the vendor has agreed to reprint the two divisions of the girls' teams. Regarding the new tablets, Clark stressed that IT Manager Mangum is available to assist with any questions or support needed to navigate the electronic board packets. In response to Commissioner Rogers, Clark said that staff will be presenting a policy regarding electronic communications,

which the Park Board will need to sign. Clark added that this policy is similar to the one which District's staff follows. Reminder that the next meeting is on May 10, which is the annual meeting of appointments. Lastly, Director Clark acknowledged the shout-outs which were reported in his EDR; and he appreciates staffs' work and efforts to support the District.

Commissioners' Comments

Regarding the new electronic board distribution, Commissioner Sawyer commented that he is achieving the understanding with experience.

President Cozza also complimented the new system of e-packet distribution; Cozza plans on emailing Mangum to thank him. President Cozza shared a picture of a simple bridge, which is affordable. From President Cozza's inquiry, and regarding preparation for the annual appointments at the next meeting, it was consensus that the Park Board will follow the order with the change of officers.

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 Ruff moved that the Park Board of Commissioners go into closed session for discussion of Section 2(c)(5) Open Meetings Act regarding 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 Gould seconded. The motion 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 9:18 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:

May 10, 2016
May 24, 2016
June 14, 2016