



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, May 9, 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

Susan Gould

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

John Wilhelm, Falcon Park Facility Manager

Ryan Repp, Falcon Park Facility Assistant Manager

Trish Feid, Park Board Secretary/Executive Asst.

Approval of Agenda

Commissioner Sawyer moved and Commissioner Gould seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of May 9, 2017 was approved.

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

NAY: None

ABSENT: None

Motion carried.

CERTIFICATION OF ELECTION RESULTS

The Board reviewed a previously distributed Board Summary pertaining to Resolution #17-03 for Certification of April 4, 2017 Election Results. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners adopt Resolution #17-03 declaring Jennifer Rogers duly re-elected as Commissioner of the Palatine Park District. President Ruff requested a roll call vote; the Park Board and staff congratulated Commissioner Rogers.

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

NAY: None

ABSENT: None

Motion carried.

ADMINISTRATION OF OATH OF OFFICE

Jennifer Rogers was sworn in as Commissioner of the Palatine Park District Board of Park Commissioners for the term of 2017-2023. On behalf of the Board and staff, President Ruff congratulated Commissioner Rogers on her re-election victory; expressing congratulations to Commissioner Rogers on her upcoming term. Commissioner Rogers thanked her supporters and said that she is looking forward to another 6 years serving the Park District and community.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Sawyer moved and Commissioner Gould seconded that the consent agenda be approved. By a roll call vote, the following items under the consent agenda were approved: Regular Meeting Minutes of April 25, 2017; Adoption of Surplus Ordinance #17-07; and, Warrant #9. The result of the roll call vote follows:

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

Motion carried.

Comments from the Audience

No general comments were presented.

Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. Tynczuk highlighted that staff has received a number of Living Tribute inquiries; also, the Park District received the first donation application for the ‘Tree-mendous’ program in conjunction with the matching employee giving program. The Palatine Park District Park Foundation’s Tree-mendous donation campaign program assists to reforest District grounds. The campaign details are on the websites of the Park District and the Park Foundation; information can also be found in the annual program catalog. Other items mentioned include the draft of the Compensation Study and that the Risk Manager has finished risk assessments for Parks and District Services and Projects Departments. Regarding Commissioner Cozza’s question of AED training for coaches and having onsite AED units as a condition of rental for the Lacrosse programming held at Harper, Director Clark and Supt. Williams will get back to the Park Board with confirmation of the procedure for the Lacrosse coaches.

The Board reviewed the previously distributed Recreation Department Report. Supt. Williams asked if there were any questions regarding the report; no questions were presented.

The Board reviewed the previously distributed Falcon Park Recreation Center Annual Report. Supt. Nagle introduced Falcon Park Facility Manager Wilhelm and Asst. Falcon Park Facility Manager Repp to present the annual Falcon Park Recreation Report. Both staff members are relatively new to Palatine Park District; together they are doing a great job leading the team of 25 part-time staff along with the 2 other full-time staff members at Falcon Park. Regarding the report, the manager duo reviewed the facility’s highlights, challenges and 2017 initiatives; financial summary of the facility’s operations; rental and programming revenues; the various repairs, replacement and maintenance needs; and, the ICompete program’s highlights and challenges. In regard to the recent event held at Falcon Park Recreation Center, the Cinco de Mayo event was a success with raising funds for Partners of Our Community (P.O.C.). The facility looked wonderful, Nagle added thanks to Wilhelm, Repp and all of the Falcon Park staff. The Park Board thanked Falcon Park Facility Manager Wilhelm and Asst. Falcon Park Facility Manager Repp for the report and for their efforts at Falcon Park.

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

New Business

The Park Board began the annual election process, nominations for the position of President for the 2017-

2018 year were offered. Commissioner Gould nominated Commissioner Sawyer for the position of Board President. There being no further nominations, Commissioner Gould moved and Commissioner Rogers seconded that the nominations for Park Board President be closed; by a voice vote the motion was unanimously approved. Commissioner Gould moved and Commissioner Rogers seconded to designate Commissioner Sawyer for the office of Park Board President. Upon the requested roll call vote approving Commissioner Sawyer for the office of Park Board President on behalf of the 2017-2018 year; the result of which follows:

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

NAY: None

ABSENT: None

Motion passed. The Park Board and staff thanked Commissioner Ruff for serving and complimented him on a great job. Commissioner Ruff gave the meeting over to President Sawyer.

President Sawyer asked to receive nominations for the position of Vice President for the 2017-2018 year. Commissioner Cozza nominated Commissioner Rogers for the position of Vice President. There being no further nominations offered, Commissioner Gould moved and Commissioner Cozza seconded that nominations be closed; by a voice vote the motion was unanimously approved. Commissioner Ruff moved that Commissioner Rogers serve as Park Board Vice President for the 2017-2018 year; Commissioner Cozza seconded the motion. The motion was approved as follows:

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

NAY: None

ABSENT: None

Motion passed.

Commissioner Cozza moved that the appointment of Commissioner Gould for Park Board Treasurer for the 2017-2018 year be approved. Commissioner Ruff seconded the motion. By a voice vote, the motion was approved as follows:

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

NAY: None

ABSENT: None

Motion passed.

Commissioner Gould moved that the appointment of Trish Feid for Board Secretary for the 2017-2018 year be approved. Commissioner Cozza seconded the motion. By a voice vote, the motion was approved as follows:

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

NAY: None

ABSENT: None

Motion passed.

President Sawyer submitted for Board approval the following appointments for the period of May 23, 2017 through May 8, 2018: Mike Clark: Executive Director, Secretary Pro Tem, Representative to the Northwest Special Recreation Association, alternate Representative to the Metro Risk Management Agency and Park Foundation Liaison, and; Elliott Becker: Representative to the Metro Risk Management Agency, and; Joan Scovic: Liaison to the Greater Palatine Chamber of Commerce and Industry, and; Commissioner Cozza: Liaison to PALS (Palatine Affiliate Leaders) and Liaison to Employee Health Insurance Committee, and; Mike Clark and Trish Feid appointments as Open Meetings Act (OMA) officers, and; Mike Clark and Trish Feid appointments as Freedom of Information Act (FOIA) officers, and; Elliott Becker appointment of Compliance Office of drafting and updating of disclosures as they relate to bond issuance; and, Donelda Danz and Ed Tynczuk appointments as ADA Representatives. Commissioner Gould moved to approve the list and Commissioner Cozza seconded. The motion was unanimously approved by a voice vote as follows:

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

Motion passed; all those present agreed to serve.

President Sawyer said that with the concurrence of the Board, approve the proposed meetings of the Board of Park Commissioner of the Palatine Park District for 2017-2018; declaring that regular meetings of the Board will be conducted at the Village of Palatine Community Center Building, 200 East Wood Street in Palatine, Illinois on the second Tuesday and fourth Tuesday of each month, beginning at 7:00 p.m., excepting the months of September and December which will have one meeting. Commissioner Ruff moved and Commissioner Gould seconded the motion, which was unanimously approved by a voice vote as follows:

AYES: Terry Ruff, John Cozza, Susan Gould, Jennifer Rogers, Nicholas Sawyer  
NAYS: None  
ABSENT: None

Motion passed.

The Board reviewed a previously distributed board summary for the award of bid for the Community Center Camera Project. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners award the base bid and Alternate A for the Community Center Camera Project to Imperial Surveillance of Arlington Heights, Illinois, the lowest responsible bid, for an amount not to exceed \$46,013 and authorize staff to execute contract accordingly. The motion was unanimously approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the rejection of bid regarding Community Center Shelf Flooring Project. Commissioner Cozza moved and Commissioner Ruff seconded that the Board of Park Commissioners reject the single bid that was received for the Community Center Shelf Floor Project

provided by Floors Inc. of Woodstock, Illinois and have staff rebid the project in an effort to secure additional bids. Having only one bid received, Asst. Supt. Ludolph said that staff anticipates additional bids for the project when staff rebids. Commissioner Cozza officially noted that the bid was rejected due to the only bidder for this project being over the budgeted amount. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

#### Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Regarding the recent Robin Park Property donation offer, Director Clark had a conversation with the Park District's Attorney who will research the parcel and prepare the process; a new Cook County's PIN will be assigned to the donated portion of the parcel. April's Arbor Day was a success; Clark complimented Foreman Zak, Asst. Supt. Holder, Supt Tynczuk and all Parks staff. Sycamore Park now has a sycamore tree; Clark added thanks to Commissioner Ruff and staff in showing support at the event that the Park District organized. Clark highlighted other items including the Village of Palatine's decision to opt-out of the minimum wage ordinance; the recent flooding rain events closing the golf course for a couple of days, Commissioner Cozza added his thoughts on the reservoir's rainwater accumulation; and, the Head to the Hills' event is scheduled for this Saturday from 2:00-5:00 p.m. at Palatine Hills Golf Course. Clark said that tomorrow, we are hosting a regional workshop regarding the National Association of Park Foundations.

#### Commissioners' Comments

Commissioner Rogers attended the recent Library event; learned about their budget and that the Palatine Library does a lot with the money they receive in comparison to other community libraries. Commissioner Rogers enjoyed the tour of the library, commenting that it was a very nice event. Commissioner Rogers enjoyed the P.O.C.'s Cinco de Mayo event, which was another wonderful event. Regarding Commissioner Rogers' recent visit to Springfield for the Legislative Conference along with President Sawyer and Director Clark, Commissioner Rogers was disappointed that the House was not in session during the annual conference; and, frustrated with the situation in Springfield; President Sawyer agreed with Commissioner Rogers' thoughts. Director Clark highlighted the material he brought back from Springfield will be a resource for the Commissioners when contacting legislators.

Commissioner Ruff said the turf at Falcon Park looks great; it is in the best condition that he has seen at Falcon Park. Commissioner Ruff said watching the inlay process at Hamilton was amazing. Clark added that staff may consider the material to be standard at some playgrounds; though, staff will continue to monitor before confirming that decision.

Vice President Rogers and fellow Park Board Commissioner thanked Commissioner Ruff with his role as President this past year. Also, the Park Board congratulated President Sawyer on his new term with leading the Park Board.

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

Executive Session

President Sawyer requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Cozza moved that the Board of Park 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; Commissioner Gould seconded. This was unanimously approved by a roll call vote. The result of which follows:

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

NAY: None

ABSENT: None

Motion passed at 7:55 p.m.

Return to Open Session

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

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

NAY: None

ABSENT: None

Motion carried.

Action on Matters Considered in Closed Session

Regarding Executive Session; Section 2(c)(1) Open Meetings Act for discussion of personnel, President Sawyer said that there is no action 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 Cozza seconded the motion which was unanimously approved by a voice vote.

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

NAY: None

ABSENT: None

Motion carried at 8:36 p.m.

Respectfully submitted,

Trish Feid  
Park Board Secretary

Attest:

Approved:

Trish Feid  
Secretary

Nicholas Sawyer  
President

Next scheduled Park Board meetings:

May 23, 2017  
June 13, 2017  
June 27, 2017