



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 Road in Palatine on May 10, 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  
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  
Phil Riskin, Human Resource Manager & Safety Coord.  
Patrick Griffin, Aquatics Manager  
Tony Gallagher, Swim Team Coord.  
Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests

Bob Alexander, PHGA

Graham Nelson, Tiger Sharks Swim Board

Approval of Agenda

Commissioner Gould moved and Commissioner Rogers seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of May 10, 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 Ruff seconded that the consent agenda be approved. In response to President Cozza's question, Asst. Supt. Ludolph explained the details of the Cutting Hall Theater project; Ludolph confirmed that the substantial cost is for the motorized rail system which controls the auditorium's lighting; the system needs to be structurally reinforced and requires custom work. By a roll call vote, the following items under the consent agenda were approved: the Regular Meeting Minutes of April 26, 2016; Rejection of Cutting Hall Theater Rail Project Bid; and Warrant #9. 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, mentioned that Director Clark will be attending the association's board meeting this week. The Park Board thanked Mr. Alexander.

### Presentation

President Cozza welcomed Mr. Nelson to the meeting. Mr. Nelson, Parent Board President for the Palatine Swim Team, greeted and thanked the Park Board for continued support. Regarding the annual Tiger Shark Swim Team Report, which was previously distributed to the Park Board, Mr. Nelson reviewed and added highlights of the competitive swim team program, which is a year round USA swimming program with professional coaching for all ages and abilities. Mr. Nelson mentioned that registration numbers are down a little with a few swimmers switching programs as well as a temporary lack of local pool time during the spring season. Mr. Nelson said that there is a struggle for indoor pool time due to the high schools' pools being under construction and with difficulty securing other indoor pool space. This challenge is a concern for the team. Mr. Nelson commented that the Streamwood Park District has been very accommodating with sharing their pool. Also, there is a very good relationship with Harper College and the use of their pool. On behalf of the program, Mr. Nelson said that the swim team is looking forward to the Park District's outdoor pools opening. Continuing Mr. Nelson mentioned the successful fundraiser events which assist with supporting the program. He shared his goals of the future for the program; highlighting that he is proud of this true community program. Mr. Nelson expressed an idea for finding pool time and growing the program, he inquired if there could be an opportunity to combine the Palatine Park District swim team program with other park districts; if other park district swim teams exist to consolidate. Taking note, Director Clark liked Mr. Nelson's thought and consideration. Regarding an issue with a former Park District swim team coach who is starting a 'for profit' feeder swim team, the Board expressed concern with Tiger Shark swimmers switching programs. In response, Mr. Nelson said that most of the swimmers recruited to this new feeder team are senior athletes. Concerning District 211 desire of an additional swim team and forming a south swim team program, Mr. Nelson added that Asst. Supt. Danz and Aquatics Manager Griffin have been fantastic working with District 211 in support of the Tiger Shark Swim Team. Mr. Nelson said that he appreciates the support from the Park Board; and, the Park District staff members are amazing individuals, very responsible. The Swim Team and the Swim Board are thankful for the program. He complimented the swim team coaching with special acknowledgments to Asst. Supt. Danz, Aquatics Manager Griffin and Swim Team Coordinator Gallagher. The Park Board thanked Mr. Nelson for his report and dedication to the program.

### Departmental Reports

The Park Board reviewed the previously distributed Finance Department Report. Supt. Becker highlighted that the audit report will be presented on June 14, 2016. Also at that first meeting in June, Mr. Matthew of PMA along with Asst. Supt. Becke will discuss the District's cash flow strategy. Regarding the issue of SEC Compliance, all documents have been completed and submitted with no further concerns for the District. Continuing, Becker distributed the District's first quarter financial numbers that Asst. Supt. Becke prepared. He explained the report's format and summarized the first quarterly budget with segregation of numbers to show true revenue and expense numbers of net operating; Director Clark added that we use this report internally for staff to monitor how we are doing. Staff plans to present reports each quarter to the Board.

The Board reviewed the previously distributed District Services and Projects Report. Supt. Tynczuk highlighted that the Human Resource Manager is directing many new hirings. The IT Department is testing the new firewall device and observing traffic on what happens in and out of our network. Reminder of the first Volunteer Fair, scheduled for this Sunday at Falcon Park for the community. In response to Commissioner Ruff's question, Tynczuk said that the Volunteer Coordinator has visited the community high schools reaching out for volunteers; staff will confirm if Saint Viator High School was included.

The Board reviewed the previously distributed Recreation Department Report. Supt. Williams mentioned that there is a combined effort of the entire Recreation staff to assist with the monthly reports. Williams highlighted the new sponsor in town, Play It Again Sports, recently opened in Palatine and excited to be lead sponsor of the disc golf course. Regarding the future of the dog park, staff presented a survey to the residents and dog park users; substantial amount of quick responses have been received. Staff plans to present the findings along with ideas at an upcoming Board Meeting since the dog park membership numbers are declining. In regard to last month's comments on new and old fitness equipment, Williams was pleased to update the Board that participants are getting acquainted with the new equipment; lots of positive feedback. In regard to staffs' initiative with special events and working closely with specialty volunteer organizations during the planning and executing of the events, Williams said that staff is giving authority to those particular organizations to take the lead. The District will continue to support and assist with the events. For an example with the upcoming Fishing Derby event, the West Suburban Bass Anglers organized the event and the District will participate and support the event. Another example is the "Stewards of the Course"; various helpers have already spent many volunteered hours on the disc course. In response to Commissioner Rogers' question about the special event's proceeds, Williams said it is up to the group; though, typically there are not substantial profits from special events.

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

#### New Business

The Park Board began the annual election process, nominations for the position of President for the 2016-2017 year were offered. Commissioner Sawyer nominated Commissioner Ruff 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 Ruff for the office of Park Board President. Secretary Feid requested a roll call vote approving Commissioner Ruff for the office of Park Board President on behalf of the 2016-2017 year; the result of which follows:

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

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

President Ruff asked to receive nominations for the position of Vice President for the 2016-2017 year. Commissioner Gould nominated Commissioner Sawyer for the position of Vice President. There being no further nominations offered, Commissioner Gould moved and Commissioner Rogers seconded that nominations be closed; by a voice vote the motion was unanimously approved. President Ruff moved that Commissioner Sawyer serve as Park Board Vice President for the 2016-2017 year; Commissioner Cozza seconded the motion. The motion was approved as follows:

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

ABSENT: None

Motion passed.

Commissioner Gould moved that Commissioner Rogers' appointment of Treasurer for the 2016-2017 year be approved. Commissioner Cozza seconded the motion. By a voice vote, the motion was approved as follows:

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

NAY: None

ABSENT: None

Motion passed.

Commissioner Rogers moved that Trish Feid's appointment of Board Secretary for the 2016-2017 year be approved. Commissioner Gould seconded the motion. By a voice vote, the motion was approved as follows:

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

NAY: None

ABSENT: None

Motion passed.

President Ruff submitted for Board approval the following appointments for the period of May 24, 2016 through May 9, 2017: 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 Rogers seconded. The motion was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: None

Motion passed; all those present agreed to serve.

President Ruff said that with the concurrence of the Board, approve the proposed meetings of the Board of Park Commissioner of the Palatine Park District for 2016-2017; declaring that regular meetings of the Board will be conducted at the Palatine Township Senior Center, 505 South Quentin Road in Palatine, Illinois on the second Tuesday and fourth Tuesday of each month, beginning at 7:00 p.m., excepting the months of October and December which will have one meeting. The motion was unanimously approved by a voice vote as follows:

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

NAYS: None

ABSENT: None

Motion passed.

The Board reviewed a previously distributed board summary pertaining to award of Bid for overhead garage doors for Combined Service Facility's vehicle storage building. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners approve the lowest responsible bidder, F.H Paschen, S.N. Nielson & Associates of Chicago, Illinois in the amount not to exceed \$21,912.41 for the installation of three overhead garage doors at the Combined Service Facility's vehicle storage building. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary pertaining to award of bid for the Finance Software Licensing Agreement. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners provide the Executive Director with the authority to enter into an agreement with Tyler Technologies to purchase its finance software product, Incode, at a cost not to exceed, exclusive of recurring fees, \$63,764. In signing this agreement, the District also agrees to annual maintenance and other recurring fees, after year one and subject to increases outlined in the agreement, of \$7,283. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary pertaining to award of bid for janitorial services. Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners award the 2016-2018 Janitorial Service contract to the lowest responsible bidder, Crystal Maintenance Services Corporation of Mount Prospect, Illinois and sign the contract and authorizing staff to issue a purchase order in the amount of \$79,840 for the first year of janitorial service. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary pertaining to award of bid for Community Center ADA Ramp Project. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners approve and award the lowest responsible bidder, Continental Construction, Inc. of

Evanston, Illinois, in the amount not to exceed \$26,300 for the contract. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

President Ruff 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 recapped the construction process of the sidewalk and parking lot areas at Community Center; Supt. E. Tynczuk keeps us up to date so that we can be prepared to make adjustments on entering the building and parking lots along with public notice. Staff is working with collecting documents for the appraisal preparation regarding District 15 proposed IGA. Clark gave compliments to the Finance team on a successful site visit with the auditor team, which went well; Clark is interested in the final results as preliminary findings were positive. Regarding the transgender situation with District 211, which is back in the news, Clark reviewed how the District has addressed this area; discussion followed on the District's researched protocol. Continuing, Clark updated the Board with the new hiring of many full-time and part-time positions. At the next meeting, staff will bring the first trimester agency and department progress reporting of our annual work plan which is based off of the Comprehensive Strategic Master Plan. Another item on the next agenda includes the IGA for Sanborn School's parking lot. The agreement had expired; cooperatively, we are in the process of updating the Intergovernmental Agreement. Clark said that the Legislative Conference was great and he had quality time with Senator Murphy. Commissioners Rogers and Sawyer were able to join Clark in Springfield for the Conference. In response to Commissioner Cozza, there has been no communication initiated from the article of District 15 proposed (2) schools.

Commissioners' Comments

Commissioner Gould supports and likes the idea of hosting the Volunteer Fair; there are many people who want to volunteer within the community. In concern of the spring planting of trees throughout Palatine, Commissioner Gould asked if staff could provide public informational awareness in support of the trees; a message of not mounding the mulch around your trees and the danger to the trees. Asst. Supt. Holder and Director Clark added that mound mulching will strangle the trees.

Commissioner Cozza said that the Palatine Opportunity Center's Cinco de Mayo fundraiser was a great event hosted at Falcon Park; Commissioner Cozza had the opportunity to renew a college friendship during the event.

Commissioner Sawyer complimented the Legislative Conference in Springfield. Commissioner Sawyer mentioned that he saw Representative Morrison after the event and he apologized that he could not attend. Representative Morrison had many activities going on.

President Ruff reported that the Arbor Day Celebration was nice. Regarding the new fitness equipment, he has heard great feedback from participants. President Ruff conveyed great reviews from the performance of Sleepy Ugly at Cutting Hall, a lot of interaction with the children took place in the audience.

Regarding future agenda items, no items were presented.

Executive Session

President Ruff requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Rogers moved that the Board of Park 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: John Cozza, Susan Gould, Jennifer Rogers, Nicholas Sawyer, Terry Ruff

NAY: None

ABSENT: None

Motion passed at 8:15p.m.

Return to Open Session

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

NAY: None

ABSENT: None

Motion passed at 9:05 p.m.

Action on Matters Considered in Closed Session

Regarding the item of property for the District, President Ruff 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 Sawyer seconded the motion which was unanimously approved by a voice vote.

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

NAY: None

ABSENT: None

Motion passed at 9:05 p.m.

Respectfully submitted,

Trish Feid  
Park Board Secretary

Attest:

Approved:

/s/ Trish Feid  
Secretary

/s/ Terry Ruff  
President

Next scheduled Park Board meetings:

May 24, 2016  
June 14, 2016  
June 28, 2016