



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, Palatine, IL on May 12, 2015 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

Susan Gould, President
John Cozza, Vice President
Jennifer Rogers

Terry Ruff, Treasurer
Nicholas Sawyer

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 & Personnel
Donelda Danz, Asst. Supt. of Recreation
Tina Becke, Asst. Supt. of Finance

Jim Holder, Asst. Supt. of Parks
Joshua Ludolph, Asst. Supt. of Facilities
Phil Riskin, Human Resource Manager & Safety Coord.
Cheryl Tynczuk, Landscape Architect
Amanda McGovern, Volunteer Coordinator
Trish Feid, Secretary

Citizens and Guests

Bob Alexander, PHGA
Greg Sammons

Michael Detloff
Adam Detloff, BSA

APPROVAL OF AGENDA

Commissioner Sawyer moved and Commissioner Cozza seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of May 12, 2015 was unanimously approved as submitted.

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

Motion carried.

CERTIFICATION OF ELECTION RESULTS

The Board reviewed a previously distributed Board Summary pertaining to Resolution #15-03; Certification of April 7, 2015 Election Results. Commissioner Rogers moved and Commissioner Ruff seconded that the Board of Park Commissioners adopt Resolution #15-03 declaring John Cozza and Nicholas Sawyer duly re-elected as Commissioners of the Palatine Park District. As a fellow candidate, Mr. Greg Sammons in attendance congratulated the re-elected Commissioners. Commissioner Cozza responded that he campaigned harder seeing a lot of public support shown towards Mr. Sammons; it was a very competitive election. The Board thanked Mr. Sammons for his diligent efforts. President Gould requested a roll call vote; the policy was unanimously approved as submitted.

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

Motion carried.

ADMINISTRATION OF OATH OF OFFICE

John Cozza and Nicholas Sawyer were sworn in as Commissioners of the Palatine Park District Board of Park Commissioners for the term of 2015-2021. On behalf of the Board and staff, President Gould congratulated the Commissioners on their re-election victory; expressing congratulations to Commissioners Cozza and Sawyer on their upcoming terms.

APPROVAL OF CONSENT AGENDA

The Board reviewed the previously distributed consent agenda items. Commissioner Ruff moved and Commissioner Cozza seconded that the consent agenda be approved. By a roll call vote, the following items under the consent agenda were approved as submitted: Regular Meeting Minutes of April 28, 2015; Approval of Change Order #1, Phase 2 of 2015 Willowood Erosion Project; Award of Bid for 2015 Palatine Amateur Football Association Uniform Purchase; and approval of Warrant #9. The result of the roll call vote follows:

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

Motion carried.

MATTERS FROM THE PUBLIC

Mr. Alexander, Palatine Hills Golf Association (PHGA) liaison, highlighted the recent increase of PHGA members, along with other anticipated memberships bringing the association’s total to 166 members. Mr. Alexander mentioned various upcoming events and activities at the golf course including the new foot golf course; he added that the PHGA’s meeting will be this Thursday.

DEPARTMENTAL REPORTS

The Board reviewed the previously distributed Finance and Personnel Department Report. Human Resource Manager & Safety Coordinator Riskin introduced a new employee to the Board, Amanda McGovern, Volunteer Coordinator, which is a new position at the District. McGovern said that she is excited to be here; the Park Board welcomed her to the District. Supt. Becker highlighted the recent visit with the auditors; the kickoff of Time-Pro’s implementation; and he wished Roxanne Cavers, part-time accounting aide, a wonderful farewell. Mrs. Cavers will be missed; and, we are grateful for her extended stay during the replacement process.

The Board reviewed the previously distributed Recreation Department Report. Supt. Williams highlighted the new look of the Park District catalogs. Regarding the summer catalogs which were recently delivered, Commissioner Rogers suggested possibly managing the catalog deliveries within multi-family resident housing differently. Perhaps the District can provide an available stack of catalogs for those interested households instead of distributions to each individual unit; staff will look into the suggestion. Williams said that Public Information Manager Owen is working on the new webpage via a web designer company; Owen will continue managing the webpage once completed. Williams asked for feedback as we continue with the website development. Lastly, he reported staff members are busy with the onset of summer programs, pools and activities; also, this weekend is filled with many events and activities throughout the entire District.

President Gould noted there were no other Departmental Reports. The Board thanked staff for their reports.

NEW BUSINESS

Secretary Feid began the annual election process by requesting nominations for the position of President for the 2015-16 year. Commissioner Sawyer nominated Commissioner Cozza for the position of Board President. There being no further nominations offered, Commissioner Ruff moved and Commissioner Rogers seconded that the nominations for Park Board President be closed; by a voice vote the motion was unanimously approved. Secretary Feid requested a roll call vote approving Commissioner Cozza for the office of Park Board President on behalf of the 2015-16 year; the result of which follows:

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

NAY: None

ABSENT: None

Motion passed; Commissioner Gould gave the meeting over to President Cozza.

President Cozza asked to receive nominations for the position of Vice President for the 2015-16 year. Commissioner Rogers nominated Commissioner Ruff for the position of Vice President. There being no further nominations offered, Commissioner Rogers moved and Commissioner Sawyer seconded that nominations be closed; by a voice vote the motion was unanimously approved. President Cozza moved that Commissioner Ruff serve as Park Board Vice President for the 2015-16 year; Commissioner Rogers seconded the motion. The motion was approved as follows:

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

NAY: None

ABSENT: None

Motion passed.

President Cozza moved that Commissioner Sawyer's appointment of Treasurer for the 2015-16 year be approved. Commissioner Gould seconded the motion. By a voice vote, the motion was approved as follows:

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

NAY: None

ABSENT: None

Motion passed.

President Cozza moved that Trish Feid's appointment of Board Secretary for the 2015-16 year be approved. Commissioner Gould seconded the motion. By a voice vote, the motion was approved as follows:

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

NAY: None

ABSENT: None

Motion passed.

President Cozza submitted for Board approval the following appointments for the 2015-16 year. 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, Trish Feid and Deb Owen 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 Ruff moved and Commissioner Gould seconded that President Cozza's appointments for the 2015-16 year be approved. The motion was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: None

Motion passed; all those present agreed to serve.

President Cozza said that with the concurrence of the Board, the regular meetings of the Board of Park Commissioners will continue to be conducted at the Palatine Township Senior Citizen Center, 505 S. Quentin Road, Palatine, on the second and fourth Tuesdays of each month, excepting the meeting for the month of December, only one meeting to be held on December 15, 2015, the third Tuesday of the month; and, that the May 26, 2015 meeting to be held in room 1G at Community Center; 250 E. Wood Street, Palatine; and, that all regular meetings will begin at 7 p.m. Commissioner Gould moved and Commissioner Sawyer seconded that the dates and time of Board meetings be accepted as amended. The motion was unanimously approved by a voice vote as follows:

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

NAYS: None

ABSENT: None

Motion passed as amended.

The Board reviewed a previously distributed board summary for the approval of Intergovernmental Agreement; Palatine Hills Golf Course Watershed Easement with Metropolitan Water Reclamation District (MWRD). Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners approve the Intergovernmental Agreement with the Metropolitan Water Reclamation District, Village of Palatine and adjacent home owner associations to the Palatine Hills Golf Course as presented. Director Clark said that this has been a long time in the making along with legal review; the agreement includes various improvements of widening the golf course creek and an electric upgrade for our irrigation system. President Cozza requested a roll call vote; the motion was unanimously approved as submitted.

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary pertaining to approval of Birchwood South Bridge Engineering. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners approve, Christopher B. Burke Engineering TTD in Rosemont, IL in the amount not to exceed \$20,800 for preliminary design and cost estimates to construct a bridge from Aldridge Avenue to the Palatine Trail at Birchwood South Park. President Cozza requested a roll call vote; the policy was unanimously approved as submitted.

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed Board Summary for approval of permit regarding the Community Center electronic sign. Commissioner Gould questioned safety concern with the location of the sign and asked about the worthiness of the electric sign board's use for a limited amount of people. Commissioner Ruff said that he likes the idea of the electronic sign and thinks that it will be beneficial for the people using our facilities. Director Clark said that the intention of the sign is to replace the manual one. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners tabled this item and requested to have staff provide further support. President Cozza requested a voice vote; the result follows:

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

NAY: None

ABSENT: None

Motion tabled.

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. Director Clark told the Board that a new policy regarding criminal background check system will be presented at the next meeting; the new system of background checking will conduct a national wide search versus the state wide search. It is required by state law to perform background checks on employees; we will include affiliates and various volunteers. In response to costs, we currently pay \$10 per search and the new system is \$18.50 per search. Background checks are completed every three years; we plan to share and phase in the additional cost with affiliates. Clark highlighted other items included the encroachment issue; a resident property inquiry; Celtic Cup status; and NRPA Conference.

COMMISSIONERS' COMMENTS

Commissioner Ruff asked about the Park District's mascot involvement at the elementary schools.

Commissioner Sawyer said that he is glad to continue serving as Commissioner.

Commissioner Gould congratulated Commissioners Cozza and Sawyer on their re-election; nice campaigning.

Commissioner Rogers thanked Commissioner Gould for a great year as Park Board President. Last week,

attending the Legislative Conference and Reception in Springfield, Commissioner Rogers said that dinner with local legislators and park districts was very nice. Adding to Commissioner Rogers' comments, Director Clark stressed the importance of prompt response on the state wide property tax freeze. Commissioner Rogers mentioned that she learned of device for counting and collecting data on trail users; will share information.

President Cozza thanked Commissioner Gould on the past year serving as President.

Regarding requested 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; Section 2(c)(11) Open Meetings Act discussion of pending, or probable and imminent litigation against, affecting or on behalf of the District. Commissioner Ruff moved and Commissioner Cozza seconded the motion, which was unanimously approved by a voice vote. The result of which follows:

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

Motion passed at 8:00 p.m.

RETURN TO OPEN SESSION

The Board reconvened in open session at 9:09 p.m.

ACTION ON MATTERS CONSIDERED IN CLOSED SESSION

President Cozza said that the Board met in executive session regarding the item of litigation; President Cozza stated that there will be no action at this time.

ADJOURNMENT

There being no further business to come before the Board on this date, Commissioner Sawyer moved that the regular meeting be adjourned. Commissioner Ruff seconded the motion which was unanimously approved by a voice vote at 9:09 p.m.

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

Motion passed.

Respectfully submitted,
Trish Feid, Secretary

ATTEST:

APPROVED:

/s/ Trish Feid, Secretary

/s/ John Cozza, President

Next scheduled Park Board meetings:

May 26, 2015-location changed to ComCtr-1G

June 9, 2015

June 23, 2015