



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 Building in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday May 23, 2017 at 7:00 p.m.

President Sawyer: Call to order at 7:00 p.m.

Commissioners Present

Nicholas Sawyer, President

John Cozza

Jennifer Rogers, Vice President

Terry Ruff

Susan Gould, Treasurer

Staff Present

Michael Clark, Executive Director

Jim Holder, Asst. Supt. of Parks and Planning

Keith Williams, Supt. of Recreation

Phil Riskin, Human Resource Manager

Ed Tynczuk, Supt. of Parks and Planning

Joshua Ludolph, Asst. Supt. of Facilities

Steve Nagle, Supt. of Facilities

Frankie Giannetti, Risk Manager

Cheryl Tynczuk, Supt. of District Services & Projects

Drew Fisher, Summer Intern

Donelda Danz, Asst. Supt. of Recreation

Trish Feid, Park Board Secretary/Executive Asst.

Tina Becke, Asst. Supt. of Finance

Citizens and Guests

Joe Petricca, PHGA Liaison

Dan Stockwell, PHGA President

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 23, 2017 was approved.

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

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. By a roll call vote, the following items under the consent agenda were approved: Regular Meeting Minutes of May 9, 2017; and, Approval of Warrant #10. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Comments from the Audience

No comments at this time.

Presentation

In regard to the District Risk Assessment presentation, President Sawyer introduced Risk Manager Giannetti to the Park Board Meeting. Giannetti reviewed the process and procedure to accomplish the department's goal of completing a Comprehensive District-wide Risk Assessment. Giannetti highlighted that this significant project will be a vital instrument in continuing efforts to build a risk management program at the District. Director Clark commented that the amount of research Giannetti gathered is amazing and highlighted the magnitude of the Risk Manager embracing the project with detail and depth to change the culture with taking a more proactive approach and using best practices. Clark added that Giannetti shares his vision and the results are beyond his expectations.

Donelda introduced Drew Fisher from Louis University, the summer intern for the Palatine Park District. The Park Board welcomed Drew.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Regarding Oak Park playground, Supt. Tynczuk said that the project is coming along very well; the main structure is up and should be completed by end of next week, weather permitting. In regard to the upcoming 4th of July parade, Tynczuk proposed having a float for the parade; staff will construct the float using a 20 foot trailer. Regarding relocation of the Skate Park, Commissioner Gould mentioned her concern on behalf of the residents if moving the Skate Park to Hamilton; discussion ensued. Based upon conversation and direction, Director Clark will have staff investigate alternate locations.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle commented that the wet spring is tough on outdoor venues including the Palatine Hills Golf Course, currently revenue numbers are down. Due to hard storms, the driving range lost most of the netting; compliments were given to Golf Superintendent Helms and his crew on their recovery routine with weather damage control. However, on one of the nicest days of the year, Palatine Hills hosted a great event, Head to the Hills; the staff supported event was a success. In conjunction with Earth Day, Nagle complimented staff's Environmental Committee with promoting the Earth Day Clean Up event at Plum Grove Reservoir, another successful and well attended event.

The Board reviewed the previously distributed Finance Department Report. Asst. Supt. Becke highlighted that staff is working with a company called Card-Connect; the company provides the piece that performs the coding; and, also the processing component of credit card transactions. Other items mentioned included the District's budget which will need amending; reported TIP money received; and many staff members are busy with RecTrac training to help with executing finance reports, showing staff how to send informative data from RecTrac to the new finance software, Incode.

President Sawyer noted there were no other Departmental Reports; the Park Board thanked staff for the various Department Reports.

New Business

The Park Board reviewed the previously distributed first trimester progress reporting of the 2017 Agency Work Plan Goals. Director Clark said that staff completed identifying the agency's performance for the first trimester of the 2017 fiscal year; year two of the action plan. Clark added that staff will continue to provide trimester progress reports to the Board on work and accomplishments that have been completed each trimester. Clark complimented staff on the collaborative efforts in presenting the report. Commissioner Rogers said that the document is a helpful report; Clark added that it shows the focus with each of the goals and the alignment with the comprehensive plan. As the leader of the District, Clark added that the trimester reporting tool helps him stay on top of the many directions and focuses of the Park District.

The Park Board reviewed a previously distributed board summary for the Adoption of the Transgender Policy for Public Facility Accessibility and District Action Plan. Commissioner Gould moved and Commissioner Cozza seconded that the Park Board of Commissioners approve the District's Transgender Patron Policy and Action Plan as presented. Discussion ensued concerning the locker room signage; there was consensus of the Park Board to approve the policy with direction for modifications of the action plan regarding signage. The motion was 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 the previously distributed board summary for the Award of Bid for the Community Center Shelf Flooring Project. Commissioner Rogers moved and Commissioner Cozza seconded that the Board of Park Commissioners award the bid for the Community Center Shelf Flooring Project to Haldeman Homme, Inc. of Lombard, Illinois, the lowest responsible bid, and sign the contract in the amount of \$42,999 authorizing the completion of this project. The motion was 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 the previously distributed board summary for the Award of Bid for the 2017-2019 Janitorial Service. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners award the 2017-2019 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 \$47,820 for the first year of janitorial service. The motion was 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 the previously distributed board summary for the Approval of 2017 Oak Park Playground Renovation Change Order #1. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners approve Change Order #1 in the amount of \$693 to remove and replace 24 linear feet of concrete barrier curbing at the Oak Park playground. The motion was 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 the previously distributed board summary for Award of Bid for Palatine Hills Clubhouse Siding Rehabilitation Program. Commissioner Cozza moved and Commissioner Ruff seconded that the Board of Park Commissioners approve the lowest responsible bidder, All American Exterior Solutions of Lake Zurich, Illinois in an amount not to exceed \$74,460 for the Palatine Hills Clubhouse Siding Rehabilitation Program. In response to Commissioner Rogers, staff said that the project will start at the end of the golf season, in the fall. The motion was 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. Director Clark said his report reflects a busy time for the Park District. The Employee Insurance Committee plans to recommend a long term sustainable model for the employee health insurance program. Intergovernmental Personnel Benefit Cooperative (IPBC) is a state pool of many various municipalities; IPBC representatives will present the plan at the June 13 Park Board Meeting. At the June 27 Park Board Meeting, HRGov will have their presentation on the final compensation report and findings along with new recommendations; Clark added that he is pleased with the report and highlighted the intricacies with the development of the compensation study. In response to Commissioner Ruff's suggestion, Clark will have the compensation report available early for Board review. Regarding the follow up of Commissioner Ruff's inquiry to have a presentation from District's IT staff on security, a special meeting for the presentation will be held on June 13. The Wood Street improvement project will start this summer. Clark reminded the Park Board of the new park dedication event; the ribbon cutting ceremony will start at 6:00 p.m. on Thursday, June 8 at Chickadee Park; the neighbors have been invited. Commissioner Rogers complimented the Wood Street Review: staffs' newsletter. Clark added that he would like to include Park Board ideas too in future distributions.

Commissioners' Comments

Commissioner Cozza mentioned that he attended the Casey Pohl Memorial Tournament; he was disturbed with the appearance of Fuller Field. Staff pointed out the circumstances with the property, lack of the former provisions regarding field usage along with weather conditions. Commissioner Cozza said that he had planned on attending the Head to the Hills golf event; it was a nice day for the event. Commissioner Cozza is interested in hearing thoughts on revisions to the Benefit and Fee Waiver Policy.

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 passed at 8:08 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Jennifer Rogers
Vice President

Next scheduled Park Board meetings:

June 13, 2017 Special Meeting at 6:00 p.m.

June 13, 2017

June 27, 2017

July 11, 2017