



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, June 27, 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

Michael Weingart, IT Specialist

Cheryl Tynczuk, Supt. of District Services & Projects

Trish Feid, Park Board Secretary/Executive Asst.

Donelda Danz, Asst. Supt. of Recreation

Citizens and Guests

Drew Fisher, Palatine Park District Summer Intern

Joellen Earl, GovHR

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 June 27, 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 Rogers 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 June 13, 2017; Closed Session Minutes of June 13, 2017; Approval of Annual Treasurer's Report; and, Approval of Warrant #12. Commissioner Cozza commented on the appearance of the warrant; the new look displays good details and information. 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

Director Clark introduced Mrs. Joellen Earl from GovHR; Mrs. Earl is co-owner of GovHR and the lead consultant orchestrating the District's Compensation Study. The Park Board previously received the compensation study draft and transparencies of tonight's presentation. Regarding the basis for the presentation, Mrs. Earl reviewed the services that GovHR provides and recapped the initial information of the thorough and systematic process in conducting the District's compensation study; then Mrs. Earl outlined and summarized the study's findings. The study reflects the scope of work to execute the draft. Commissioner Ruff inquired about the various position categories classified within the same grades. Mrs. Earl said that there are 9 factors involved when scoring the Job Analysis Questionnaires (JAQs); all components of the process produce the tool to identify classification grade. The proposed plan can be edited; there are some suggested changes for staffs' titles and reclassification of jobs due to change in a specific position with the addition of a new employee. All of the data study information received and the preliminary findings are documented in the study and have been shared with Administrative Staff throughout the entire process. Commissioner Cozza commented that the process is a science and an art; the study is a benefit for the Park District. Director Clark added that it is a tool for budgeting, etc. Mrs. Earl stated that the Park District can use GovHR service for the next year. Also, she reminded staff to continue maintaining the proposed Park District compensation system plan and highly suggested that the staff annually revisit the plan then update accordingly. Mrs. Earl commented that the Park District staff and the project team were great and it was a pleasure to work with everyone. Regarding the implementation strategy of the proposed study and plan, staff will have to discuss with the Park Board regarding options to execute. Mrs. Earl said that GovHR can help assist with the carrying out the plan. The Park Board thanked Mrs. Earl for her presentation of the proposed/draft of the District's compensation study.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Regarding Oak Park playground, Supt. Tynczuk said that the project was clear to open on Friday of Father's Day weekend and welcomed immediate visitors. Staff is working on preparations for the community carnival, 4th of July parade and fireworks, both the carnival and fireworks are onsite at Community Park. Discussion of trail signage was debated for warning of blind corners on the path; staff has already trimmed back brush on those concerned areas and will reexamine other options of signage, etc. Commissioner Cozza inquired on the leak at Eagle Pool Facility; staff said that a specialist is scheduled to be out at Eagle this week.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle commented that at PHGC Junior Golf League is going very well and the league is growing; it is great to see the young golfers on the course. Nagle reported that the practice area is getting a lot of use and the plan for phase 3 hole is in process. Commissioner Sawyer inquired about the number of rounds, which are down; Nagle said that Golf Professional Hotchkin is running many specials to get people out at the golf course. Unfortunately, there was the cancellation of several events that would typically help the golf's revenue number; staff is monitoring the budget. Stables staff is receiving positive comments regarding the arena lighting; positive comments on the 60% grant funded project.

The Board reviewed the previously distributed Finance Department Report. Supt. Becker highlighted a few items not included within the monthly report. After 3 years of staffs' efforts and repetitive follow-ups, the District has received numerous Cook County reimbursement checks from paid taxes and interest on exempt property. Regarding PCI credit card processing, staff will have CardConnect on the next agenda for approval. Becker highlighted a few items regarding finance software including that today the finance staff was successfully able to import registration software via AEK; and, the finance software manual for staff and the "one on one" training of individuals has been ongoing and will continue as more updates are incorporated into the manual. Becker thanked the Park Board for the opportunity to attend conference in

Denver.

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 a previously distributed board summary for the Award of Bid for Asphalt Rehabilitation and ADA Path Installation project. Commissioner Gould moved and Commissioner Cozza seconded that the Board of Park Commissioners approve the lowest responsible bidder, Allstar Asphalt Inc. Wheeling, Illinois in an amount not to exceed \$413,672.60 for the Asphalt Rehabilitation and ADA Path Installation Project. In response to Commissioner Rogers, staff said that the project will start in the fall. Regarding President Sawyer's inquiry about bid difference, Supt. Tynczuk replied that staff has seen discrepancies before for various reasons with bid results. 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 Community Park Outfield Irrigation System. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners award the lowest responsible bidder, Halloran and Yauch, Inc. of Lake Forest, Illinois in an amount not to exceed \$75,850 to furnish and install an irrigation system as specified in the bidding documents. Responding to Commissioner Cozza, staff said that both fields at Community Park are part of the project; the watering process is synchronized and pre-scheduled with a water sensitive detection module to avoid over watering and waste. 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.

Regarding discussion of Dove Park's imminent intention, Clark said that the park was a lease agreement with the Park District which is expired; there is no encumbrance to the grant. Clark praised Superintendents Tynczuk, Williams and Holder for the groundwork in preparation to provide the history of Dove Park including all the supportive groups such as the police department, POC, etc.; and, for the assessment of the equipment and playground area's present condition. Regarding the history and relationships with the former owners of the complex; the association with Edgebrook Community Center; and POC's interest, now the future of Dove Park is lacking many of those original groups who were involved and very supportive. The existing playground is in bad shape and parts of the equipment have been removed; therefore, along with changeover of owners and lack of interest to renew lease, the fate of the playground is unknown and staff is at a crossroad. Although, Williams reported as of today, he had a conversation with the Board President of the complex and she is interested in developing a relationship. Commissioner Cozza stressed the importance of Dove Park and to keep the park going; Williams said we need buy-in from the other groups; staff said that the creek debris should be maintained by the complex owners; the lease to the Park

District should encompass the playground and immediate area; the owners should take care of creek, cut the grass, pick-up garbage, etc. For a while now, staff has a safety concern since there have been issues when maintaining the area. Staff also asked for thoughts on the donated soccer goals, which remain on the park grounds; the Park Board suggested leaving the goals. In response to Commissioner Rogers' question, staff said there are significant playground safety concerns with the equipment. Understanding the incidents which Park staff has encountered while maintaining the area, Commissioner Gould added that there are many individuals around Dove Park who value the park. With hopes to renew a lease, Williams asked about timeline to replace the playground equipment, Tynczuk said that staff could execute the project next year. Rogers added that we need a lease first. Discussion ensued regarding the lease, Commissioner Ruff suggested to enforce a 90 day deadline since the playground and area is in great need of a solution; agreement terms to include that the Park District only wants to maintain the park playground and 5 feet around the park, to the curbed area; provide ADA trail; and garbage pickup within the playground area. In consensus, the Park Board gave staff direction to work on the terms of a lease agreement for Dove Park.

President Sawyer said that no other items were presented for discussion.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark had no additional highlights or announcements to report. In response to Commissioner Gould's inquiry of the 911 incident at Community Center, Clark recapped the unfortunate incident and discussed enhancing protocol for specific inquiries. Commissioner Gould asked about the email she received regarding sponsors and the request of COIs; Clark said that this is not a new procedure; it has always been a request of MRMA. The revised policy is in draft form and soon to be presented to the Park Board for formal approval. Commissioner Gould suggested having a follow up email sent to sponsors to clarify what is expected of them.

Commissioners' Comments

Commissioner Cozza complimented the recent amphitheater performance of American English; the band was great and the performers announced that it was their 15th concert as part of the summer concert series. Commissioner Cozza reminded the Park Board and staff that he will miss the July 25th meeting.

Commissioner Gould distributed 4th of July flag pins at the meeting and wished everyone a Happy 4th of July.

Regarding the upcoming parade, Commissioner Rogers asked about parade arrangements; Supt. Tynczuk reminded everyone to meet at Community Center or the parade line up location around 9:30 a.m. on Saturday.

President Sawyer inquired about future agenda items, no topics were presented.

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 (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); and Section 2(c)(21) Open Meetings Act (discussion of minutes of prior meetings lawfully closed under the Open Meetings Act, for the purpose of review, approval or release of such minutes; 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 8:35 p.m.

Return to Open Session

Commissioner Ruff moved to come out of closed session and resume to the regular meeting of the Board of Park Commissioners; Commissioner Gould 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

President Sawyer said the Board of Park Commissioner met in closed session to discuss two items. 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. Regarding the second item of Executive Session, 2(c)(21) Open Meetings Act for discussion of minutes of prior meetings lawfully closed under the Open Meetings Act for the purpose of review, approval or release of such minutes, Commissioner Ruff motioned and Commissioner Cozza seconded that the Board of Park Commissioners approve Resolution #17-05; Determining the Confidentiality of Closed Sessions Minutes. The motion which 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 passed.

Adjournment

There being no further business to come before the Board on this date, Commissioner Cozza moved that the regular meeting be adjourned. Commissioner Ruff 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 9:18 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Nicholas Sawyer
President

Next scheduled Park Board meetings:

July 11, 2017
July 25, 2017
August 8, 2017