



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 July 28, 2015 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

Michael Clark, Executive Director

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.

Brad Helms, Golf Course Supt.

Dan Hotchkin, Head Golf Professional

Patrick Griffin, Aquatics Manager

Trish Feid, Secretary

Citizens and Guests

Bob Alexander, PHGA

Peter Barson

Graham Nelson

Nicole Carlisle

Kurt Schmitke, Global Group

Laurence Marx, Global Group

APPROVAL OF AGENDA

Commissioner Gould moved and Commissioner Ruff seconded that the agenda for the meeting be approved. Regarding Director Clark's request and upon consensus of the Board, item 3E: Warrant 14a, which was previously distributed, to be added to the consent agenda. The agenda for the regular meeting of July 28, 2015 was unanimously approved as amended.

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

NAY: None

ABSENT: None

Motion carried as amended.

APPROVAL OF CONSENT AGENDA

The Board reviewed the previously distributed consent agenda items. Commissioner Gould moved and Commissioner Sawyer 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 July 14, 2015; Separation Agreement with District Employee; Community Center change order #2; warrant #14; and warrant 14a. 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.

MATTERS FROM THE PUBLIC

Mr. Alexander, Palatine Hills Golf Association (PHGA) liaison, proudly handed out to the Park Board and Executive Director the commemorative polo jerseys. The association designed the jerseys in honor of their 45th year. Mr. Alexander reported that the group has a total of one hundred and fifty (150) members; the Park Board thanked Mr. Alexander for his update and for the special polo jerseys.

DEPARTMENTAL REPORTS

The Board reviewed the previously distributed written Parks and Planning Department Report. Supt. Tynczuk highlighted the various tasks and projects. Parks Department staff has been able to catch up since the new mowing contractor is up to speed with obligations. Staff has completed many projects including the new siding and insulation on the upper barn at Palatine Stables, tree project, asphalt mending and bike trail repair. President Cozza complimented on how nice Cottonwood Park turned out. Tynczuk added that Willowwood Park is currently underway with various renovation planning and improvements.

The Board reviewed the previously distributed written Facilities Department Report. Supt. Nagle mentioned the successful summer with youth golf camps and horsemanship camps having great attendance numbers. Nagle highlighted the involvement of many staff members helping our residents with birthday party bookings, several Cutting Hall activities and other facility rentals. In response to Commissioner Ruff's question, Asst. Supt. Ludolph said that the barrier strips on Cutting Hall's side door has alleviated the issue. Regarding Commissioner Ruff's inquiry of staff bringing camp kids to programmed swim lessons during the camp day, Asst. Supt. Danz said that the structure of the camp programs with various activities and field trips scheduled would not easily allow the transition.

The Board reviewed the previously distributed written review of the Action Plan for Palatine Hills Golf Course. Supt. Nagle thanked Head Golf Professional Hotchkin and Golf Supt. Helms for the thorough report they prepared and that staff is seeking Board input on direction. Hotchkin commented that the Pellucid Study's recommendations are in line with items identified in the District's Strategy Plan for the golf course, which staff started working on during the summer of 2013. The first action plan mentioned was the importance of email collection of golf customers. This process can strengthen communications and awareness while growing the customer base; better training of staff to be more efficient when working with patrons and collecting information within the pro shop; and, through the golf programs' data base. In response to Commissioner Rogers' inquiry regarding a patron's request to be removed from the email list, Hotchkin said that staff reviews the list monthly; if requested, staff at that time will remove the email address. Continuing, staff plans to improve the advertising and exposure of the golf course, Hotchkin gave highlights of a golf course's marketing online system called GolfNow, which PHGC is participating in. Other items mentioned included better signage of the facility and attention with clubhouse rental opportunities bringing new awareness of the golf course. Regarding public awareness, Hotchkin added that Asst. Golf Professional Klebosits will be at the Family Aquatic Center talking with kids and adults about Palatine Hills Golf Course; also introducing a little putting practice onsite. Helms said in view of the golf course design studies from Lohmann and Jacobson along with the findings from the Pellucid study, all reports state that the driving range needs additional space to accomplish adequate driving range and a practice area. Consideration of a proposed practice facility would be unique since many golf courses do not have one; therefore, the addition of a practice facility would be attractive and could increase new interested golfers. Helms provided an overview of the construction stages and cost along with the practice facility various features and other ideas for use within that area. Staff replied to questions while discussion ensued.

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

NEW BUSINESS

The Board reviewed a previously distributed board summary for the approval of District Health Benefits Broker. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners authorize the Palatine Park District to retain Global Group Services as its Employee Health Insurance and Benefits Broker. President Cozza briefed the Park Board and staff on the process regarding the selection of the broker and their responsibilities. In attendance from Global Group, Mr. Marx and Mr. Schmitke, they provided background information on Global Group Services and their approach to assist the District. The Park Board thanked Mr. Marx and Mr. Schmitke. President Cozza requested a roll call vote; the motion was unanimously approved.

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary for the approval of District Courier Services. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners authorize the Palatine Park District to work with U.S. Messenger for courier and armored car services. In response to several questions, Director Clark and Supt. Becker explained the past service and past District's practices along with the benefits of the new service provider and possibly elimination of obsolete practices. President Cozza requested a roll call vote; the motion was unanimously approved.

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary for adoption of surplus property ordinance #15-10. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners adopt Ordinance #15-10 authorizing the Palatine Park District to dispose of surplus property as indicated in Addendum 1 of the Ordinance. President Cozza requested a roll call vote; the motion was unanimously approved.

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary for the approval of Toro Reelmaster 5210 Fairway Mower purchase. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners approve the purchase through the National IPA bid for an amount not to exceed \$42,254.30 for one Toro Reelmaster 5210 Fairway mower from Reinders Equipment Inc. This price includes a credit of \$1,500 for one (2003) 5400-D Fairway mower to be traded. President Cozza requested a roll call vote; the motion was unanimously.

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary for the termination of contract with KCG Management 2015 Mowing Services; and, assume Approval of Agreement with Gilio Landscaping. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners approve the termination and mutual release agreement signed by KCG Management effective July 23, 2015; as well as approve the next lowest responsible bidder, Gilio Landscaping of Arlington Heights, IL in the amount not to exceed \$11,633 per four week month for Mowing Services as specified in the bidding documents; including mowing of the trail once a month. President Cozza requested a roll call vote; the motion was unanimously approved.

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

NAY: None

ABSENT: None

Motion carried.

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. Regarding the church parking lot, Director Clark updated the Park Board with the cooperative group working through the Intergovernmental Agreement (IGA) terms; IGA to be presented at the next meeting with the proposed project to be completed during the fall. In response to Commissioner Gould's thoughts on the recent school playground situation, President Cozza added ideas on another cooperative program, the C.A.R.E program; funds can be used to assist with school playgrounds.

COMMISSIONERS' COMMENTS

Commissioner Sawyer complimented the action plan report that was presented by the golf course staff.

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. Commissioner Ruff moved and Commissioner Gould seconded the motion that the Board of Park Commissioners close this portion of the meeting to the public and convene in executive session under Section 2(c)(5); and remove Section 2(c)(21) Open Meetings Act (discussion of minutes of prior meetings lawfully closed under the Open Meetings Act. The motion was unanimously approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion passed at 7:58 p.m.

RETURN TO OPEN SESSION

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

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

NAY: None

ABSENT: None

Motion passed at 9:44 p.m.

ACTION ON MATTERS CONSIDERED IN CLOSED SESSION

President Cozza said that the Park Board met in executive session for the purpose of real property for the use of the District; 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 Rogers moved that the regular meeting be adjourned. Commissioner Ruff seconded the motion which was unanimously approved by a voice vote at 9:44 p.m.

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

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:

August 11, 2015
August 25, 2015
September 8, 2015