



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 Center Building, in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday August 22, 2017 at 7:00 p.m.

Vice President Rogers: call to order at 7:00 p.m.

Commissioners Present

Jennifer Rogers, Vice President  
Susan Gould, Treasurer  
John Cozza  
Terry Ruff

Commissioner Absent

Nicholas Sawyer, President

Staff Present

Michael Clark, Executive Director  
Keith Williams, Supt. of Recreation  
Ed Tynczuk, Supt. of Parks & Planning  
Steve 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  
Josh Ludolph, Asst. Supt. of Facilities  
Jim Holder, Asst. Supt. of Parks & Planning  
Phil Riskin, Human Resource Manager  
Trish Feid, Park Board Secretary/Executive Asst.

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 August 22, 2017 was approved.

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

NAY: None

ABSENT: Nicholas Sawyer

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 August 8, 2017; and, Warrant #16. The result of the roll call vote follows:

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

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

Matters from the Public

No general comments were presented.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. Tynczuk said that staff continues to be busy; various projects were mentioned including the HVAC metal screening work at Community Center. Tynczuk said that he attended a meeting with Asst. Supt. Holder, Commander Nord

and the neighborhood Beat Sergeant at Margreth Riemer Reservoir regarding conversation for a potential skate park. The location has good visibility with the parking lot overseeing the entire proposed area for the skate park, which makes it ideal to monitor. Commander Nord reported that there have not been major violations with the current skate park; though, Commander Nord will check accounts over the last 3 years. In response to several Commissioners' questions, Asst. Supt. Holder said that petro mat is the felt overlay mat on the streets prior to asphalt application; and, the pool technician is waiting on his truck repairs due to the GM mechanic strike, the truck has the equipment, various tanks and testing devices needed for identifying the leak within the system at Eagle Pool. Regarding Parks staffs' inquiry of gathering quotes for next year's vehicle and equipment replacement, Supt. Tynczuk and Asst. Supt. Holder provided equipment details of the potential bucket truck that would be able to reach a working height of 65 feet for tree trimming work and light pole servicing. Currently, staff uses the Village equipment and it was suggested to obtain one for the District.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle informed the Park Board that the staff continues to be busy with projects and activities. Nagle mentioned many great events scheduled at Palatine Stables; the recent qualifier event at Palatine Hills Golf Course; and a wonderful ICompete community event hosted at Falcon Park.

The Board reviewed the previously distributed Finance Department Report. Regarding the Finance Report, Supt. Becker wanted to highlight that the District will have a supplemental ordinance regarding the budget and appropriation for Park Board approval in November or December. Other items mentioned included Incode budget training in support of the new finance software system with staff outside the Finance Department; there is a substantial C.A.R.E waitlist due to the struggle for additional space and securing trained instructors; and, registration staff assisted the swim team board with a successful registration night for the Tiger Sharks Swim Team's fall and winter programming.

Vice President Rogers noted there were no other Departmental Reports. The Park Board thanked staff for their Departmental Reports.

#### New Business

The Board reviewed a previously distributed board summary for the Approval of 2017 October-December Employee Health Insurance Renewal. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners approve to changing the District's health insurance plan year (October 1st to September 30th) to a calendar year (January 1st to December 31st) effective January 2018. Maintain employee medical and dental contributions at the current dollar amounts until further study is completed. Change the HMO carrier to BCBSIL from United Healthcare (UHC) effective October 1, 2017 per required by IPBC pool membership. Continue to offer the HRA Plans with a redesign of the entire employee deductible paid upfront before the Park District contribution to the HRA begins. This will be effective January 1, 2018. Change life insurance carrier from Guardian to Standard Insurance as well as changing dental insurance carrier from Guardian to MetLife and adding a \$1,000 orthodontic benefit for children. Commissioner Cozza serves on the District's Health Insurance Committee as Park Board liaison. Commissioner Cozza said that the process of determining the employee health care program is very complex; joining the Intergovernmental Personnel Benefit Cooperative (IPBC) is good for the Park District and shifting to the calendar year for both the health insurance renewal and deductible program is practical. Regarding employee contributions, Commissioner Ruff added that it is a rich plan; Director Clark responded that staff will gather information on the group members' premium costs for future financial planning as the health insurance industry and market are unknown. In promoting good health, Vice President Rogers said that the renewal is a good health insurance plan. The motion was unanimously approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for Award of Bid for 2017 Asphalt Maintenance Project. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners accept the lowest responsible bidder, Hastings Asphalt Services of Harvard, Illinois, in the amount not to exceed \$33,985 for the 2017 Asphalt Maintenance Project. The motion was unanimously approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for Award of Bid for Family Aquatic Center Pool Painting. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners approve the lowest responsible bidder, Pecover Decorating Services, Inc., of Aurora, Illinois in an amount not to exceed \$103,500 for the Family Aquatic Center Pool Painting project. The motion was unanimously approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for Approval of Change Order #1 for the 2017 Parkside Water Main Replacement Project. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners approve Change Order #1 to the water main replacement project at Parkside Preschool facility in the amount of \$4,500 to move the waterline from the original location and avoid utility conflicts. The motion was unanimously approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for Approval of Asphalt Rehabilitation and ADA Path Installation Change Order #1. Commissioner Gould moved and Commissioner Cozza seconded that the Board of Park Commissioners approve Change Order #1 in the amount of \$21,150 to add 100 square feet of concrete to Dutch Shultz Recreation Area's ADA project and increase the Palatine Trail

Asphalt Rehabilitation Project by 5,500 square feet. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

The Board reviewed a previously distributed board summary for Approval of Change Orders #1 and #2 regarding Community Center Shelf Floor Project. Commissioner Ruff moved and Commissioner Gould seconded that Board of Park Commissioners approve the requests of Change Order #1 and Change Order #2 for an overall cost of \$1,528 including the deduct of the project demo (-\$1,978) and additional cost of a second pour (\$3,516) which will allow the fitness center to remain accessible during the project. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

The Board reviewed a previously distributed board summary for Approval of Change Order #1 for the Palatine Hills Golf Course Improvements of Phase 3. Commissioner Gould moved and Commissioner Cozza seconded that the Board of Park Commissioners approve Change Order #1, in the amount of \$3,900 to install additional drainage as part of the Phase 3 Practice Facility Construction project. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

The Board reviewed a previously distributed board summary and polices regarding the review and approval of Safety Policy and Procedures Manual; Section 4.09-4.12. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners approve section 4.09 through 4.12 of the Safety Manual as presented. Concerning Commissioner Gould's questions on confusing language within 4.11.03 policy section, staff will clarify the policy direction. Once all corrections, revisions and clarifications are complete, staff will present at the next Park Board Meeting. Director Clark added that this is the first reading and the motion will be presented at the September 12 meeting for pending approval.

#### Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark highlighted a few items including updates on 2 property donation inquires, the parcel in Robin Park area has been canceled by the property owner; and, staff determined that the parcel units by Fairview Way are not favorable for the District and apparently the owner was informed by the Village that the wetland parcels are not

acceptable for development. Regarding the upcoming Park Foundation Fundraiser event on October 25 from 6 p.m. until 9 p.m. at Palatine Hills Clubhouse, Vice President Rogers suggested creating a Facebook invite announcement for the community to view the event details, receive event updates, acknowledge attendance, make donations, etc. Commissioner Gould also mentioned to post the Park Foundation Scholarship Fundraising event on the Village of Palatine's website calendar; staff will look into both avenues of promoting the event. Director Clark reminded the Park Board of one Board Meeting in September; Clark, Commissioner Rogers and a few staff members will be at National Recreation and Parks Association (NRPA) Congress for the annual conference. Regarding Director Clark's EDR, Commissioner Gould thanked Director Clark for mentioning the reminder to vote daily by visiting [vote.bairdwarner.com](http://vote.bairdwarner.com) and select RAH, Realtors Against Homelessness, to benefit D211 high school students; Commissioners Gould thanked the Park Board and staff for taking time to vote.

#### Commissioners' Comments

No comments were presented at this time.

Regarding future agenda items, Vice President Rogers reported that no items for future Board discussion were mentioned at this time.

#### Executive Session

Vice President Rogers requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Ruff moved that the Board of Park Commissioners go into closed session for discussion of Executive Session; Section 2(c)(1) Open Meetings Act for 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; 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

NAY: None

ABSENT: Nicholas Sawyer

Motion passed at 8:19 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

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

#### Action on Matters Considered in Closed Session

Vice President Rogers said the Board of Park Commissioner met in closed session to discuss Section 2(c)(1) Open Meetings Act for discussion of personnel, Vice President Rogers said that there is no action at this time. The motion which was approved by a roll call vote as follows:

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

NAY: None

ABSENT: Nicholas Sawyer

Motion passed.

Adjournment

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

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

NAY: None

ABSENT: Nicholas Sawyer

Motion carried at 8:45 p.m.

Respectfully submitted,

Trish Feid  
Park Board Secretary

Attest:

Approved:

/s/ Trish Feid  
Secretary

/s/ Jennifer Rogers  
Vice President

Next scheduled Park Board meetings:

September 12, 2017 (one meeting in September)  
October 10, 2017  
October 24, 2017