



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; on September 22, 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  
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  
Trish Feid, Secretary

Citizens and Guests

Bob Alexander, PHGA

Steve Konters, Hitchcock Design Group

APPROVAL OF AGENDA

Commissioner Rogers moved and Commissioner Gould seconded that the agenda for the meeting be approved. Regarding Director Clark's request that the Park Board amend the agenda with adding the Termination of Contract for Northwest Painting and Remodeling; and, assume Approval of Contract with Alpha Paintworks; upon consensus of the Board item E was added under New Business for discussion and consensus. Also, Clark suggested removing closed session from the agenda since there is no recent information to report. The Park Board concurred on the amendments; the agenda for the regular meeting of September 22, 2015 was unanimously approved.

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 Rogers 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 September 8, 2015; and warrant #18. 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 liaison, reported the cancelation of the last weekend's big

event due to inclement weather conditions; they hope to reschedule. Mr. Alexander mentioned one more major event, the Ryder's Cup event at PHGC, which is scheduled for Saturday, October 10. The Park Board thanked Mr. Alexander for his report.

DEPARTMENTAL REPORTS

The Board reviewed the previously distributed written Parks and Planning Department Report. In preparation for the office renovation project, Supt. Tynczuk said that crews were involved with moving furniture at Community Center. Parks staff assisted with the St. Paul Church parking lot project; Tynczuk highlighted the poor condition of the parking lot's sub-base, explaining that we received recommendation of complete removal and replacement; also, the nearby neighbor has drainage concerns. Continuing, Tynczuk said that staff has been very busy with field work. Tynczuk commented on the roofing projects; Community Center and gymnastics roofs are currently in progress, Cutting Hall and Clayson House are next on the schedule. In response to various Commissioners' inquiries and questions, staff will look into the suggestions regarding the pickleball courts and Stables' mailbox.

The Board reviewed the previously distributed written Facilities Department Report. Supt. Nagle reiterated how busy staff is during this time of the year; he mentioned the recent events with volunteer support including the community event with (P.O.C.) Palatine Opportunity Center. Continuing, Nagle said that the renovation of the practice golf hole green is coming along nicely; also, the new addition of foot golf has been a great addition to Palatine Hills.

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 Award of Bid for the 2015 Asphalt Projects. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners approve the lowest responsible bidder, Allstar Asphalt, in Wheeling, Illinois; in an amount not to exceed \$197,275 for the 2015 Asphalt Projects. 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; Consolidation of Funds Resolution #15-06. Commissioner Gould moved and Commissioner Rogers seconded that the Park Board of Commissioners approve Resolution #15-06 to formally divide up the District's Fund structure between those activities that are recreational in nature and those which are meant to support recreational activities. In response to questions, staff can continue maintaining data per department; the resolution to approve consolidation of funds is for financial reporting. 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 Approval of Adoption of Surplus Property Ordinance #15-11. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners adopt Ordinance #15-11 authorizing the Palatine Park District to dispose of surplus property as indicated in Addendum 1 of the ordinance. In response to questions, Supt. Becker said that according to legal counsel, the District needs to indicate all real property within 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 approval of the Adoption of Palatine Park District Comprehensive Strategic Master Plan. Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners adopt Palatine Park District Comprehensive Strategic Master Plan as presented. Director Clark welcomed back Mr. Konters of Hitchcock Design Group. Mr. Konters summarized the progression which led into the development of the District Comprehensive Strategic Master Plan Handbook. He also distributed two other associated handbooks from the process, the ETC/Leisure Vision Report and the Assessment of Recreation Programs Report. He also reviewed the five (5) year outlook of District improvements and planning; along with long term goals. Clark said that the next step will be with the Leadership Team going over year one; once our internal action plan is adopted, it sets the stage for next year. Staff plans to bring back progress reports to the Board. At the end of each year during this five (5) year plan development, Konters said that Hitchcock Design Group will revisit with the District to review the past year then assist with processing the next phase and set direction. Clark thanked Mr. Konters and the entire Hitchcock Design Group for working with staff and for the development of this plan. In response to Cozza's request, Mr. Konters will provide further information on data collected regarding the Sports' Leisure Vision Report. A digital summary of the Comprehensive Strategic Master Plan will be available on the Park District website. 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 the board summary for the discussion and consensus of the Termination of Contract; Northwest Painting and Remodeling; and, assume Approval of Contract; Alpha Paintworks. The Board of Park Commissioners directed staff and had consensus to terminate the contract with Northwest Painting and Remodeling for the Birchwood Pool Painting effective September 22, 2015; as well as approve, the next lowest responsible bidder, Alpha Paint Works, Chicago, IL, in the amount not to exceed \$26,000 for Birchwood Pool Painting which will be presented for ratification at the next Park Board Meeting. President Cozza asked the Park Board for consensus and direction for staff. In agreement, the Board directed staff to move forward with formal ratification of this item at the next Park Board meeting.

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 reported that the Community Center's renovation is a very hectic project with a lot of development made so far; overall, staff is very happy with both Community Center and Village project contractors and progress. Continuing, Clark said that staff received legal opinion and position from Park District's legal counsel to provide the P.A.F.A Board with District's standpoint since the situation is escalating. Regarding the employee health insurance coverage, Clark thanked Human Resource Manager Riskin with his efforts informing staff. At the recent forest preserve meeting, new connections were discovered during the input meeting; Clark thanked staff for attending. The free mini-library at Falcon Park had a great ribbon cutting ceremony; a lot of thought went into the process of building the unit. Commissioner Gould offered the idea of promoting a book drive to assist with replenishing the unit. Continuing, Clark thanked the Public Information Department for the sponsor appreciation event; Commissioner Gould added helpful thoughts for the event. Director Clark and the Commissioners who were able to attend enjoyed the event and the opportunity to visit with the sponsors. Clark mentioned that the next section of the Personnel Policy is available for first reading; staff plans to have Personnel Policy Section 3.09.0 - 3.09.13 on the October 20<sup>th</sup> agenda for Board approval since this will be the second reading. Lastly, Clark reminded the Park Board and staff of the Park Foundation's annual fundraiser scheduled for Monday, October 26 at Durty Nellie's from 6 p.m. to 9 p.m. The event benefits our community; the funds support the scholarship program.

COMMISSIONERS' COMMENTS

Commissioner Ruff said that staff did a great job on the sponsor event; also, the kite fly event was very nice.

Regarding the improvements at Willowood Park, Commissioner Sawyer thanked Architect Tynczuk for her efforts.

Commissioner Gould mentioned the upcoming (R.A.H.) fundraiser scheduled for November 5 at Chandler's from 5 p.m. to 8 p.m. Regarding the funds raised from the R.A.H. fundraisers to benefit the homeless students, President Cozza said that he heard from a high school's social worker on how appreciative they are for the ability to use the funds to help the students in need. Commissioner Gould mentioned that the group has raised more than \$80,000 from the four (4) previous fundraising events.

Regarding attending recent NRPA conference, Commissioner Rogers said that the drone session was interesting; the presenter suggested that park districts be more open to the idea of drones being used within our grounds. Also, Commissioner Rogers attended a very good aquatic and social equity session, which provided helpful information for the swim program supporting the idea of lower cost programs for children; as well as for the parents involved, providing families with understanding of water safety. Commissioner Rogers asked Director Clark to keep the Park Board updated on the recent news regarding IAPD. Commissioner Ruff asked staff to provide an estimate of staffs' time when they are involved with IAPD committees; Commissioner Rogers added that staff receives knowledge from various appointments of business outside the park district.

President Cozza had conversation with the sponsors at the event; he received word on many positive future donations to the District. Continuing, President Cozza added that the annual newsletter this year will have a different tone expressing the 75 year anniversary of the Park District.

Regarding requested future agenda items, no items were presented.

ADJOURNMENT

There being no further business to come before the Board on this date, Commissioner Gould moved that the regular meeting be adjourned. Commissioner Rogers seconded the motion which was unanimously approved by a voice vote at 8:18 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:

/s/ Trish Feid  
Secretary

APPROVED:

/s/ John Cozza  
President

Next scheduled Park Board meetings:

October 20, 2015  
November 10, 2015  
November 24, 2015