



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, October 10, 2017 at 7:00 p.m.

President Sawyer announced call to order at 7:00 p.m.

Commissioners Present

Nicholas Sawyer, President
Jennifer Rogers, Vice President
Susan Gould, Treasurer

John Cozza
Terry Ruff

Staff Present

Mike 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
Tina Becke, Asst. Supt. of Finance
Jim Holder, Asst. Supt. of Parks & Planning
Joshua Ludolph, Asst. Supt. of Facilities
Trish Feid, Park Board Secretary/Executive Assistant

Approval of Agenda

The Park Board reviewed the previously distributed 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 October 10, 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 material for the items posted on the consent agenda. Commissioner Gould moved and Commissioner Ruff seconded that the consent agenda be approved as submitted. Commissioner Cozza commented on the costly utility bill for Eagle Pool; staff informed the Park Board of the difficulty in arranging the diagnostic testing of the leakage problem; the preferred expert had unavoidable reasons delaying his assessment. By a roll call vote, the following items under the consent agenda were approved: Regular Meeting Minutes of September 12, 2017; Approval of Clubhouse Siding Rehabilitation Project Change Order #1; Ratification of Warrant #18; and, Approval of Warrant #19. 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.

Matters from the Public

No comments were presented.

Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. C. Tynczuk provided a progress report on Office 365’s implementation, including execution of many background tasks. The previous system’s emails will be archived and, if desired, migrated to staffs’ individual 365 email accounts. Also mentioned were various self-training modules for Office 365. In response to a question, Tynczuk suggested bookmarking the Office 365 login page for quick and easy access; and, encouraged the Park Board to contact staff for help during the transitioning of the 2 email systems.

The Board reviewed the previously distributed Recreation Department Report. Supt. Williams said that he had no specific highlights; then he inquired if there were any questions. Commissioner Ruff asked about adding another coat rack or installing wall hooks in the fitness center area for patrons locating fitness straps for their workouts; staff will accommodate. Regarding the change of weather, the coat rack is back in use.

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

New Business

The Board reviewed a previously distributed board summary for the award of bid for Community Center RTU Screening Program. Commissioner Rogers and Commissioner Gould seconded that Board of Park Commissioners award the lowest responsible bidder, D. Kersey Construction Company of Northbrook, Illinois, in the amount not to exceed \$84,705 for the Community Center RTU Screening Program. On behalf of substantial concern for the community’s tax payers, Commissioner Cozza requested that staff ask for an exemption regarding the local ordinance’s demand to install screening in front of mechanical equipment on building’s rooftops. In response to a question, staff said that the shields are mounted to units not into roof material; Commissioner Rogers added that the shields assist with noise control; safety and site appearance. Concerning online search of village ordinances and codes, Commissioner Rogers read to the Park Board, the Village of Palatine Ordinance Code 6.42.2. Staff and the Park Board believe, as an ordinance condition, replacement of existing HVAC units similar in size and placed within the same location (not new construction) is exempt from installation of equipment shields. Director Clark directed staff to have a conversation with village associates and draft a letter. Director Clark stated that he will talk to Village Manager Ottesen for awareness of the Park Board’s intent on behalf of the tax payers and inquire on the necessity to install shields. Therefore, the Park Board motioned and agreed to table the item of the Community Center RTU Screening Program; and, directed staff for interpretation of the ordinance. The motion was unanimously tabled by consensus of the Park Board; vote as follows:

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

Motion tabled.

The Board reviewed a previously distributed board summary for the Review and Approval of Administrative Manual Policy 2.10.17; and, Section 2.12. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners approve Policy 2.10.17; and, Section 2.12.0 through 2.12.31 of the Administrative Policy and Procedure Manual as presented. In regard to Commissioners Cozza and Gould suggestion of wording within the Military Policy, staff will make the recommended changes for policy clarification. 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 a previously distributed board summary for consensus of the Supplemental Budget and Appropriation Ordinance #17-10. Commissioner Ruff read the board summary considering the Park Board's consensus to make the Supplemental Budget available for public viewing for a period of at least 30 days so that it may adopt the ordinance on November 28, 2017. By-law, the park district will have the ordinance available for public inspection; Supt. Becker added that this process is in the best interest of the District; also, it provides clear documentation for the District's audit. Becker is looking for consensus in agreement of filing the supplement budget; there was agreement from the Park Board to continue with the Supplemental Budget and Appropriation Ordinance #17-10 process.

The Board reviewed a previously distributed board summary for 2017 Trimester 2 Agency Work Plan Progress Reporting. Director Clark said that staff continues to provide trimester reports and maintains the check-in intervals to stay accountable with department goals. Commissioner Cozza asked Director Clark about his thoughts on the District's current status of the goals; Director Clark said that there are some goals delayed; no goals considered red flagged as the Direct Reports keep him updated. Ultimately, staff wants to circumvent multi-year carryover goals, avoiding goal floating or goals not getting accomplished. Continuing, Clark said that he is pleased; the District has accomplished a lot.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark highlighted many items including that National Recreation and Parks Association (NRPA) conference in New Orleans, which was good; staff who attended will share their session material and insights amongst staff. Director Clark and Supt. Williams provided updates regarding D15 potential strike involving support staff and the impacts on the Park District's C.A.R.E program. Regarding Commissioner Cozza's request for information, Clark will inquire with colleagues and set up a meeting with Village of Schaumburg concerning Schaumburg TIF District; Commissioner Cozza reiterated his thoughts to ask key questions; to start discussion to form position and alliance; then negotiate to receive some TIF money to help fund, via pay-back fees, for improvements including trail connectivity. Director Clark plans to proceed and protect the Park District's interest.

Commissioners' Comments

Commissioner Rogers commented that she heard comments from NRPA associates regarding conference presentations; the positive feedback was regarding Director Clark's drone presentation. Clark added that he had good attendance at both of his sessions including the topic of transgender population, which was held during an undesirable timeslot.

Commissioner Cozza complimented the newsletter, Wood Street Review (WSR); Director Clark added that the distribution of the staff newsletter is in correlation with the Trimester reporting calendar; Clark added that Communication Manager Scovic does a great job with WSR.

President Sawyer complimented the Park District's direction; he likes the way operations are headed and President Sawyer thanked staff for their contribution with everything coming together.

Regarding future agenda items, President Sawyer noted Commissioner Cozza's request to add TIFs for a future Park Board discussion.

Adjournment

There being no further business to come before the Board on this date, Commissioner Rogers 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, Nicholas Sawyer

NAY: None

ABSENT: None

Motion carried at 8:09 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

/s/ Trish Feid
Secretary

/s/ Nicholas Sawyer
President

Next scheduled Park Board meetings:

October 24, 2017
November 14, 2017
November 28, 2017
December 12, 2017