



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 in Palatine, on November 10, 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
Susan Gould

Commissioner Absent

Jennifer Rogers

Staff Present

Mike 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 and Planning
Joshua Ludolph, Asst. Supt. of Facilities
Phil Riskin, Human Resource Manager & Safety Coord.
Cheryl Tynczuk, Landscape Architect
Trish Feid, Board Secretary

Citizens and Guests

Bob Alexander, PHGA Liaison

APPROVAL OF AGENDA

Commissioner Gould moved and Commissioner Sawyer seconded that the agenda for the meeting be approved. Through a voice vote, the agenda for the regular meeting of November 10, 2015 was approved.

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

NAY: None

ABSENT: Jennifer Rogers

Motion carried.

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. No questions or changes were presented; therefore, President Cozza requested a roll call vote. The following items under the consent agenda were approved as submitted: Regular Meeting Minutes of October 20, 2015; August and September 2015 Treasurer Reports; Warrant #20 and Warrant #21. The result of the roll call vote follows:

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

NAY: None

ABSENT: Jennifer Rogers

Motion carried.

MATTERS FROM THE PUBLIC

No one addressed the Park Board.

DEPARTMENTAL REPORTS

The Board reviewed the previously distributed Finance and Personnel Department Report. Supt. Becker said

that he anticipates sending the budget to the Board one week prior to the Board Meeting for approval; staff has been very busy in preparation. Insurance cards distribution issues has been resolved and everyone by now has received their new insurance cards for both health and dental. Becker complimented the IT team; during the renovation at Community Center, Mangum and Weingart have done a great job with situating staff between leaving relocating and moving to temporary workplaces, and then back to their offices. We had a failure with Community Center phones; Becker said that IT Manager Mangum cleverly fixed the system by rigging a piece from the Family Aquatic's phone system until the replacement part could be delivered. In response to Commissioner Ruff's question, staff was also surprised that the phone part had to be ordered and not readily obtainable. Becker distributed volunteer shirts to the Park Board while mentioning the upcoming volunteer fair luncheon scheduled in January 2016 in support of launching the volunteer program for the Park District; lastly, he added clarification on report's registration numbers for the fitness programs.

The Board reviewed the previously distributed Recreation Department Report. Supt. Williams highlighted the successful Halloween event, the undesirable weather seemed to attract more folks this year and staff was delighted that the construction impacting the front entrance was completed prior to the event. Williams wanted to update the Park Board regarding P.A.F.A. football uniform equipment which was damaged during the winter storage, staff continues to work with the restoration company along with our Risk Management team concerning a potential insurance claim. In response to President Cozza's comments, Williams said that statistics of email and other social media for the Park District continues to show growing numbers of users. Also noted, President Cozza said that the fitness center's TV's advertisement contains outdated information and some of the equipment screens are working without the audio component, Williams said that staff will look into both matters.

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

NEW BUSINESS

The Board reviewed a previously distributed board summary for Approval of Resolution #15-08; Truth in Taxation Resolution, Projected Tax Levy. Commissioner Gould moved and Commissioner Sawyer seconded that the Board of Park Commissioners approve the attached resolution estimating the 2015 property tax levy. President Cozza reviewed the schedule preceding budget approval; Director Clark and Supt. Becker mentioned the formality and progression of the adoption. President Cozza requested a roll call vote; the motion was unanimously approved as follows:

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

NAY: None

ABSENT: Jennifer Rogers

Motion carried.

The Board reviewed a previously distributed board summary for the approval of Golf Course Bridge Replacement. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners approve the lowest responsible bidder, F.H. Paschen, S.N. Nielsen and Associates LLC, Chicago, Illinois; in the amount not to exceed \$47,456 for reconstruction of a maintenance and pedestrian access bridge located on the tenth hole of the Palatine Hills Golf Course. In response to a question, Supt. Nagle said that the project will start this fall. President Cozza requested a roll call vote; the motion was unanimously approved as follows:

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

NAY: None

ABSENT: Jennifer Rogers

Motion carried.

The Board reviewed a previously distributed board summary for the approval of the Community Center Roof Project Change Order #1. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners approve Community Center Roof Project Change Order #1, awarded to CSR Roofing, Oak Park of Illinois which results in a deduct of \$2,030. President Cozza requested a roll call vote; the motion was unanimously approved as follows:

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

NAY: None

ABSENT: Jennifer Rogers

Motion carried.

The Board reviewed a previously distributed board summary for the approval of additional funding for the re-cladding of the Community Center Gymnastic east side wood siding. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners approve project change order #030R, awarded to Camosy Construction of Zion, Illinois, in the amount not to exceed \$688 for the Community Center re-cladding. This will be added to the Inter-governmental Agreement funding plan with the Village of Palatine for the Community Center Renovations in conjunction with the Village Hall Renovation Project. President Cozza requested a roll call vote; the motion was unanimously approved as follows:

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

NAY: None

ABSENT: Jennifer Rogers

Motion carried.

President Cozza noted that no further new business will be addressed at this time.

EXECUTIVE DIRECTOR'S REPORT

The Board reviewed the previously distributed Executive Director's Report. Director Clark highlighted the work involved with preparing the Harper Management Service Contract request for proposal response, which has been fully accomplished and we have copies returned from the printers; the response is very comprehensive and inclusive. Clark complimented all staff involved with the proposal; Clark gave special mention to the Graphic Designer Claire Cinquegrani who is fulfilling a part time position at the District. Claire did an amazing job working on the proposal; she is very thorough and collaborated with staff to successfully complete the proposal response. Continuing, Clark stated that we are 90% complete with the renovation project. Next, Clark said that we received great feedback and compliments from Willowood Park neighbors; they enjoyed the park grounds during their neighborhood's special Halloween parade event. Brief updates regarding a forthcoming park development near Dee Lane's neighborhood; President Cozza inquired about the park's preparation, staff confirmed that planning has started and improvements to the small park grounds will start in 2016 as a two phase development; Director Clark said that once formally accepted staff can begin the process of permits and bids. Clark thanked Commissioners and staff

for their support at the annual Park Foundation fundraiser event, which was successful in raising approximately \$7,500 in net proceeds. Next, Clark reminded the Park Board of the part-time party on Friday, November 13 from 7 p.m. until 10 p.m. at the Cotillion. Lastly, Director Clark mentioned the missing heavy picnic tables that were stolen from Meadowlark Park prior to the Fall Fest event. There is not much traffic around the quiet area; since it is hard to monitor and secure the area, it was suggested to brand or chain the picnic tables.

Also regarding the Director Clark's report, Commissioner Gould mentioned the recent news of retirement plans for Museum Coordinator Marilyn Petersen; Commissioner Gould said that she will be hard to replace. Director Clark added that we are happy for her and she will be missed; Marilyn plans to remain involved at the Clayson House Museum.

COMMISSIONERS' COMMENTS

Commissioner Ruff said that the new fitness machine is being used and is well received. Commissioner Ruff provided a public tour of the new office and lobby areas, it looks great. Director Clark mentioned that the new furniture is getting used.

Commissioner Gould highlighted the recent Realtors Against Homelessness (R.A.H.) fundraiser and thanked Park District staff for attending. The event raised almost \$50,000 in profits and had 254 guests attend; the event's proceeds assist D211 homeless high school students; it was a great event.

President Cozza also thanked staff for the preparation of the RFP response during a very busy time when a lot of things are happening at the Park District along with the inconvenience of Community Center's office renovation.

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 for discussion of Section 2(c)(5) Open Meetings Act for the acquisition or lease of real property for the use of the District; and Section 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. Director Clark added the item of Section 2(c)(11) Open Meetings Act for the pending, or probable and imminent litigation against, affecting or on behalf of the District for discussion only. This was unanimously approved by a roll call vote. The result of which follows:

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

NAY: None

ABSENT: Jennifer Rogers

Motion passed at 7:40 p.m.

RETURN TO OPEN SESSION

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

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

NAY: None
ABSENT: Jennifer Rogers

Motion passed at 10:10 p.m.

ACTION ON MATTERS CONSIDERED IN CLOSED SESSION

As regards to items of property and potential litigation, President Cozza said that the Board met in executive session for the purpose of discussion and no further action at the time.

Regarding, Section 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 Gould seconded that the Board of Park Commissioners reviewed the closed session minutes; and approved to maintain and hold the inclusive closed session minutes of ongoing situations as the need for confidentiality continues. The motion which was unanimously approved by a voice vote as follows:

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

Motion passed at 10:11 p.m.

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 at 10:11 p.m.

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

Motion passed.

Respectfully submitted,

Trish Feid
Secretary

ATTEST:

/s/Trish Feid
Park Board Secretary

APPROVED:

/s/John Cozza
Park Board President

Next scheduled Park Board meetings:

November 24, 2015
December 15, 2015
January 12, 2016