



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 November 24, 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

Commissioner Absent

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

Scott Kalina

APPROVAL OF AGENDA

Commissioner Rogers moved and Commissioner Sawyer seconded that the agenda for the meeting be approved. The agenda for the regular meeting of November 24, 2015 was unanimously approved.

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

NAY: None

ABSENT: Susan Gould

Motion carried.

APPROVAL OF CONSENT AGENDA

The Board reviewed the previously distributed consent agenda items. Commissioner Rogers 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 November 10, 2015; and warrant #22. The result of the roll call vote follows:

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

NAY: None

ABSENT: Susan Gould

Motion carried.

MATTERS FROM THE PUBLIC

Mr. Alexander, Palatine Hills Golf Association liaison, highlighted that twelve (12) members of the golf association will be traveling to Florida during December to play golf. The Park Board thanked Mr. Alexander for his report.

Mr. Scott Kalina, of 969 West Aspen Court, addressed the Park Board. Mr. Kalina inquired if there is a copy

of the Palatine Park District's Swim Team's formal or informal agreement with District 211 regarding high school students competing within the Park District swim program during the IHSA designated swim season; and, asked for clarification regarding protocol. Director Clark informed Mr. Kalina that the Park District has an agreement with District 211 for shared use of facilities; and Clark reviewed the terms of the agreement. Asst. Supt. Danz and Supt. Williams explained the circumstances for implementation. District 211 has various parameters including that high school students swimming for their high school cannot participate within Park District's swim team tournaments during the IHSA swim season. This protocol is District wide and the agreement aligns with all of the affiliate agreements. The Park Board thanked Mr. Kalina for coming before the Board and directed staff to provide Mr. Kalina with a copy of the agreement.

DEPARTMENTAL REPORTS

The Board reviewed the previously distributed written Parks and Planning Department Report. Supt. Tynczuk said that on Friday, staff had safety training for snow, which happened to be in time for Saturday's snow fall. In response to questions, Tynczuk said that there was damage to several baseball backstops in various parks; loss of a memorial tree at Ash Park, which will be replaced; and several trees within the creek areas were badly damaged. The Board thanked the Parks Department for the work involved to remove the snow and cleanup from the snowstorm.

The Board reviewed the previously distributed written Facilities Department Report. Supt. Nagle highlighted October and early November at the golf course, which were very busy months; complimented staff on the decision to close the golf course just in time before the snow event. Nagle said that the Internship Manual is established and has been distributed to many area universities. Nagle reported that recently, the Stables lost a longtime pony and horse. President Cozza asked about the statistics with pickle ball numbers, which are down a little, Nagle said that staff will be reviewing the situation. Lastly, President Cozza inquired about use of the lower arena at Palatine Stables, he added that at one time it was used for the archery program.

The Board reviewed the previously distributed written 2015 Annual Pool Report. Aquatics Manager Griffin highlighted the safe pool season; new procedure for swim lessons' registration and addition of new lessons which provided an increase to the enrollment numbers with less cancellations. Griffin said that the start of the pool season had cooler temperatures, participation picked up at the season's end with warmer temperatures. Griffin said that the onset of pool pass purchasing at Family Aquatic Center was successful; a nice convenience for patrons. Regarding next season, staff is looking to revamp special events with the Olympics' theme. Commissioner Ruff mentioned that Eagle Pool was top-notch this season.

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 approval of the Personnel Policy Manual Sections 3.10.0 – 3.12.3. Commissioner Rogers moved and Commissioner Ruff seconded that the Board of Park Commissioners approve Personnel Policy Manual Section 3.10.0 through Section 3.12.3 as presented. President Cozza requested a roll call vote; the motion was unanimously approved.

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

NAY: None

ABSENT: Susan Gould

Motion carried.

The Board reviewed a previously distributed board summary for the Approval of additional funding for relocation of the existing gas piping serving the Park District at Community Center. Commissioner Rogers moved and Commissioner Sawyer seconded that the Board of Park Commissioners approve change order #133011 awarded to Camosy Construction of Zion, Illinois, in the amount not to exceed \$2,443 for the Community Center gas piping relocation. This will be added to the Intergovernmental 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.

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

NAY: None

ABSENT: Susan Gould

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. Director Clark highlighted many ongoing items from his report including the updates regarding the Community Center's office renovation, many staff members are back within their offices with the exception of those waiting for window installation; staff is working on Falcon Park's skylight condition and preparing for the scheduled meeting with all parties involved along with Commissioners Ruff and Sawyer. Reminder that the 2016 IAPD/IPRA State Conference is in January; let us know if you will be attending. Clark gave a special thank you to Commissioners Ruff and Cozza for being able to attend the part-time staff party; it was very well organized and well attended. There will be one meeting in December. Also, the holiday fellowship and viewing at the Clayson House will start at 6 p.m. prior to the December 15 Board Meeting. Lastly, Clark reported staffs' final meeting for the Turkey Trot's last minute preparations.

COMMISSIONERS' COMMENTS

Commissioner Ruff said that he enjoyed the part-time party, it was a lot of fun and he was able to spend time with staff. Commissioner Ruff complimented the exceptional quick response from the Parks Department; every time an email or call is made, Parks is taking care of it. Director Clark said that is impressive.

Regarding Turkey Trot, Commissioner Sawyer said that he is looking forward to starting the race.

President Cozza enjoyed the part-time party; a fun theme.

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)(2) Open Meetings Act for salary schedules for one or more classes of employees; 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. The motion was unanimously approved by a roll call vote. The result of which follows:

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

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

Motion passed at 10:10 p.m.

ACTION ON MATTERS CONSIDERED IN CLOSED SESSION

Regarding the items of property and closed session minutes for the purpose of discussion, President Cozza said that there will be no action at this time.

Regarding, Section 2(c)(2) Open Meetings Act for salary schedules for one or more classes of employees, Commissioner Rogers motioned and Commissioner Sawyer seconded that the Board of Park Commissioners approve the 2016 Merit Pool for salary increases of full-time staff in the amount of 3% and directs staff to allocate this level of funding in the 2016 annual operating budget request. The motion which was unanimously approved by a voice vote as follows:

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

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 Rogers seconded the motion which was unanimously approved by a voice vote at 10:11 p.m.

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

Motion passed.

Respectfully submitted,

Trish Feid
Secretary

ATTEST:

/s/Trish Feid
Secretary

APPROVED:

/s/John Cozza
President

Next scheduled Park Board meetings:

December 15, 2015
January 12, 2016
January 26, 2016