



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, December 12, 2017 at 7:00 p.m.

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

Commissioners Present

Nicholas Sawyer, President  
Susan Gould, Treasurer

John Cozza  
Terry Ruff

Commissioner Absent

Jennifer Rogers, Vice 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

Tina Becke, Asst. Supt. of Finance  
Jim Holder, Asst. Supt. of Parks & Planning  
Joshua Ludolph, Asst. Supt. of Facilities  
Phil Riskin, Human Resource Manager  
Michael Noens, Digital Marketing Coordinator  
Trish Feid, Park Board Secretary/Executive Assistant

Citizens and Guests Present

Greg Sammons  
Brent Larson, Palatine Youth Baseball/Softball (PYBS) Board President

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 December 12, 2017 was approved.

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

NAY: None

ABSENT: Jennifer Rogers

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 as submitted. By a roll call vote, the following items under the consent agenda were approved: Regular Meeting Minutes of November 28, 2017; Approval; Closed Session Minutes of November 28, 2017; Approval of the District's Organizational Chart; and Approval of Warrant #23—including Expenses for Travel Expenses. The result of the roll call vote follows:

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

NAY: None

ABSENT: Jennifer Rogers

Motion carried.

## Matters from the Public

No comments were presented.

## Presentation

Director Clark presented Park Board President Sawyer with the 2017 Palatine Pride Award. Director Clark highlighted that the Palatine Area Chamber of Commerce acknowledged Palatine Park District's support, various networking events and volunteering throughout the year within the community.

Supt. Williams introduced Mr. Brent Larson of Palatine Youth Baseball and Softball Organization. Mr. Larson previously distributed the 2017 Palatine Youth Baseball/Softball (PYBS) Annual Report for the Park Board to review. PYBS provides baseball and softball programs as an affiliate of the Palatine Park District for kids from pre-school through 6th grade age levels. The registration numbers for the younger groups remain steady; although, the older grade levels are slightly declining. The forthcoming merger of the two Palatine baseball/softball groups, PYBS and Palatine Baseball Association (PBA) will bring awareness of continuous play within the Palatine program; therefore, perhaps keeping the older group in house and not finding neighboring travel teams to join. Mr. Larson and Supt. Williams briefly highlighted the collaboration of the two leagues, which is expected to be a smooth transition as both groups are working well together. Another partnership was mentioned, both Hoffman Estates Park District and Rolling Meadows Park District have joined PYBS's 5<sup>th</sup> and 6<sup>th</sup> Bronco league, which is a good benefit for fields sharing, especially without the use of Fuller Field. The park district trio will continue working together on another year of neighborhood ball play. Mr. Larson reported on his research of registration fees involving neighborhood leagues and Palatine Park District is one of the lowest in the area. Other topics mentioned: 2017 season was another good year with sportsmanship throughout the entire organization; many former PYBS and PYB players are now umpires for the league including 9 Illinois Licensed Official (patched) umpires; and, the joint efforts of fall ball leagues which brings another opportunity of play and success to the organization. The Park Board thanked Mr. Larson for his presentation and for all that he does for the baseball/softball associations.

## Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. C. Tynczuk highlighted that there is a meeting scheduled with the District's Wellness Committee and the new health insurance vendor, IPBC, to discuss working together with collaborative wellness incentive programs. Tynczuk noted that 43 staff members are participating in the District's flexible spending program, a nice benefit to employees' pre-tax money. In response to Commissioner Cozza's question regarding the new health care program and provider, Tynczuk said that currently things are going well with hopes that the transition will be smooth for staff. The Risk Manager's assessment report is underway with a lot of thorough collaborative information. Tynczuk mentioned that the Park District received support from a group of D15 students stuffing goodie bags for Turkey Trot. Regarding Commissioner Gould's question of the electronic sign board by Family Aquatics Center, Tynczuk said that the existing electric signboard was not a good product and the company is no longer in business. Being pro-active, staff wants to replace the electronic workings of the signboard before it totally terminates.

The Board reviewed the previously distributed Recreation Department Report. Supt. Williams reported on a couple of great special events. Turkey Trot was successful and the participants appreciated receiving medals at the finish line. The annual gymnastics meet was two days of showcasing, which went well for gymnastics staff; Williams mentioned that facilities staff was instrumental during the two day event; thanks to both gymnastics and facilities staff for their efforts running the popular event.

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. E. Tynczuk mentioned the additional estimate received to correct the leak at Eagle Pool; staff plans to schedule the

repair this winter. The replacement of the Carriage House's heating unit is underway; staff will be installing an electric unit and a new air conditioner.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle highlighted the additional golf play during the unseasonably nice weather; golf staff has plans to open the golf course when weather permits. Staff received the draft report on the customer service improvement plan from Heller and Heller, the findings will be presented to the Park Board in January. Commissioner Ruff inquired about Fitness Center's televisions, noting that a couple of the units were not working properly including the unit which displays District's programming information.

The Board reviewed the previously distributed Finance Department Report. Supt. Becker reported that the District is busy with final preparations for 2018 budget; the process is a very consuming effort for many. Becker said that he attended two TIF meetings and provided the Park Board with details for Village of Palatine's expiring TIFs. In response to Commissioner Ruff's inquiry on e-budgeting development, Director Clark said that staff has the process started and once the District has completed a full year under the new software system of Incode, the progression should be smoother.

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 regarding the Award of Bid for Palatine Hills Irrigation Phase 2 Project. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners approve the lowest responsible bidder, Halloran & Yauch, Inc. from Lake Forest, Illinois and enter into a contract in the amount not to exceed \$67,450 for Phase 2 Irrigation Renovation. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: Jennifer Rogers

Motion carried.

The Board reviewed a previously distributed board summary regarding the Award of Contract for the Pool Concession Operator. Commissioner Gould moved and Commissioner Cozza seconded that the Board of Park Commissioners awards the Pool Concession Operator contract to Pizza Bella of Palatine, Illinois for a fee provided to the District of 12% of gross sales. In regard to Commissioner Cozza's questions, Asst. Supt. Ludolph mentioned the requirements of the health department's state wide codes to have qualified managers at each facility site and the financial difficulty of having such appropriate individuals to operate the seasonal business of pool concessions. Regarding inquiries from Commissioner Cozza and Mr. Sammons, who attended the Park Board Meeting, Ludolph confirmed that the Pizza Bella has a system in place to produce financial reports and that the contract's terms provides a clause if the Park District needs to cancel due to failure to perform. Concerning the idea of cross marketing to advertise, staff will look into options. Director Clark, Asst. Supt. Ludolph, Supt. Nagle and other staff commented that Pizza Bella has an outstanding reputation within the community for quality cuisine, dependability and also their generosity; Pizza Bells operates an exceptional business and gives back to the community. The motion was approved by a roll call vote as follows:

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

NAY: None  
ABSENT: Jennifer Rogers

Motion carried.

The Board reviewed a previously distributed board summary for the review and approval of Safety Policy and Procedures Manual Sections 4.15 and 4.23. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners review and approve Sections 4.15 and 4.23 of the Safety Manual as presented. In reply to Commissioner Cozza's comments, Clark said that it is a very comprehensive manual. Director Clark is pleased with Risk and Safety Coordinator Giannetti's efforts on creating a comprehensive program and identifying where the District was deficient; staff will have multiple training sessions on the an all-inclusive manual. The motion was unanimously approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the review and approval of Honor Roll Nominations. Commissioner Cozza moved and Commissioner Ruff seconded that the Board of Park Commissioners approve accepting the Honor Roll Nominees as submitted by the Honor Roll Committee. The motion was unanimously approved by a roll call vote as follows:

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

Motion carried.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report along with various clippings, attachments and correspondence material. Director Clark highlighted the upcoming Library Storywalk Cooperative Project. Supt. E. Tynczuk and Communications and Marketing Manager Scovic will represent the Park District in coordination with the Library and the Library Foundation. The idea is a series of platforms and stations; good idea of short book story to promote reading while walking; it is a good community project with the Library and Library Foundation for reading and fitness. Currently, the committee groups are currently working on logistics. Clark complimented the golf staff with the winter campaign to offer golf during the typical off-season play; it was great to have golfers on the course during the nice long weekends around Thanksgiving when weather permitted; staff will continue the plan as weather allows. Regarding the preparations for Harper College Building M, the process of planning is ongoing with staff; Clark mentioned the recent in-house meeting with Park District staff for planning the operations which went great, staff identifying key milestones and other issues; it was overall a very good meeting. Clark and Supt. Williams met with Dr. Ender to address such concerns. In regard to another staff meeting, Clark said that the 2018 work plan retreat to review goals and the accomplishments in 2017, which was a great recap of the year; and, staff also set the stage for 2018 with setting forth goals and the review of the new items identified in comprehensive plan of the District. Concerning the IMET's trolling

agreement, Clark confirmed with Tressler, District's legal firm, to extend the option. Lastly, Director Clark wished everyone a merry Christmas and great New Year; Clark added comments that 2017 was a great year.

#### Commissioners' Comments

Commissioner Ruff thanked staff for the Holiday Party, the set up was perfect for all to enjoy the dinner and evening. Commissioner Ruff wanted to reiterate his concern to remove the impaired goals from Dove Park; brief discussion steered to Park Board consensus and direction. Supt. Williams and Director Clark confirmed that the goals will be removed. Commissioner Ruff wished everyone happy holidays.

Commissioner Cozza said that the holiday party was great and complimented Director Clark on his 5 years anniversary at Palatine Park District. Commissioner Cozza said that the park district has come into the century with administrating a lot of policies, internet advancements, financial software implementations, etc. Director Clark said it was a team effort. Commissioner Cozza wished everyone happy holidays.

Commissioner Gould thanked staff for the wonderful holiday party and everyone had a good time. Regarding a recent question addressed to Commissioner Gould concerning the term 'pocket parks', Commissioner Gould suggested adding information in the park districts catalogs which would be helpful to the public.

President Sawyer wished everyone happy holidays and he is looking forward to a big 2018!!

Regarding future agenda items, President Sawyer reported that no items were presented.

#### Executive Session

President Sawyer 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 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 Gould seconded. This was unanimously approved by a roll call vote. The result of which follows:

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

NAY: None

ABSENT: Jennifer Rogers

Motion carried at 8:01 p.m.

#### Return to Open Session

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

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

NAY: None

ABSENT: Jennifer Rogers

Motion carried at 8:07 p.m.

Action on Matters Considered in Closed Session

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 approve Resolution #17-11; Determining the Confidentiality of Closed Sessions Minutes. Director Clark reminded the Park Board that this semi-annual review of closed session minutes is an Illinois Park District Code mandating following the Open Meetings Act. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: Jennifer Rogers

Motion passed.

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 approve Resolution #17-12; Determining the Destruction of Certain Verbatim Recordings of Closed Sessions Meetings. Director Clark mentioned that this state statute requirement is a formality; the destruction of recording of closed session meetings is permitted and authorized when recordings are 18 months old or older; there are no known imminent or existing legal situations; and, minutes have been reviewed and approved. The motion which was approved by a roll call vote as follows:

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

NAY: None

ABSENT: Jennifer Rogers

Motion passed.

Regarding the Library's Storywalk development, Commissioner Ruff inquired about the locations considered to host the joint project. Director Clark responded that Doug Lindberg and Hamilton were two of the grounds mentioned, which are being analyzed by the project committee. The Library Foundation is looking for a location that can provide a loop path and a straight shot for the intentions of the project. In response to questions, Clark said that they will change the story periodically; Commissioner Gould suggested adding a mini-mobile library like the unit the Park District installed at Falcon Park. It was agreed that this is a good partnership and it is important to involve and attract different groups at the parks, mixing reading with physical activity.

Clark said that he may have a connection to bring in the ninja warrior circuit in combination with healthcare and insurance industries promoting fitness in the community; potential opportunity to extend programming within Palatine, Schaumburg, Arlington Heights, etc. as partners with providing fitness and health awareness.

Also, there was a brief conversation regarding the Village of Schaumburg's TIFs and the significance of creating more synergy during the meetings with various local government agencies.

Adjournment

There being no further business to come before the Board on this date, Commissioner Ruff moved that the

regular meeting be adjourned. Commissioner Cozza seconded the motion which was approved by a voice vote.

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

NAY: None

ABSENT: Jennifer Rogers

Motion passed at 8:21 p.m.

Respectfully submitted,

Trish Feid  
Park Board Secretary

Attest:

Approved:

Trish Feid  
Secretary

Nicholas Sawyer  
President

Next scheduled Park Board meetings:

January 9, 2018  
January 23, 2018  
February 13, 2018