



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, in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday December 13, 2016 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

Terry Ruff, President
Nicholas Sawyer, Vice President
Susan Gould
Jay Cozza

Commissioner Absent

Jennifer Rogers

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

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

Citizens and Guests

Michael Howard

Approval of Agenda

Commissioner Gould moved and Commissioner Sawyer seconded that the agenda for the meeting be approved. The agenda for the regular meeting of December 13, 2016 was approved. The result of the voice vote follows:

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

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 Sawyer seconded that the consent agenda be approved. By a roll call vote, the following items under the consent agenda were approved: Regular Meeting Minutes of November 22, 2016; Closed Session Minutes of November 22, 2016; and Warrant #23. The result of the roll call vote follows:

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

NAY: None

ABSENT: Jennifer Rogers

Motion carried.

Matters from the Public

Mr. Howard addressed the Park Board regarding his request of viewing closed session minutes; Director

Clark said that the need for confidentiality still exists with closed session meeting minutes for the month of May 2016. In writing to Mr. Howard, Clark will confirm receipt of his request with the reply of not releasing the closed session minutes as there is a need for confidentiality.

Recognition

For the record of serving on the Palatine Park District Board of Park Commissioners, Director Clark highlighted Commissioner Cozza's 25 years of service to the Park District and honored him with a special award and acknowledgment from Illinois Association of Park Districts. The Park Board and staff thanked Commissioner Cozza for his dedication to the park district and community.

Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Regarding Commissioner Cozza's question of the flex program in conjunction with staffs' health insurance, Supt. Tynczuk explained the process and the difficulties involved with the new administration.

The Board reviewed the previously distributed Recreation Department Report. Supt. Williams reported that Sponsorship Coordinator Selof received the "Heart of the Community" award. Williams highlighted the annual Turkey Trot Race, which was successful; Fitness, Health and Wellness Coordinator Krueger was very structured and organized with great coordination amongst staff and volunteers. Continuing, Williams added that the weather was great and the parking changes were not an issue with participants. Staff will be working with Harper College on options for next year's event.

The Board reviewed the previously distributed Parks and Planning Department Report. Regarding the warm early November, Supt. Tynczuk highlighted that staff accomplished additional outside work. Currently, as the weather has changed, the ice rink is completely set-up and starting to freeze.

The Board reviewed the previously distributed Facilities Department Report; Supt. Nagle mentioned that Facilities Department will have a new full-time employee; formerly in a part-time position, Jason York starts his new role as Facility Coordinator. Regarding Facilities monthly report, Nagle highlighted the addition of dashboard for collating and presenting cumulative rental information to the Park Board; this initiative comes from various staff members' cooperative efforts as part of the Falcon Park rental team with assessing the 2016 rental survey results. Commissioner Gould pointed out that one of the findings indicate 97% of the renters would recommend Falcon Park for rental opportunities.

The Board reviewed the previously distributed Finance Department Report; Supt. Becker said that staff continues to stay on schedule with one of the biggest undertakings for the department; staff is doing a great job with the implementation of the new software. Commissioner Cozza highlighted the customer service survey within the report.

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

New Business

The Board reviewed a previously distributed board summary for the approval of C.A.R.E. 2016 year end disbursement of surplus funds. Commissioner Gould moved and Commissioner Sawyer seconded that the Board of Park Commissioners authorize payment of \$85,566.60 to CCSD15, of which 50% of this balance shall be allocated to the "CCSD15 Master CARE Account" maintained by the CCSD15 Board, 25% of the balance shall be allocated to the CCSD15, and 25% of the balance shall be returned to the Palatine Park District. The motion was unanimously approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the Approval of Approval; 2016 Asphalt Rehabilitation Change Order #3. Commissioner Cozza and Commissioner Gould seconded that the Board of Park Commissioners approves Change Order #3 for payment to Chicagoland Paving from Lake Zurich, IL for an amount not to exceed \$19,098 to add an additional 177 tons of 2" HMA Binder paving and remove nine semi loads of grinding to the original contracted price for the Asphalt Rehabilitation Project. 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 carried.

The Board reviewed the previously distributed proposed 2017 Budget for the Palatine Park District; Supt. Becker presented the budget and reviewed various sections of the proposed budget. With consensus of the Park Board, Supt. Becker will prepare for the Public Hearing at the start of January 24, 2017 Park Board Meeting; and, to present the 2017 Budget for Park Board approval by means of the 2017 Budget and Appropriation Ordinance. Notification for public viewing of the proposed budget will be provided to publications and posting of notice to the Palatine Park District's website in mid-December.

The Board reviewed a previously distributed board summary for the award of bid for Palatine Youth Baseball Softball 2017 Uniform. Commissioner Sawyer moved and Commissioner Gould seconded that the Board of Park Commissioners award the PYB/S 2017 uniform bid to Santo Sport Store, Inc. of Chicago Ridge, the lowest responsible bidder, and authorize staff to issue a purchase order not to exceed \$58,118 for the team uniform pricing provided by Santo Sport Store, according to the attached bid results. The motion was unanimously approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for approval of the Honor Roll Nominees. Commissioner Cozza moved and Commissioner Gould 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 voice vote as follows:

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

ABSENT: Jennifer Rogers

Motion carried.

President Ruff 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 (EDR). Director Clark commented that staff was preparing and planning for the new overtime provisions and minimum salary threshold law that was to take effect on December 1, which as of now has been placed on hold due to a federal injunction. Clark thanked Supt. Tynczuk for his continued efforts with the Quentin Road study on behalf of the Park District regarding bike paths and lanes; Commissioner Cozza commented that IDOT takes our letters to heart; Commissioner Cozza wrote a letter in support of additional lanes. Regarding the year-end PALs meeting, Clark said that he will attend and plans to distribute the Affiliates and Stakeholder Focus Group Report to the group; a report Clark created from the Comprehensive Master Plan findings which contains input and vision from all affiliate groups, community surveys, user groups, etc. The plan will prompt direction and guidelines for all levels of affiliate groups and user groups of the Park District. The Leadership Team and Support staff attended the annual year-end retreat to prepare for the 2017 agency goals; Clark said the retreat was successful, the meeting started with acknowledging accomplishments, then reviewing 3rd trimester results following brainstorming for new goals as we aligned the new goals with Park District's values. Clark added that staff will present 2016 final reporting at the January 24, 2017 Park Board Meeting; then in February, staff will present the 2017 plan to the Park Board. Many flattering comments of Marilyn Pedersen's article in the Daily Herald were mentioned.

Commissioners' Comments

Commissioner Sawyer highlighted the successful Turkey Trot event at Harper College on Thanksgiving Day and he enjoyed participating with the start of the race activities.

Commissioner Gould enjoyed the museum visit and complimented Marilyn Pedersen's article regarding her efforts within the Palatine Historical Society and various activities for Palatine's 150th birthday celebration.

President Ruff enjoyed the full-time staff holiday party which was very nice.

Regarding future agenda items, President Ruff said that no items were mentioned.

Executive Session

President Ruff requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Gould 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 Cozza 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.

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 Sawyer 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.

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 Gould motioned and Commissioner Cozza seconded that the Board of Park Commissioners approve Resolution #16-15; Determining the Confidentiality of Closed Sessions Minutes. 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.

Adjournment

There being no further business to come before the Board on this date, Commissioner Gould moved that the regular meeting be adjourned. Commissioner Sawyer 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 8:41 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Trish Feid
Secretary

Next scheduled Park Board meetings:

Approved:

Terry Ruff
President

January 10, 2017
January 24, 2017
February 14, 2017