



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 Rd, Palatine, Illinois on January 12, 2016 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

Susan Gould

Staff Present

Mike Clark, Executive Director

Ed Tynczuk, Supt. of Parks & Planning

Steven Nagle, Supt. of Facilities

Elliott Becker, Supt. of Finance & Personnel

Tina Becke, Asst. Supt. of Finance & Personnel

Donelda Danz, Asst. Supt. of Recreation

Jim Holder, Asst. Supt. of Parks & Planning

Joshua Ludolph, Asst. Supt. of Facilities

Cheryl Tynczuk, Landscape Architect

Brad Helms, Golf Course Superintendent

Dan Hotchkin, Head Golf Professional

Erik Klebosits, Assistant Golf Professional

Trish Feid, Park Board Secretary/Executive Asst.

PUBLIC HEARING

President Cozza opened the Public Hearing for the 2016 Budget and Appropriations Ordinance and stated that in accordance with the Park District Code of the State of Illinois, a Public Hearing is to be held prior to the adoption of Ordinance #16-01, which sets forth the budget and made appropriations of sums of money for the necessary expenditures of the Palatine Park District for corporate purposes for the fiscal year beginning January 1, 2016 and ending December 31, 2016. Notification of the public hearing was published in the Daily Herald on Saturday, January 2, 2016. The public hearing was declared open and the floor was open to questions or comments from the Board; no questions or comments were presented. President Cozza offered that the floor was open to questions or comments from the audience. There were no questions or comments from the audience; Director Clark added that he did not receive any inquiries or comments prior to tonight's board meeting. President Cozza closed the Public Hearing for the 2016 Budget & Appropriations Ordinance.

In response for a motion to officially declare the public hearing closed, Commissioner Gould moved and Commissioner Sawyer seconded that the Board of Park Commissioners close the public hearing regarding the 2016 Budget and Appropriations Ordinance #16-01. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the Adoption of Budget and Appropriation Ordinance #16-01. Commissioner Gould moved and Commissioner Sawyer seconded that the Board of Park Commissioners adopt Ordinance #16-01 authorizing the fiscal 2016 Palatine Park District Budget and Appropriation Ordinance in the amounts of twenty-six million, one hundred seventeen thousand, sixty-one (\$26,117,061) dollars and twenty-eight million, seven hundred twenty-eight thousand, seven hundred and sixty-seven (\$28,728,767) dollars respectively. The motion was approved by a roll call vote upon approval of the consent agenda; the result follows:

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

NAY: None

ABSENT: None

Motion was approved within the consent agenda.

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 January 12, 2016 was approved.

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

NAY: None

ABSENT: None

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: the Regular Meeting Minutes of December 15, 2015; Adoption of the 2016 Budget and Appropriations Ordinance #16-01; Warrant #24; and Warrant #1. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

COMMENTS FROM THE AUDIENCE

None

DEPARTMENTAL REPORTS

The Board reviewed the previously distributed Finance Department Report. Supt. Becker mentioned that the auditors will start tomorrow with preliminary field work; the annual letter to the Park Board will be sent next week for awareness of the 2015 audit process. Continuing, Becker highlighted a few report items; in February, the annual rollover debt will be discussed; also, Becker presented positive comments of a respectable year within the risk sector of the District. Commissioner Rogers inquired about Metro Risk Management Agency (MRMA) services; Becker said that MRMA had staff changes. Commissioner Gould commented on the volunteers that worked for the District this past year. President Cozza inquired about the forthcoming mandated credit card chip readers, Becker said that Vermont System Inc. (VSI) informed staff that they are not in a position to supply the chip readers at this point, it is a frustrating situation. The District is awaiting the setup within the registration software system and compatibility equipment to properly read and process by means of the VSI program. President Cozza commented that fortunately the majority of registrations are online transactions. Director Clark added that VSI, the registration software system vendor, is working on the compatible component; currently VSI's new software product does not support the required equipment and process.

The Board reviewed the previously distributed Recreation Department Report. Assistant Supt. Danz highlighted that social media numbers continue to rise; and, the two runs of annual winter event, the North Pole Express, continues to be a fun event and very popular. The two time slots, which are both scheduled on one day, sells out on the first day of registration. Also, Danz reported a very active Cutting Hall season. President Cozza provided feedback regarding the text messages that he is receiving from both golf course and park district, which adds to getting his attention for the upcoming events and activities.

The Board reviewed the previously distributed Annual Golf Course Report. Supt. Nagle thanked staff for a great job this year at the golf course. He added that staff is extremely encouraged by the Pellucid Report; some of the report's recommendations have been incorporated into the golf course business model. Nagle added that several rentals have been confirmed at the clubhouse for 2016 already. Before turning the floor over to Golf Supt. Helms and Golf Professional Hotchkin, Nagle thanked the Park Board for their continued support. Hotchkin greeted the Park Board with good news that 2015 was a great year at the golf course. Hotchkin highlighted many areas, he said that revenue was up; addition of great recreation events for public activities; green numbers and cart rentals were much improved this year with the highest record within the last five (5) years of record; weekend rounds were the lowest in the last five (5) years; and, there was an increase of weekday league play, four (4) of the six (6) new golf leagues came from local golf courses which are under renovation; we hope to continue their interest. Also, there was a full year of golf opportunity with programs which were created to hype the interest in golf and the awareness of the golf course facility; including the first Head to Hills Fest event. Another highlight, staff has worked extremely diligently with creating a great foundation for improving the junior golf league program and providing a fun environment; and, the 6-hole foot golf course continued to attract new visitors. Lastly, we hosted the Chicago District Golf Association's (CDGA) senior golf event for state tournament qualification. We received high praise of the course and with the organization of the event; also, Palatine Hills Golf Course was featured in the CDGA's magazine. This year, we will host a state qualifier golf tournament with top amateur golfers from Illinois; this is an immense event for the golf course. More thoughts for 2016, staff will continue to focus on enhancing the established and new programs; addition of another youth league team; staff is working to retain the new weekday leagues that joined PHGC this year; expanding the foot golf hours of operation; plan to increase participation numbers with the couple events. Hotchkin gave high compliments to the golf course staff; he said that one of the greatest marketing tools we have is the friendliness and helpfulness of our staff. To conclude, Hotchkin said that we received many compliments of the golf course condition from all skill levels of golfers; a great thank you to Helms and the crew.

Helms began his report with informing the Park Board that he had the opportunity to play golf this year at PHGC; a different perspective of the course along with receiving feedback while on the golf course. Continuing, he added that staff makes great attempts to provide appropriate conditions of the golf course with always striving to be better. Helms said that there have been many challenges and issues with the labor shortage and the need for a significant amount of equipment. The first phase of the practice hole and the new asphalt path to the maintenance building both turned out very nice. The Metropolitan Water Reclamation District (MWRD) project continues with staff monitoring; the clubhouse roofing project took longer than expected; adding a thank you to the Park Board for their support with the project. Lastly, the dredging project is completed. In response to a question, Helms said that there is a concern with the culvert at the gate entrance of the course starting to deteriorate at the water line, which is collapsing on the sides of the creek. Staff may be able to reallocate funds to support this project. In response to President Cozza, Helms said that this is a watershed operational means of supporting the culvert; the culvert needs to support water from the western feed of the channel. In response to Commissioner Rogers' question about permit requirements for the potential culvert project; currently, Helm said that engineers are working on potential remedy options. Commissioner Gould suggested a liner, Helms mentioned that it is a good idea and has been considered. Regarding foot golf, President Cozza's envisioned, if ever, the foot golf course needed to be relocated, Margreth Riemer would be a great location for the fast growing sport. Helms

added his gratefulness to the Park Board, thanking them for their continued support of staff and the golf course.

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 pertaining to Approval of Vision Construction Change Order #01. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners approve Change Order # 01 awarded to Vision Construction of Forest Park in Illinois in the amount of \$4,580. The motion was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

President Cozza noted there was no more new business to be addressed at this time.

EXECUTIVE DIRECTOR'S REPORTS

The Board reviewed the previously distributed Executive Director's Report. Director Clark highlighted many items including the recent tour within Village Hall; updates on the finishing process of the three Community Center's offices; thank you to Phil Riskin and Trish Feid for Marilyn Pedersen's celebration of retirement party, which was a great event; the annual state conference is approaching; and, the ice rinks are ready for suitable weather. In response to Commissioners Sawyer's question regarding the Northwest Flag Football League (NWFFL), Clark said that they are interesting in support services from the park district. Staff will be meeting with Palatine Amateur Football Association (PAFA) President this week with consideration of the District to potentially work with NWFFL; staff will talk to PAFA about incorporating flag football within the PAFA program. Discussion ensued; the game of flag football is increasing in popularity and statistics reflect that PAFA numbers have been declining; if PAFA will not consider offering flag football within their program we should look for potential partnership and/or arrangements for non-contact option being offered in the community as there is an obvious need and desire within the community. In response to Commissioner Gould's question about NWFFL's residency range, Clark believes it is comprised mostly with Palatine and Hoffman Estates participants though he is aware of some children from out of the area. Commissioner Ruff added that this concept has been presented and fully exhausted with PAFA prior to the startup of the NWFFL. President Cozza added that he could see potential with combining the two groups.

The Board reviewed the previously distributed Executive Director's Review of 2015 Year End Summary Report. Director Clark said that the report is a snap shot of what the District has helped him accomplish in 2015. This was a big year of change, transition and initiative for the District; Clark said he is proud of staff and added compliments to staff. The Park Board thanked Clark for his reports; very thorough representation of great achievements.

COMMISSIONERS' COMMENTS

Commissioner Ruff heard great comments of the North Pole Express events. Commissioner Ruff attended the Open House at Community Fitness Center which was a great success; it was reported that forty-three (43) new memberships were issued. Lastly, he complimented the front lobby at Community Center, which looks very nice with the updated look.

Commissioner Sawyer admired the new color of Community Center; in response to a question, Asst. Supt. Ludolph added that we will have accent colors on the walls and with various carpet tiles.

Commissioner Gould complimented Marilyn Pedersen's retirement party; thank you to staff who helped.

Commissioner Rogers wished everyone a great new year.

President Cozza also applauded the retirement party; a great turnout for Marilyn to recognize her success at the park district.

Regarding 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. Commissioner Gould moved that the Park Board of Commissioners go into closed 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, Commissioner Ruff seconded. This was unanimously approved by a roll call vote. The result of which follows:

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

NAY: None

ABSENT: None

Motion passed at 7:51 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, Jennifer Rogers, Nicholas Sawyer, Terry Ruff, John Cozza

NAY: None

ABSENT: None

Motion passed at 8:49 p.m.

ACTION ON MATTERS CONSIDERED IN CLOSED SESSION

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

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 unanimously approved by a voice vote.

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

NAY: None

ABSENT: None

Motion passed at 8:49 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

ATTEST:

APPROVED:

/s/ Trish Feid
Secretary

/s/ John Cozza
President

Next scheduled Park Board meetings:

January 26, 2016
February 9, 2016
February 23, 2016