



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, August 28, 2018 at 7:00 p.m.

Regular Meeting of the Park Board of Commissioners: Call to order at 7:00 p.m.

Commissioners Present

Susan Gould, President
John Cozza, Vice President
Terry Ruff, Treasurer

Commissioners Absent

Nicholas Sawyer
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
Jim Holder, Asst. Supt. of Parks & Planning
Joshua Ludolph, Asst. Supt. of Facilities
Pete Cahill, Asst. Supt. of District Services & Projects
Joan Scovic, Communications and Marketing Manager
Trish Feid, Park Board Secretary/Executive Asst.

President Gould started the meeting with a moment of silence in remembrance of Marilyn Pedersen, Palatine Park District recent retiree and dear colleague.

Approval of Agenda

With the agreement of the Park Board, Commissioner Ruff moved and Commissioner Cozza seconded that the agenda for the meeting be approved as amended. By a voice vote, the agenda for the regular meeting of August 28, 2018 was approved with the removal of the Closed Session Minutes of August 6, 2018 and discussion and recommendation regarding potential buyout options for Palatine Park District Net Pension Liability.

AYE: Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: Jennifer Rogers, Nicholas Sawyer

Motion carried as amended.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Ruff moved and Commissioner Cozza 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 August 14, 2018; Closed Session Meeting Minutes of August 14, 2018; Ratification of Remaining Warrant 15 regarding MB Financial Bank Transactions- including Expenses for Travel Expenses; and, Warrant 16 - including Expenses for Travel Expenses. The result of the roll call vote follows:

AYE: Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: Jennifer Rogers, Nicholas Sawyer

Motion carried.

Comments from the Audience

No comments were presented.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. E. Tynczuk reported on upcoming soccer tournament details, which is coming together with help of Facilities Department along with Parks staff. The remaining 2 outdoor pools will be official closed this weekend. Parks department has many projects planned at the pools during the off season. Other comments included maintenance responsibilities scheduled for fall.

The Park Board reviewed the previously distributed Facilities Department Report. Supt. Nagle highlighted that golf numbers improved in July; unfortunately, August's golf participation numbers were down, there was an increase with the number of users for the practice area and driving range. Regarding Stables' new canopy at the arena, please see the attached picture. The canopy was put to good use this weekend. Cutting Hall had a solid month of bookings; the shows were planned out successfully. There was brief discussion of the 90th Anniversary celebration plans at Cutting Hall scheduled for Saturday, September 8th.

The Board reviewed the previously distributed Written Finance Department Report. Regarding Commissioner Cozza's question, Supt. Becker said that the financial statements will continue to be distributed monthly. Updates on items not on report, staff received a check in the amount of just under \$14,000 from Principal Financial Group, Inc. regarding the selling of stocks; and, if confirmed, the schedule of the District's legal deadlines is moving forward on the calendar since it is of a timely matter to complete the Supplemental Budget Ordinance. The Village of Palatine's meeting will be scheduled in mid-September for updates on the retiring TIFs over next 5 years; Commissioner Cozza said that this is exciting to see as he recalled some of the old parcels. With the recent implementation of procurement cards, staff can provide a Board presentation to review the process for submitting transactions and approval procedure.

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

New Business

The Board reviewed a previously distributed board summary for the Rejection of Bid for Falcon Park Recreation Center Window Replacement for Track Area. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners reject the bid received for the Falcon Park Vertical Window Replacement Phase 1 provided by Whited Brothers, Inc. The motion was approved by a roll call vote as follows:

AYE: Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: Jennifer Rogers, Nicholas Sawyer

Motion carried.

The Board reviewed a previously distributed board summary for Award of Bid for Community Park and Ost Field Lighting. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park

Commissioners approve the lowest responsible bidder, Musco Sports Lighting of Batavia, Illinois in the amount not to exceed \$810,000 for the purchase and installation of sports field lighting for two fields at Community Park and Ost field. In response to questions, Supt. E. Tynczuk said that all electric will be replaced and the project includes a 25-year warranty on all LED lighting. The motion was approved by a voice call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the approval of Administrative Policy Manual Sections 2.14.1 - 2.14.19. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners approve Section 2.14.1 through 2.14.19 of the Administrative Policy and Procedure Manual as presented. The motion was approved by a roll call vote as follows:

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

Motion carried.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark congratulated the entire Communications and Marketing Division on hosting the annual Chamber event at Palatine Hills Golf Course this month, good job on the event with great cross marketing opportunities. Regarding Harper updates on security camera locations, Clark mentioned his meeting with Dr. Ender and his tour of the new building; the new facility at Harper College is a busy place and the pool looked great. Concerning Commissioner Cozza's key fob inquiry of mandatory use at Harper College, staff responded that this process will become habit as folk's check-in at the facility; fobs monitor the activity of who is entering the building and respectively their access point of entry. This process of facility check-in is a standard procedure at Falcon Park Recreation Center. The District is set for state accreditation review and the date of Thursday, October 4 is confirmed for the evaluation team; staff is working on the final punch list. IT Manager Dan Mangum has been wonderful with setting up the viewing process via laptops for each team member with access to the Park District's State Accreditation site to view the entire content of evidence for each standard. This process is very impressive; and again, immense compliments to IT Manager Mangum! Director Clark also thanked departmental staff involved throughout the process too with special acknowledgment to the internal team: Feid, Ludolph and C. Tynczuk. Invitations will be going out to the entire Park Board and involved staff to attend the IAPD's The Best of the Best Gala Awards to receive several honors: President Gould's 25-year anniversary as Park Commissioner; Best Green Practices; and Partnership with POC. Another thank you goes out to Supt. Williams on his collaboration efforts with the 2 baseball/softball associations of Palatine Park District which is now one organization, this has been a long-term goal and now it is official. Also, staff may investigate fostering relationships with other outside travel teams; it may be worth concerning.

Commissioners' Comments

Commissioner Cozza commented on a great PALs meeting and highlighted that the redevelopment process

is evolving; Commissioner Cozza added that the volunteer positions are important for the Park District and affiliate organizations.

Regarding future agenda matters, President Gould noted that no items were proposed.

Executive Session

President Gould 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 Executive Session; Section 2(c)(5) Open Meetings Act for discussion of the acquisition or lease of real property for the use of the District; Commissioner Cozza supported the motion. The result of the roll call vote follows:

AYE: Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: Jennifer Rogers, Nicholas Sawyer

Motion carried at 7:46 p.m.

Return to Open Session

Commissioner Cozza moved to come out of closed session and resume 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: Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: Jennifer Rogers, Nicholas Sawyer

Motion carried.

Action on Matters Considered in Closed Session

President Gould said the Board of Park Commissioners met in closed session to discuss Section 2(c)(5) Open Meetings Act for discussion of real property for the use of the District, President Gould said that there is no action at this time.

Adjournment

There being no further business to come before the Board on this date, Commissioner Cozza moved that the regular meeting be adjourned. Commissioner Ruff seconded the motion which was unanimously approved by a voice vote.

AYE: Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: Jennifer Rogers, Nicholas Sawyer

Motion carried at 8:00 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Trish Feid
Secretary

Approved:

Susan Gould
President

Next scheduled Park Board meetings:

- September 11, 2018
- October 9, 2018 5:30 p.m. - Special meeting
prior to 7:00 p.m. Regular meeting
- October 23, 2018
- November 13, 2018
- November 27, 2018
- December 11, 2018