



Minutes of a Regular Meeting
Board of Park Commissioners of Palatine Park District held
at the Village of Palatine
Community Center Building in Community Room B
200 East Wood Street in Palatine
Tuesday, February 12, 2019 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

John Cozza, Vice President
Terry Ruff, Treasurer
Jennifer Rogers
Nicholas Sawyer

Commissioner Absent

Susan Gould, President

Staff Present

Michael Clark, Executive Director
Ed Tynczuk, Supt. of Parks & Planning
Steve Nagle, Supt. of Facilities
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 (HR)
Joan Scovic, Communications & Marketing Manager
Brad Helms, Golf Course Supt.
Dan Hotchkin, Golf Operations Manager & Head Professional
Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests Present

Joe Petricca, PHGA

Public Hearing

Vice President Cozza opened the Public Hearing for the 2019 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 #19-02, 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, 2019 and ending December 31, 2019. Notice of Availability of Proposed Annual Budget for 2019 was published in the Daily Herald on Thursday, January 11, 2019; and, notification of the public hearing was published in the Daily Herald on Friday, February 1, 2019. The public hearing was declared open and the floor was open to questions or comments from the Board; no questions or comments were presented. Vice 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. In response for a motion to officially declare the public hearing closed, Commissioner Rogers moved and Commissioner Ruff seconded that the Board of Park Commissioners close the public hearing regarding the 2019 Budget and Appropriations Ordinance #19-02. The motion was approved by a roll call vote and Vice President Cozza closed the Public Hearing for the 2019 Budget and Appropriations Ordinance. The result to close the Public Hearing of the Palatine Park District follows:

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

Motion carried.

Approval of Agenda

Commissioner Rogers moved and Commissioner Ruff seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of February 12, 2019 was approved as presented.

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

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Rogers moved and Commissioner Ruff 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 January 22, 2019; Closed Session Meeting Minutes of January 22, 2019; and, Warrant #3 – including Expenses for Travel Expenses. The result of the roll call vote follows:

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

Motion carried.

Comments from the Audience

No comments were offered.

Departmental Reports

The Park Board reviewed the previously distributed District Services and Projects Department Report. Supt. C. Tynczuk said that staff is busy working on bid preparations for many projects; and, ready to proceed after tonight's approval of 2019 Budget and Appropriation Ordinance. Regarding Vice President Cozza's question of the steel retaining wall project, staff said that golf course staff has the project lead.

The Park Board reviewed the previously distributed Recreation Department Report. Asst. Supt. Danz mentioned that Aquatics programming at Harper continues to be successful with various swim lessons for infant through adult, all age groups. Vice President Cozza said that the recent catalog looks great! Communications and Marketing Manager Scovic asked the Park Board to let her know if you do not receive your catalog shortly, since they were expected to be delivered on Monday, February 11, 2019. Danz reported that Pickleball programming was canceled for Friday's play; Vice President Cozza inquired about Monday's status of Pickleball, Danz confirmed that Monday's play will stay.

The Park Board reviewed the previously distributed Golf Course Annual Report. The Park Board and staff welcomed Golf Supt. Helms and Golf Operations Manager & Head Professional Hotchkin to present the Golf Course Annual Report. With regards to presenting the Golf Course Annual Report, staff thanked the Park Board for their time. Regarding the rainy weather statistics reported throughout the golf season, Golf Operations Manager & Head Professional Hotchkin said that the record measures of significant rain fall had an affect on revenue due to relentless rain falls on typically busy days for golf play. Golf staff continues to be diligent by boosting other tee times and providing special prices during exclusive times. Hotchkin highlighted various events planned monthly for the Palatine Hills Golf Course's 50th anniversary; unfortunately, it rained every weekend during those scheduled event activities. Compliments to the Communications and Marketing Division for their help with the 50th anniversary party and other events. Staff also thanked the Park Commissioners for attending and being part of the special events including the time capsule ceremony; despite the rain the events were successful. In regard to future thoughts for the golf course, the short game area shows that revenue is up, the short game area attracts all users; and staff continues to grow programming. Hotchkin reviewed other ways that Palatine Hills expands awareness and potential usage, the clubhouse's winter rental schedule showed many parties booked along with various types of meetings scheduled. According to the golf course survey, 85% of the folks responded that they would recommend Palatine Hills Golf Course; Hotchkin gave special recognition to Asst. Golf Pro Klebosits; Golf Supt. Helms; Asst. Golf Course Supt. Sharp; and, the entire golf course staff. After the record-high precipitation numbers, Hotchkin added that the golf course is in good shape due to Helms and Sharp and their staff. Continuing with the annual report, Golf Supt. Helms added that the last 10 years were rough for staff to overcome due to the turf damage from the inclement weather; especially with the subsequent severe rain events, one after another. Helms proudly mentioned the great improvements at Palatine Hills and thanked the Park Board for their support. As Hotchkin mentioned, it was a very difficult year with the hot rainy season, like the golf season back in 1995. Staff members were able to have the first 14 holes preserved and in good condition. Flooding continued to create painstaking ongoing efforts to recover all the turf; staff is looking forward to the completion of Gewalt Hamilton's engineering drawing project. Another challenge for the golf course includes staffing shortages, it continues to be difficult to have an appropriate amount of available staff on hand. Some of the Capital Project successes mentioned involved the completion of the irrigation project; sod improvements; front entrance enhancements; and, pond dredging at hole 17. And, the seawall project which is in progress near holes 16 and 17. Once again, golf staff thanked the Park Board for their support; and, looks forward to better weather. In response to Commissioner Rogers' question, Helms said that the current weather affects should not be too bad on the greens; staff has acted on some ice areas; the snow blanket is good over the greens if there is oxygen, which staff continues to monitor. Commissioner Rogers' inquiry regarding part-time staff minimal wage, Helms said that the average starting rate of pay is \$12. Concerning the increase with minimal wage for camp employees, staff replied to Vice President Cozza that in awareness of the minimal wage increase, staff structure may change. In regard to the wage increase happening, Director Clark will have staff outline their camp staff hours worked. Responding to Vice President Cozza, Helms reviewed the past culvert project and the scenarios of the internal model, the 8 foot culvert under Smith Street has helped with the heavy storms, the course still floods but is less threatening and length of time that the water is on the turf, helps get water via the golf course then out on south end; the weir is designed to hold volume. Supt. Nagle gave thanks to the golf staff for their constant efforts; the Park Board thanked golf staff for the comprehensive report.

Vice President Cozza noted there were no other Departmental Reports. The Park Board thanked staff for the Department Reports and the Golf Course Annual Report.

New Business

The Board reviewed a previously distributed board summary pertaining to the Approval for Adoption of the Budget and Appropriation Ordinance #19-02. Commissioner Ruff moved and Commissioner Sawyer seconded that the Board of Park Commissioners adopt Ordinance #19-02 authorizing the fiscal 2019 Palatine Park District Budget and Appropriation Ordinance in the amounts of thirty-three million, five hundred ninety-three thousand, two hundred seventy-three (\$33,593,273) dollars and thirty-six million, nine hundred fifty-two thousand, six hundred (\$36,952,600) dollars respectively. The motion was approved by a roll call vote upon approval of the consent agenda; the result follows:

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

Motion approved.

The Board reviewed a previously distributed board summary for the approval of Award of Bid for 2019 Palatine Community Baseball Softball (PCBS) Uniforms. Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners award the lowest responsible bidder, Santo Sports Store of Chicago Ridge, in the amount not to exceed a base bid of \$6,001.08 for the fourteen types of teams for 2019 Palatine Community Baseball Softball Uniforms. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the Award of Bid for 2019 Palatine Community Baseball Softball (PCBS) Equipment. Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners award the lowest responsible bidder, Santo Sports Store of Chicago Ridge, in the amount not to exceed \$26,418.26 for the 2019 Palatine Community Baseball Softball Equipment. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the Approval of the final Engineering and Permitting Services for Palatine Trail Replacement of Two Bridges. Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners approve Christopher B. Burke Engineering TTD in Rosemont, Illinois in the amount not to exceed \$47,300 for final engineering and permitting services to remove and replace two bridges on Palatine Trail west of Hicks Road. Vice President Cozza inquired on bridge standards used for determining cost and expressed concerns of over-engineering the project; staff responded that costs were in range with standard specifications regarding

the steel bridge design. Thoughts to ask other park districts for cost information on bridge projects when they used another company besides Burke Engineering; and, being compliant with the law. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the Approval of Lease Agreement with Weber-Stephen Products LLC. Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners approve the lease with Weber-Stephen Products LLC allowing the continued use of the subject property by the Palatine Park District for the Palatine Trail. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the Approval of Professional Services Contract for Hamilton Service Building Expansion Project. Commissioner Rogers moved and Commissioner Sawyer seconded that the Park Board of Commissioners approve DLA Architects of Itasca, Illinois, in the amount not to exceed \$146,743 to provide architectural construction documents and permitting for the budgeted Hamilton Service Building Expansion Project. In response to Commissioner Rogers' question, Supt. Tynczuk said that the project will be out to bid in June; and, start construction after Labor Day. Concerning Vice President Cozza's inquiry, staff said that there will be heat in the facility; garage areas for park district and for the affiliates; bathrooms will be heated for patron and staff usage; thoughts for concessions with warming area in the future. Asst. Supt. Holder is meeting with the Village to review the plans. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the Award of Bid for Community Center Basketball Standards Replacement. Commissioner Rogers moved and Commissioner Sawyer seconded that the Board of Park Commissioners approve and enter into a contract with Haldeman-Homme, Inc. of Lombard, IL in the amount of \$63,600 for the removal of existing and furnishing and installation of six new Porter basketball standards and goals. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the Adoption of 2019 Agency Work Plan. Commissioner Rogers moved and Commissioner Sawyer seconded that the Board of Park Commissioners adopt the 2019 Agency Work Plan as presented. Director Clark said that this is the result of the Leadership Team and support staff executing the District Work Plan; and, highlighted many of the goals. Vice President Cozza said this looks like another aggressive year for the District, there are many projects and goals in the plan. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the Approval of Proposed Affiliate, Parent and Special Interest Groups Platform. Commissioner Rogers moved and Commissioner Sawyer seconded that the Board of Park Commissioners adopt the Affiliate, Parent and Special Interest Group Program as presented and direct staff to introduce the adopted program to interested groups accordingly. Discussion ensued regarding the various levels of classifications and groups; criteria and the process of applications; flexibility to change group designation; process of platform education/awareness to all user groups of the District; improved financial control and special group identity. Also mentioned and debated was concern of potential burden on District staff; insurance option; and, cross benefits. Director Clark highlighted that this program helps groups with more of a legal structure; insurance opportunity; banking and financial organization; District's liaison to assist; and to streamline the time and efforts that the groups spend year-round. The motion was approved by a roll call vote as follows:

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

Motion carried.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark reported that the RFP for Meadowlark Park development has been distributed, once the vendor is secured, they will start facilitating the process leading to the culmination of feedback and input from the community, Park Board and staff. Clark also reminded the group of the upcoming Legislative Breakfast at Schaumburg Golf Club and Palatine Township Senior Center Council's annual gala. Since we have NWSRA Executive Director, Tracey Crawford, alternating years to present at the Park Board meeting, Director Clark referred to his EDR Report's attachments from NWSRA with their annual information. Another attached item which Clark highlighted was the year-end District's employee benefit totals; regarding the 2018 benefit report, Director Clark added it will be interesting to see 2019 totals. Lastly, Clark mentioned another retirement party, Tom Landeck's celebration will be on Friday, February 22 at Tap House in Palatine.

Commissioners' Comments

Commissioner Ruff thanked Asst. Supt. Ludolph with a few early morning calls regarding staff needs; also thank you to Asst. Supt. Holder and crew with securing the gas leak situation.

Commissioner Cozza said that the annual volunteer recognition event was great! Director Clark said that in regard to next year's planning, notes were added for the Park Foundation Board to be recognized during introductions; and to provide face-time concerning the Foundation's scholarship program, educating the volunteer groups on great opportunities. Regarding the program for next year's event, Commissioner Ruff asked if we can control the program's line-up of information, perhaps streamlining some areas. Director Clark said that staff took note of Commissioner Ruff's suggestion.

Commissioner Sawyer agreed that the volunteer event was wonderful.

Vice President Cozza asked for future agenda items, no topics were presented.

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.

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

Motion carried at 8:37 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

John Cozza
Vice President

Next scheduled Park Board meetings:

February 26, 2019
March 12, 2019
April 9, 2019
May 14, 2019
June 11, 2019
July 9, 2019

March 26, 2019
April 23, 2019
May 28, 2019
June 25, 2019
July 23, 2019