



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, May 14, 2019 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

Susan Gould, President
John Cozza, Vice President
Nicholas Sawyer

Terry Ruff, Treasurer
Jennifer Rogers

Staff Present

Michael Clark, Executive Director
Ed Tynczuk, Supt. of Parks and Planning
Steve Nagle, Supt. of Facilities
Cheryl Tynczuk, Supt. of District Services & Projects
Zaida Torres, Supt. of Finance
Donelda Danz, 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)
Trish Feid, Park Board Secretary/Executive Asst.

Approval of Agenda

Commissioner Sawyer moved and Commissioner Cozza seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of May 14, 2019 was approved as presented.

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

Motion carried.

Certification of Election Results; Approval of Resolution #19-07

The Park Board reviewed the previously distributed documents regarding the Certification of Election Results; Resolution #19-07. Commissioner Rogers moved and Commissioner Cozza seconded that the Park Board of Commissioners adopt Resolution #19-07 declaring Susan Gould and Terry Ruff duly elected as Commissioners of Palatine Park District with said terms commencing at today's annual meeting of May 14, 2019 and expiring at the annual meeting in May of 2025. The Cook County Clerk's Official Certificate of Results including the detailed precinct information from the April 2, 2019 Consolidated Election were provided to the Park Board. The result of the roll call vote follows:

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

Motion carried.

Administration of Oath of Office; Susan Gould and Terry Ruff

Administering the Oath of Office, Secretary Feid swore in Susan Gould and Terry Ruff as Commissioners of Palatine Park District Board of Park Commissioners for the term of 2019-2025. Along with the Park Board and staff, Secretary Feid congratulated Commissioners Gould and Ruff on their re-election victory and look forward to another 6-year term serving on the Park Board.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Sawyer 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 April 23, 2019; and, Warrant #9 – including Expenses for Travel Expenses. The result of the roll call vote follows:

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

Motion carried.

Visitors and Citizens Present

No citizens in attendance.

New Business

The Park Board began the annual election process, nominations for the position of President for the 2019-2020 year were offered. Commissioner Rogers nominated Commissioner Cozza for the position of Board President. There being no further nominations, Commissioner Rogers moved and Commissioner Ruff seconded that the nominations for Park Board President be closed; by a voice vote the motion was unanimously approved. Commissioner Rogers moved and Commissioner Ruff seconded to elect Commissioner Cozza for the office of Park Board President. Upon the requested roll call vote approving Commissioner Cozza for the office of Park Board President on behalf of the 2019-2020 year, the result follows:

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

Motion passed. The Park Board and staff thanked Commissioner Gould for serving as President; Commissioner Gould received many compliments for doing a great job during the busy term. Commissioner Gould gave the meeting over to President Cozza.

President Cozza asked to receive nominations for the position of Vice President for the 2019-2020 year. Commissioner Roger nominated Commissioner Ruff for the position of Vice President. There being no further nominations offered, Commissioner Rogers moved and Commissioner Gould seconded that nominations be closed; by a voice vote the motion was unanimously approved. Commissioner Rogers moved that Commissioner Ruff serve as Park Board Vice President for the 2019-2020 year; Commissioner Gould seconded the motion. The motion was approved as follows:

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

ABSENT: None

Motion passed.

Commissioner Gould moved that the appointment of Commissioner Rogers for Park Board Treasurer for the 2019-2020 year be approved. Commissioner Sawyer seconded the motion. By a voice vote, the motion was approved as follows:

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

Motion passed.

Commissioner Gould moved that the appointment of Trish Feid for Board Secretary for the 2019-2020 year be approved. Commissioner Rogers seconded the motion. By a voice vote, the motion was approved as follows:

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

Motion passed.

President Cozza submitted for Board approval the following appointments for the period of May 28, 2019 through May 12, 2020: Mike Clark: Executive Director, Secretary Pro Tem, Representative to the Northwest Special Recreation Association, alternate Representative to the Metro Risk Management Agency and Park Foundation Liaison, and; Zaida Torres: Representative to the Metro Risk Management Agency, and; Joan Scovic: Liaison to the Greater Palatine Chamber of Commerce and Industry, and; President Cozza: Liaison to PALS (Palatine Affiliate Leaders) and Liaison to Employee Health Insurance Committee, and; Mike Clark and Trish Feid appointments as Open Meetings Act (OMA) officers, and; Mike Clark and Trish Feid appointments as Freedom of Information Act (FOIA) officers, and; Zaida Torres appointment of Compliance Office of drafting and updating of disclosures as they relate to bond issuance; and, Donelda Danz and Ed Tynczuk appointments as ADA Representatives. Commissioner Gould moved to approve President Cozza's appointments; Commissioner Sawyer seconded. The motion was unanimously approved by a voice vote as follows:

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

Motion passed and all those present agreed to serve.

President Cozza said that with the agreement of the Park Board to approve the proposed meetings of the Board of Park Commissioner of the Palatine Park District for 2019-2020; declaring that regular meetings of the Board will be conducted at the Village of Palatine Community Center Building in Room B at 200 East Wood Street in Palatine, Illinois on the second Tuesday and fourth Tuesday of each month, beginning at 7:00 p.m., except for the months of September and December which will have one

meeting. Commissioner Gould moved and Commissioner Rogers seconded the motion, which was unanimously approved by a voice vote as follows:

AYES: Susan Gould, Nicholas Sawyer, Jennifer Rogers, Terry Ruff, John Cozza
NAYS: None
ABSENT: None

Motion passed.

The Board reviewed a previously distributed board summary for the Award of Bid regarding the 2019-2020 Janitorial Service. Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners award the 2019-2020 Janitorial Service contract to the lowest responsible bidder, Crystal Maintenance Services Corporation of Mount Prospect, Illinois and sign the contract in the amount of \$47,790 for the first year of janitorial service. The motion was approved by a roll call vote; the result follows:

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

Motion carried.

The Park Board reviewed a previously distributed board summary pertaining to the approval of the Skate Park equipment purchase and installation contract with Sourcewell. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners approve the lowest responsible bidder, American Ramp Company of Joplin, Missouri in the amount not to exceed \$225,771.81 for the purchase and installation of skate park modular equipment through Sourcewell Cooperative Purchasing Program, contract number 030777-ARC. The motion was approved by a roll call vote; the result follows:

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

Motion approved.

The Board reviewed a previously distributed board summary regarding ratification of the Village of Palatine's repayment for providing a six-inch water service line and a fire hydrant. Commissioner Gould moved and Commissioner Sawyer seconded that the Board of Park Commissioners will ratify the repayment to the Village of Palatine in an amount not to exceed \$52,800 for the installation of a six-inch water service line and fire hydrant for the Hamilton Service Garage Expansion Project. Staff mentioned that Smith Road will be closed Thursday for the installation. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the approval of Resolution #19-08 for the Intergovernmental Agreement with Community Consolidated School District 15. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners approve Resolution #19-08; Intergovernmental Agreement with Community Consolidated School District 15 (CCSD15) and Palatine Park District. Director Clark thanked Asst. Supt. Holder for joining him at the cooperative meeting; updating of the IGA included explanation with mowing details. Clark briefed the Park Board on the trade-off with Salt Creek Park District regarding mowing cost in exchange for use of Winston Campus on Saturdays. Supt. Danz added that the IGA includes revisions to the Janitorial schedule, now confirming available janitorial staff on hand during our C.A.R.E. programming. Commissioner Rogers noted that the IGA will be in force until June 30, 2022. The motion was approved by a roll call vote as follows:

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

Motion carried.

Departmental Reports

The Park Board reviewed the previously distributed District Services and Projects Department Report. Supt. C. Tynczuk said that she has been covering the Volunteer Coordinator's duties while out on leave along with Asst. Supt. Cahill and things are going well. The document rotation process with the scanning service is going well; the site access should be open soon. Civic HR application project is underway; staff has a wish list of on boarding operations to have in place. This improvement will streamline onboarding processes including volunteer onboarding too. Park District Risk Manager Udany attended a risk training seminar in Texas and reports that it was a good training and a very useful conference.

The Park Board reviewed the previously distributed Recreation Department Report. Supt. Danz highlighted the successful annual Hound Egg event last month and thanked Commissioner Gould for her support as an event sponsor. Danz inquired about Park Board direction regarding the Musical Matinee event, which has been losing momentum over the past several years, staff has tried many different tactics to attract attendees. Discussion ensued, staff will investigate co-op programming options with neighboring community senior facilities; potential sponsorship support with event programming; new event title; and/or a different band. Staff will continue to work on other ideas to gain awareness since the folks in attendance commented that they enjoyed the band. Danz continued with her department report and stated that Day Camp sessions are almost full. The Pickleball programming is doing well, it was mentioned that folks are looking forward to play on Hamilton Park's new courts. Debate followed regarding rotation of pickleball play on the forthcoming new courts and concerns were voiced of pickleball courts being dominated by the Picklers. Director Clark noted that he is more concerned with residents getting their time to play when courts are not reserved and Picklers wanting to reserve courts 100% of available playing time. With concern of open court time being monopolized at Hamilton, it was stressed to make sure the new courts are not dominated by the Picklers' group and Clark reiterated the proposed courts are for public use as well. President Cozza interjected that Palatine Picklers are an open rotating group; they are very interactive with visiting groups; and, the Picklers take on training new players. Danz wanted to remind the Park Board that it is a busy weekend with the Mari-Rae Sopper Gymnastics Show at Community Center and the annual Casey Pohl Memorial Tournament at Hamilton

Park. Staff added that access to the Hamilton Park for the tournament will be no problem. In response to President Cozza's questions, Danz explained that the Windy City diving program, which is their own entity. This program is in addition to the Palatine Park District's Tiger Sharks since the Tiger Sharks does not have a diving team.

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

Executive Director's Report

The Park Board reviewed the previously distributed Executive Director's Report. Executive Director Clark highlighted that the Park District is near the end of the search for Asst. Supt. of Recreation, Clark and Asst. Supt. Cahill have been working on the hiring progress. Regarding the actions for Meadowlark Park Master Site planning, Clark gave thanks to Supt. Nagle who is doing a great job spearheading the project. Staff organized several public and staff input sessions for Meadowlark Park Master Site Planning, including the most recent forum last night where we had some residents providing feedback and comments; Hitchcock Design Group will be putting thoughts together. As of last Friday, the audit team completed their assessment/testing process onsite which kept Finance staff very busy. Clark reminded the Park Board of the upcoming Park Foundation spring fundraising event; Wine and Nine at the Hills, Palatine Hills Golf Course on Saturday, June 1 from 3:00 to 8:00 p.m. Director Clark gave special thanks to President Cozza and his company for being the fundraiser event's presenting sponsor. Director Clark briefed the Park Board on streamlining of the prevailing wage formality, the Park District is no longer required passing an Ordinance. Now to comply with the Act, we will reference and provide the link to Illinois Department of Labor's on the Park District website. Commissioner Gould said that her office is participating in the Stuff the Duffel drive and inquired on the drop-off date deadline for contributing to Stuff the Duffel, a community driven campaign via Facebook to collect needed items for child in foster care. Staff said that we are collecting until Monday, May 21. Clark added that through his networking he has heard they may be acquiring a warehouse to store the donations; the community response was overwhelming with support.

Commissioners' Comments

Regarding Commissioner Rogers' comments, Legislative Conference was observed as routine, an uneventful and insipid event. Commissioner Rogers gave thanks to Commissioner Gould on serving as Park Board President this past year.

Commissioner Ruff agreed with Commissioner Rogers that it was a great year and congratulations to outgoing President, Commissioner Gould. Commissioner Ruff and some of his family attend the Big Truck event, it was a great event and staff was very diligent.

Commissioner Gould reported on the great Egg Hound event, it was a lot of fun and well organized.

Regarding the recent Springfield visit, Commissioner Sawyer commented that there seems to be a lot of unknown development and they are not grasping change; Director Clark added there was mention of budget efforts.

President Cozza also thanked outgoing President Gould, it was a busy year with a lot going on. President Cozza is hoping for another good year.

President Cozza reported that no future agenda items were presented tonight.

Adjournment

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

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

Motion carried at 8:55 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

John (Jay) Cozza
President

Upcoming Park Board Meetings:

June 11, 2019
July 9, 2019
August 13, 2019
September 10, 2019
October 8, 2019
November 12, 2019
December 10, 2019

May 28, 2019
June 25, 2019
July 23, 2019
August 27, 2019
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October 22, 2019
November 26, 2019
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