



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, June 25, 2019 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

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

Staff Present

Michael Clark, Executive Director	Colleen Palmer, Asst. Supt. of Recreation
Ed Tynczuk, Supt. of Parks & Planning	Brad Helms, Golf Course Superintendent
Steve Nagle, Supt. of Facilities	Christine Hubka, Customer Service Manager
Cheryl Tynczuk, Supt. of District Services & Projects	Patrick Griffin, Aquatics Manager
Zaida Torres, Supt. of Finance	Keith Schmerer, Facilities Manager
Donelda Danz, Supt. of Recreation	Delaney Blauw, Asst. Facilities Manager
Tina Becke, Asst. Supt. of Finance	Tony Gallagher, Swim Team Coordinator
Jim Holder, Asst. Supt. of Parks & Planning	Michael Noens, Digital Marketing Coordinator
Joshua Ludolph, Asst. Supt. of Facilities	Trish Feid, Park Board Secretary/Executive Asst.
Pete Cahill, Asst. Supt. of District Services & Projects (HR)	

Visitors and Citizens

Emil Borre, Swim Team Parent Advisory Board President

Approval of Agenda

Commissioner Gould moved and Commissioner Rogers seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of June 25, 2019 was approved as presented.

AYE: Susan Gould, Nicholas Sawyer, Jennifer Rogers, 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. In response to Commissioner Rogers' inquiry on the audit delay and for the other questions asked regarding fees for

posting the lengthy Annual Statement of Receipts and Disbursement Report via publications due to not approving the District's Annual Audit by June 30, 2019, the entire list of disbursements along with the report will need to be published. Director Clark said that Mr. Berg of Sikich LLP, provided various reasons for the audit delay and an extension was filed. Clark added that we can use a local publication source that is less expensive to post the document. Commissioner Gould moved and Commissioner Rogers 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 June 11, 2019; Updated Appointments of ADA Officers; April Financial Statements; Annual Statement of Receipts and Disbursements (Treasurer's Report); Warrant #11 – omitted Employer portion of Payroll Expenses/Taxes; and, Warrant #12 - including Expenses for Travel Expenses. The result of the roll call vote follows:

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

Motion carried.

#### Visitors and Citizens Comments

No comments were presented.

#### Presentation

The Park Board welcomed Mr. Lewis of PMA Securities, LLC. Mr. Lewis provided the Park Board and staff with an informative PowerPoint presentation of District's debt overview, market update and the refunding opportunity for Palatine Park District with potential of using callable bonds. Mr. Lewis explained each chart. In today's market with historical low interest rates, Mr. Lewis added that it is a good time to borrow and to invest. Municipal bonds are tax exempt and viewed positive to rollover as Treasury index falls. Mr. Lewis reviewed the current District's bonds status and the different types of refunding possibilities for the District's callable bonds. The position of the District's callable bonds is determined when issued debt has opportunity with improving current rates to refinance and with approval of Park Board Ordinance when the "call" date for the bonds is within 90 days prior to their callable date. Mr. Lewis said that \$1,355,000 of 2011A bonds are callable on December 15, 2019 and the present interest rate is desirable for refinancing, there is an estimate of potentially \$30,000 of savings to the District. Mr. Lewis reviewed the projected timeline if the Park Board approves an ordinance at the July 23, 2019 Park Board Meeting. The Board and staff thanked Mr. Lewis for his presentation; President Cozza complimented the report.

Regarding the 2020 Fitness Membership Restructure presentation, the Park Board welcomed Facilities Manager Schmerer and Asst. Facilities Manager Blauw to the meeting. Staff said that currently the Fitness Center offers 24 different rates and explained the simplicity of offering 4 membership options and a few payment options with the restructure; and, staff noted that these proposed changes are aligned with industry standards. In February of 2019, staff provided the Fitness Center participants with a Member Survey, direction from feedback and thoughts received are part of the future restructure arrangement. Explanation of the proposed plan continued and discussion ensued. President Cozza inquired on the various percentages offered via discounted rates when additional members of the same household sign-up or the special student/senior rates; President Cozza suggested making it 10% for all categories of discounts to avoid confusion. Other items mentioned include the one-time enrollment fee; cancellations; monthly fees for placing a membership on hold; cost regarding a punch pass, daily pass, monthly and 12-month memberships; and, December's Open House to kickstart the new membership options for 2020 with staff onsite to answer questions and to explain the restructure. During the Open House, staff will be offering New Year's promotions and incentives. The Park Board thanked staff for

their presentation regarding Fitness Membership restructure.

#### Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. E. Tynczuk highlighted that this is his final report before the Park Board. Supt. E. Tynczuk will be retiring this Friday with 35 years of employment at the District. Continuing with the Department Report, E. Tynczuk said that the opening day of Hamilton Park's new pickleball courts was similar to a District's playground inaugural, many enthusiastic visitors hurried to check out and use the new courts; the parking lot was packed as well. Since the new interest at Hamilton Park's, Sycamore pickleball courts have been unoccupied; President Cozza added that the courts at Sycamore Park are great for the beginning level of pickleball play. Regarding the new Skate Park pad at Margreth Riemer Reservoir, E. Tynczuk said that it has been noticed; staff is waiting on the equipment which will be delivered in mid-August. There was a brief discussion on the removal of a few timber bollards at Hamilton Park which were replaced with boulders. Staff reminded the Park Commissioners of the 4th of July parade schedule on Saturday, July 6 and where to meet staff. E. Tynczuk noted that both the Park District and Commissioner Gould's floats for the parade are placemark consecutively in the lineup.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle highlighted that the Meadowlark Master Planning work continues and he will keep everyone informed as the draft is developed. Nagle gave praise to many Facilities' staff members regarding Cutting Hall's brief restoration project. The golf lessons at Palatine Hills Golf Course are doing well; the golf camp brings lots of kids and they are getting familiar with the golf course, it is great to see the golf course gathering interest. Falcon Park Recreation Center is busy with rental bookings, staff continues to secure many parties and the facility continues gaining a good reputation from the renters and visitors. In response to Commissioner Gould, Nagle said that we include the list of caterers with rental packet information along with various helpful information for the renters; it is a plan for staff to consider discount opportunities with food venues. Commissioner Ruff asked about Falcon Park Manager Wilhelm's idea regarding the outdoor patio addition to the facility with a firepit and other outdoor amenities to promote and welcome more rentals, which could generate revenue. Nagle said that the outdoor addition is on staffs' radar and there has been discussion with an architect and the fire department concerning outdoor fire pits. Commissioner Rogers inquired about noise level concerns with near-by neighbors, and President Cozza agreed that it would be a nice feature to add at Falcon Park. Staff agreed that the potential enhancement is a good concept; although, there are particulars to work through. Regarding the report, President Cozza added that he liked the play segment data in the golf course report; and it is good to see the bump up of participation with Stables lessons.

The Board reviewed the previously distributed Finance Department Report. Supt. Torres highlighted that staff remains busy with data entry as it is a busy season and employment numbers are increasing. Supt. Torres attended an interesting GFOA Conference and mentioned the session she attended regarding p-card usage. Torres along with staff has completed all submission requests for the audit; the audit was a challenge and staff is looking forward to 2019's audit process being easier. Asst. Supt. Becke arranged the scheduling to offer budget refresher classes and p-card training for staff, the budget training opportunity has been well received. During the recruitment process for the Accounts Payable Specialist position, Supt. Torres acknowledged Accountant Lyons and Asst. Supt. Becke with stepping in during the vacancy and fulfilling the p-card work and other account payable responsibilities; Asst. Supt. Becke has a good understanding of the p-card process. The hiring for Falcon Park's Customer Service Assistant Manager is underway with final interviews. Finance Department is glad to have Payroll Specialist Hankner back on duty. Regarding customer service data, Customer Service Manager Hubka joined the meeting. Referencing President Cozza's questions from the last Park Board Meeting, Hubka reviewed her prepared report and addressed the concerns of household data and membership data numbers

between the registration department versus facilities department breakdowns. In response to Commissioner Rogers' questions on scholarships awarded and if the District has a cap on contributions bestowed, Hubka said that there is a budgeted amount for scholarships; Asst. Supt. Becke noted that the District has reached 37% of the budgeted amount as of today's date. Regarding the Park Foundation Scholarship Program's new platform, Director Clark added that the idea is to get more affiliate support to help with awarded scholarships through the Park District. In response to President Cozza's inquiry, Asst. Becke said that we have 25,000 registered households. For the month of May, Customer Service Manager Hubka highlighted the addition of 30 new households registered from the northeast quadrant of Palatine, all 30 new families were able to receive scholarships. Hubka was pleased to report that the availability of scholarship opportunities for qualified residents is being communicated.

The Park Board reviewed the previous distributed Swim Team Annual Report. Aquatics Manager Griffin welcomed Mr. Emil Borre, President of the Palatine Swim Team Parent Advisory Board and Head Coach/Swim Team Coordinator Gallagher to the meeting to review the 2018 season. Swim Team Coordinator Gallagher highlighted a few of the report items; he thanked the Park Board for the continued support and expressed gratitude for the new pool at Harper. It has been a busy and exciting year for the program; the swim team (and parents) appreciated not driving to Streamwood for practices and they want to thank the Park Board. Swim Team Park Advisory Board President Borre gave special thanks to Aquatics Manager Griffin, Aquatics Coordinator DeMichael, Head Coach/Swim Team Coordinator Gallagher, Head Age Group Coach Thompson and the entire coaching staff; thanking them for everything that they do for the swim team program, we have an awesome coaching staff! Continuing with the report, Gallagher said that enrollment numbers have increased, now that the renovation process is complete, things are getting back to normal. The swim team parents love the pool at Harper and the steady practice schedule; they feel very fortunate. Other items reviewed included highlights and acknowledgments from the past year; swim meets; fundraising efforts; the program continues building positive relationships with District 211 and District 214 coaches and school representatives. In response to President Cozza's question regarding District 211, staff said that there are no other competitive swim team programs with high school students feeding into the local school districts. The Park Board thanked Mr. Borre and staff for presenting the Swim Team Annual Report.

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

#### New Business

The Board reviewed a previously distributed board summary pertaining to Adoption of Resolution #19-09 for Recognition of Ed Tynczuk. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners adopt Resolution #19-09 for recognition and appreciation of Ed Tynczuk. A resolution honoring Ed for his commitment and outstanding contribution to the Palatine Park District. President Cozza read the resolution; the Park Board and staff congratulated Supt. E. Tynczuk for his hard work and contribution to the Park District with his dedicated 35 years of 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 Board reviewed a previously distributed board summary pertaining to the Award of Bid for Palatine Hills Golf Course Irrigation Project Phase 4. Commissioner Gould moved and Commissioner Rogers

seconded that the Board of Park Commissioners approve, the lowest responsible bidder, Halloran and Yauch, Inc. of Lake Forest, Illinois and enter into a contract in the amount not to exceed \$128,600 for Phase 4 Irrigation Improvements. 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 Board reviewed a previously distributed board summary Approval; Disbursement of 2018 C.A.R.E. Funds Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners authorize payment of \$167,051.34 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 Palatine Park District. Under the terms of the agreement, Supt. Danz said that the Park District will be getting the allocated 25% of the balance. 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 Board reviewed a previously distributed board summary pertaining to ratification of Utility Commodity for District Gas and Electric Suppliers. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners approve the lowest responsible bidder, Direct Energy, PA, for the electric supplier and Interstate Gas Supply, OH, for the gas supplier for a 36 month contract in the amount not to exceed \$0.05769 per kilowatt hour and \$0.309 per therm for the electric and gas supply respectively. In response to Commissioner Rogers, Director Clark said that Asst. Supt. Holder did an outstanding job to act fast with locking in for the 3-year commitment for the District's gas and electric suppliers; Clark had to secure the contracts last weekend and then post ratification of this expense on tonight's agenda for Park Board approval. 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.

#### Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark congratulated Asst. Supt. Holder on his promotion to Superintendent of Parks and Planning as well as his actions to save the District money on securing utility contracts, he did a great job with negotiations. Clark highlighted that Community Center gymnasium is up and running with the new basketball standards; staff is hearing many compliments. The standards adjust with ease and they look great. Communications and Marketing Manager Scovic is working on the Annual Publication's theme and completing content articles; staff will confirm President Cozza's letter for the Annual Publication. Clark said that here are no updates to report regarding the Falcon Park windows project; staff will inform the Park Board when

information is received. Regarding Commissioner Rogers' questions concerning the window replacement project, staff said that according to our District's legal direction, we will have staff interact first with the contractor, then if necessary, our attorney will intervene. Director Clark asked for Park Commissioners' feedback on the level of reporting information incorporated into the monthly finance reports. With looking for thoughts and/or suggestions, Clark recommended after review and consideration of the report to let him know what the Park Commissioners feel is the satisfactory level of information and threshold that they would like to see in the monthly report.

#### Commissioners' Comments

Commissioner Ruff congratulated Supt. E. Tynczuk and Asst. Supt. Holder on the development progress at Hamilton Park and for their quick input to resolve issues or concerns when they arise.

Commissioner Rogers inquired on the Palatine Picklers Club, and Commissioner Rogers has concerns with the Club reserving and monopolizing the new courts; thoughts about communicating and posting the rules, protocol, structure of play time, etc. was discussed. Communications and Marketing staff provided various media alerts for the pickleball courts' opening, the awareness added to the successful opening day of the courts at Hamilton Park.

Commissioner Sawyer congratulated retiring Supt. Ed Tynczuk on his great accomplishments at the Park District over the last 35 years. Commissioner Sawyer then welcomed Jim Holder on his promotion as Supt. of Parks and Planning.

Commissioner Gould shared a charming story from her visiting grandson after he heard the lightening detector sound system alerting from her home; President Cozza added that it proves the system's alarms are good and working well.

Looking around the room, President Cozza wanted to congratulate all the new Superintendents and the Assistant Superintendent, many big changes and new faces joining us at our biweekly Park Board Meetings.

President Cozza asked for 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. With consensus of the Park Board, Commissioner Gould moved that the Board of Park Commissioners go into closed session for discussion of Executive Session; Section 2(c)(11) Open Meetings Act for discussion of pending, or probable and imminent litigation against, affecting or on behalf of the District; and 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 Ruff seconded. This was unanimously approved by a roll call vote. The result of which follows:

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

Motion passed at 8:31 p.m.

#### Return to Open Session

Commissioner Ruff moved to come out of closed session and resume to the regular meeting of the

Board of Park Commissioners; Commissioner Rogers seconded the motion which 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 carried at 8:56 p.m.

Action on Matters Considered in Closed Session

President Cozza said the Board of Park Commissioners met in closed session to discuss two items. Regarding discussion on pending litigation, President Cozza said that there is no action at this time. Regarding the second item of Executive Session 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 Ruff motioned and Commissioner Sawyer seconded that the Board of Park Commissioners approve Resolution #19-10; Determining the Confidentiality of Closed Sessions Minutes. The motion which was approved by a voice vote as follows:

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

Motion passed.

Regarding the previous reviewed and discussed Finance Department Report, the Park Board had a few questions about the audit; Director Clark briefly responded on the audit's progress.

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 Ruff 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 8:56 p.m.

Respectfully submitted,

Trish Feid  
Park Board Secretary

Attest:

Approved:

Trish Feid  
Secretary

John (Jay) Cozza  
President

2019 Park Board Meetings

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August 13, 2019  
September 10, 2019  
October 8, 2019  
November 12, 2019  
December 10, 2019

July 23, 2019  
August 27, 2019  
-  
October 22, 2019  
November 26, 2019