



## Minutes of a Regular Meeting

Board of Park Commissioners of the Palatine Park District  
at the Village of Palatine Community Center Building, in Community Room B  
200 East Wood Street in Palatine  
Tuesday, October 22, 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  
Steve Nagle, Supt. of Facilities  
Cheryl Tynczuk, Supt. of District Services & Projects  
Zaida Torres, Supt. of Finance  
Jim Holder, Supt. of Parks & Planning  
Tina Becke, Asst. Supt. of Finance

Joshua Ludolph, Asst. Supt. of Facilities  
Pete Cahill, Asst. Supt. of District Services & Projects (HR)  
Colleen Palmer, Asst. Supt. of Recreation  
Glenn Hussey, Asst. Supt. of Parks & Planning  
Trish Feid, Park Board Secretary/Executive Asst.

### Visitors and Citizens

Courtney Kulig, Jaycees

Danielle Green, Jaycees

### Approval of Agenda

Commissioner Ruff moved and Commissioner Sawyer seconded that the agenda be approved. By a voice vote, the agenda for the regular meeting of October 22, 2019 was approved.

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. Commissioner Ruff 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: Regular Meeting Minutes of October 8, 2019; Closed Session Meeting Minutes of October 8, 2019; 2020 IAPD Annual Meeting Delegate/Alternates Credentials Certificate; Rejection of Bids for Falcon Park Detached Storage Garage Project #19-04F; Rejection of Bids for Palatine Stables Hay Shed Project; and, Warrant #20 - 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.

### Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Supt.

Holder provided updates on many items including the bike trail extension along Roselle Road at Harper College, a collaborative project with Village of Palatine; the Dog Park expansion will include a new separate area for smaller dogs and installation of another shelter; and, the Palatine Trail bridge replacement construction is moving to a 2020 start date due to IDNR paperwork backup. Holder also reviewed progress on various paving projects and reported that the Hamilton Service Building expansion is moving along. In response to President Cozza's question on the Park District closing off a section of the bike trail after the completion of a recent neighboring commercial construction project, staff responded that the Park District was not aware of the alteration. The Park district was not included in discussion of Palatine trails' reconfiguring, which is different from the original trail plan illustrated within the (recorded with Cook County) Intergovernmental Agreement. The 200-foot section of Palatine Bike Trail at the corner of Roselle and Algonquin Roads was changed without Palatine Park District's acknowledgement or awareness, this section will remain closed until further discussion and resolution. Park District's representative from Metro Risk Management Association (MRMA) directed the Park District to keep it closed since it is a safety hazard and that section would not be insured. Director Clark said that he is planning to coordinate a meeting with the Village of Palatine, IDOT and the Park District regarding the bike trail safety issue; Clark will keep the Park Board informed on progress. Regarding the new Service Building Garage at Hamilton, Commissioner Gould asked if we could put a sign-up at the project site for awareness of the new amenity; Commissioner Gould has received many inquiries and questions on the development plans.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle highlighted a new upcoming program, ICompete's Pirate Program. The Pirate's Program is for about 40 future Pirates (Palatine High School) to educate future students on many opportunities available for them; the program is a great collaboration of support from community members. On November 9, 2019 at Falcon Park, the Chamber will host their Business Expo event. The Customer Service Committee is finishing up the week with many activities each day for staff at all facilities as part of our internal customer service initiatives. Tomorrow at Palatine Hills, the driving pad and access areas will be repaved; the window repair at Falcon Park Recreation Center on the upper track area had another inspection by DuraGard, the manufacture agent, and received warranty approval. Lastly, Nagle reported on the chilly cold day for Fall Fest at Palatine Stables; special thanks with the pre-event efforts by the Parks Department and Stables' staff; and to all staff members and volunteers who helped during the event.

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

#### New Business

The Park Board reviewed a previously distributed board summary for approval of Palatine Jaycees 2020 Hometown Fest Celebration Request. Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners approve the Palatine Jaycees use of Community Park and associated facilities for the 2020 Hometown Festival. Palatine Jaycees' committee leads, Ms. Courtney Kulig and Ms. Danielle Green, provided an overview of the proposed plans and highlighted the activities for each day of the Hometown Fest. In response to Executive Director Clark's inquiry, Supt. Holder said the 4<sup>th</sup> of July fest event went very smooth this year and the Jaycees were easy to work with during the planning and throughout the entire event; both parties agreed that communications and expectations were great. The Park Board and staff thanked Ms. Kulig and Ms. Green for their time and dedication to the community. The motion was approved and the result follows:

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

Motion accepted.

The Board reviewed a previously distributed board summary pertaining to the approval of 2020 Merit Pool Recommendation. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners approve the 2020 Merit Pool for full-time staff in the amount of 3%. In consideration for next year, Commissioner Ruff commented to be mindful of the approaching higher minimum wage costs to the District; and, thoughts for awareness of people paying Cook County taxes who may not be receiving an annual 3% compensation increase. 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 approval of Resolution #19-14 Truth in Taxation. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Commissioners approve Resolution #19-14, a Resolution providing an estimate for the 2019 property tax levy. 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 approval of the proposed changes to Personnel Policy Manual, Sections 3.06.1 Holidays and 3.06.2 Personal Days. Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners approve removing Christmas Eve and New Year's Eve as designated Holidays and approve the addition of two Personnel Days for full time, benefitted employees. 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 approval of 2019 IMRF Repayment. Commissioner Ruff moved and Commissioner Sawyer seconded that the Board of Park Commissioners authorize the 2nd lump sum payment to IMRF in the amount of \$582,883.29, as the majority set forth in the 2019 Combined Budget and Appropriation Ordinance #19-02, which was approved on February 12, 2019. Prior to making such payment, a budget adjustment of \$58,930.29 will be required since the budgeted amount is always an estimate. This is because the updated IMRF Funding progress report is not available until after the end of current year. 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 reported that staff is in the final draft stages of the budget and as soon as possible staff plans to have the draft budget in front of the Park Board. Regarding the special meeting on Wednesday, October 30, 2019 to provide detailed summaries of the 2020 Operating Budget and Capital, Clark said that we will have a light dinner while we work through the sections of the proposed operations and capital plans. Clark said that Supt. Torres will provide the overview of operating budgets; then, Supt. Nagle and Supt. Holder will review capital plans and associated budgets. Then following the presentation, Director Clark will ask for consensus from the Park Board for public posting of the 2020 budget notice while having the ability to look over the draft before Board adoption on November 12, 2019. Director Clark mentioned the potential new hire for Marketing and Communications Manager. The discussion of Meadowlark Park concept plan proposal for site planning will be before the Park Board soon. Clark reminded everyone of the upcoming staff recognition parties. During this past week, Clark conducted a refresher/training for new Superintendents, Asst. Superintendents and Managers, the Performance Appraisal workshop was well received. Clark said that it has been 2 years since the last training, now with having new staff in place and many other interested staff who manage full-time employees, the training was useful. The Park Foundation fundraiser event is tomorrow night at the clubhouse; Dutch Schultz has done great with the event; and, Outreach Community Coordinator McNamara has been doing a great job working with the Foundation. Clark reminder the Park Commissioners to confirm their interest in attending State Conference in January so that we can make appropriate arrangements for registration.

### Commissioner Reports

After reading so many emails from some passionate people who want the culvert improvement concerning Palatine Hills Golf Course, Commissioner Sawyer said that he agrees with their comments and thoughts. Commissioner Sawyer expressed his support for the culvert improvement. *The Park Board had several public meetings discussing the proposed engineering statistics, rain event evaluations and the improvement costs along with Park District's data of operating expenses versus revenues from the impact of past flooding events on Palatine Hills Golf Course.*

Regarding a warrant item, Commissioner Ruff wanted to bring to staffs' attention his thoughts concerning wrist guards.

Commissioner Gould mentioned the fundraiser event on November 7, 2019. The Realtors Against Homelessness (R.A.H.) fundraiser event at Stonegate in Hoffman Estates, supports District 211 high school students in financial needs.

During Fall Fest at Palatine Stables, President Cozza and his family visited the Stables' barn and saw the horses; President Cozza said that he will be volunteering next year at this event. President Cozza remarked that Meadowlark Park is a beautiful place to host the Stables' event, especially in the fall season; although, it was very chilly and windy this year.

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

### Adjournment

There being no further business to come before the Park Board on this date, Commissioner Ruff moved that the regular meeting be adjourned. Commissioner Gould 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 7:36 p.m.

Respectfully submitted,

Trish Feid  
Park Board Secretary

Attest:

Approved:

Trish Feid  
Secretary

John (Jay) Cozza  
President

2019 Park Board Meetings

October 30, 2019 – 5:30 p.m. Special Meeting; Discussion of 2020 Operating and Capital Budget Plans

November 12, 2019

November 26, 2019

December 10, 2019 – 6:00 p.m. Clayson House visit /7:00 p.m. VOP Community Room B regular meeting