



Minutes of a Regular Meeting  
Board of Park Commissioners of Palatine Park District  
at the Village of Palatine  
Community Center Building in Community Room B  
200 East Wood Street in Palatine  
Tuesday, October 8, 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  
Donelda Danz, Supt. of Recreation  
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  
Brad Helms, Golf Course Supt.  
Dan Hotchkin, Golf Operations Manager/Head Professional  
Christine Hubka, Customer Service Manager  
Michael Noens, Digital Marketing Coordinator  
Trish Feid, Park Board Secretary/Executive Asst.

Visitors and Citizens

Don Matthews, Gewalt Hamilton Associates, Inc.  
Mike Bower, PHGA  
John Helpap, PHGA  
Bill Crowley, PHGA  
Joe Petricca, PHGA  
Jim Toth, PHGA

Bob Mathieson, PHGA  
Larry Niemczyk, PHGA  
Greg Brunks, PHGA  
Dan Stockwell, PHGA  
George Nassif, PHGA

Approval of Agenda

Commissioner Gould moved and Commissioner Sawyer seconded that the agenda be approved. By a voice vote, the agenda for the regular meeting of October 8, 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 Gould 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 September 10, 2019; Closed Session Meeting Minutes of September 10, 2019; July and August Financial Statements; Warrant #18 – including Expenses for Travel Expenses; and, Warrant #19 - 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.

New Business

Information only; no motion. The Board reviewed a previously distributed board summary for 2019 Trimester 2 Agency Work Plan Progress Reporting. Director Clark said that staff continues to provide trimester reports and maintains the check-in intervals to stay on target with department goals of the District. Clark said that he is pleased with the progress and efforts from staff.

The Board reviewed a previously distributed board summary pertaining to ratification of the 2020 Employee Health Insurance Renewal. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners approve the Insurance Committee recommendations as follows:

1. Accept Option IV (attachment included in the Board Packet), with an overall increase of 5.89% for medical and dental insurance;
2. Maintain employee contributions at the current percentages;
3. Maintain the Blue Cross Blue Shield (BCBS) HMO plan as is;
4. Change the United Health Care (UHC) PPO plan from a Health Reimbursement Arrangement (HRA) to a Health Savings Account (HSA) with deductibles as stated in Option IV;
5. Enter into an agreement with the UHC/Optum HSA Bank to be the HSA bank provider for the District;
6. For the 2020 plan year, fund the HSA's at 50% in the first pay period and 50% over the remaining 24 pay periods.

From direction of the Park Board, staff provided supporting documents concerning staff's recommendation and motion. Director Clark added that staff has made note to take into consideration the employee rates when working through the 2021 employee insurance renewal. In response to Commissioner Ruff regarding the survey insurance data, Clark said that the insurance committee used the GovHr Compensation Study's 9 factors for using comparable park districts' information. 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 the Adoption of the Park District Board and Foundation Board's Scholarship Policy. Commissioner Ruff moved and Commissioner Sawyer seconded that the Board of Park Commissioners adopt the Palatine Park District Board and Palatine Park Foundation Board's Scholarship Policy. President Cozza inquired if the affiliates and other organizations are aware of this new direction with the scholarship process, Clark said that it has been presented; and, the new procedure aligns with new affiliate/parent groups/user groups' platform to have each party involved. The new guidelines were developed to address the limited resources of the Park Foundation and to ensure that organizational partners of Park District share in the commitment of scholarships awarded; the Park Foundation did not want to be the sole source and their

funds are limited. Commissioner Rogers suggested to change the wording to include family/adults as well as youths who are financially challenged concerning scholarships for pool memberships, etc. President Cozza noted that individuals could volunteer or do community service to offset all or part of the minimum 20% of the registration fee process. President Cozza said that the wording regarding limiting to 80% of the Foundation's fund balance is not clear and, asked if the Foundation Board is considering setting an amount each year allocated for scholarships; and, President Cozza questioned staffs' process of executing approvals and then collecting scholarship funds via the organization; the Park Foundation and the Park District; the process is complicated but understands the premise. Director Clark reviewed the organizations that partner with Palatine Park District and their part with contributing to the requested and approved scholarships. With having the new policy already approved by all parties involved, Commissioner Gould added that the process of sharing the scholarship costs would be anticipated by each organization. Commissioner Ruff inquired if the affiliates and the other groups have a budgeted amount set for scholarships; Clark confirmed that they are aware of the new platform. After tonight's adoption, Clark said that official letters will be sent to each of the organizations that partners with the park district to formalize the new scholarship guidelines. 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 the previously distributed presentation for review and discussion of the Golf Course Flooding Loss Revenue and Cost Analysis Report. Director Clark said that staff has assembled the report with data from the last several years. Tonight's presentation should provide additional insight and justification for the culvert project. Supt. Nagle, Golf Supt. Helms and Golf Operations Manager/Head Professional Hotchkin has worked with Gewalt Hamilton Associates, Inc. (GHA) to provide the requested information regarding the proposed culvert improvement project; GHA provided many aerial photographs after the very recent 10-year rain event (4.75" of rainfall) showing the effects on the golf course; computer generated illustrations of the present condition of the rainwater system and then various visuals of the area with the proposed project improvements. Staff explained how Hamilton Reservoir works, the diagrams showed the restrictor (3 holes) at Hamilton which rainwater flows through; although, MWRD will not allow any rainwater intake to the reservoir; the reservoir is in holding stage for the 100-year rain events to assure neighboring homes will not flood. Commissioner Ruff asked how the golf course would look with the culvert improvements; staff explained improvements for 2-year; 10-year; 50-year and 100-year events and referred to corresponding illustrations. In response to Commissioner Gould, staff said that this is a significant improvement for the golf course, the most important thing is duration of rainwater saturation; continuing, Helms said that the trouble is from the amount of time that the rainwater remains on the course. Doubling the culvert's width will help and the course will experience less turf loss; the current condition of the culvert restricts the rainwater flow. Staff explained each PowerPoint slide in detail; the computer generator hydraulic illustrations provide great depictions on the effect of substantial rain events. Concerning other factors from the flooding on the course, staff said that it is an impact on players not coming back to Palatine Hills Golf Course. Hotchkin provided one of many examples with a visiting sizeable group of golfers, after 2 rainouts, they lost interest at PHGC for their traveling golf tournaments. Golf Operations Manager/Head Professional pulled the financial data concerning the return on the proposed investment which includes both the lost revenue of known rounds booked as well as potential revenue lost based on averaging of utilization rates of the tee sheets and related play segments. Revenue was calculated based on weekday and weekend rates including a contingency for discounted rounds. The data also reflects the extra costs the golf course experienced due to the staff repair time, equipment and material necessary to recover from

the inundation. In response to Commissioner Rogers, staff said that the culvert widening project would be the first phase in alleviating flooding problems, the estimated cost for this phase is \$980,000. Additional phases for the flooding solutions at Palatine Hills Golf Course would be around \$2,000,000, at least. Commissioner Sawyer asked if we know how many players we are losing if the cart path is not accessible; staff said that is another impact, golfers who have issues walking will not use PHGC when it has cart path only restrictions. In response to Commissioner Sawyer, staff said that rainwater from the north and west does affect the course. Staff also mentioned that according to MWRD with looking at new data concerning the flood study, probably more restrictions will be coming; Mr. Matthews of Gewalt Hamilton Associates, Inc. said that the State allows you to increase your culvert, the culvert is an artificial restriction. In response to questions, Mr. Matthews said that the project involves opening Smith Road, the project construction plan would be to close half of the road at a time so that Smith Road is still accessible for traffic. In response to Commissioner Rogers' inquiry, the source of flooding at Ashwood Park is from a different source. Consulting engineer Mr. Matthews replied to Commissioner Gould on the timeframe for the culvert project; Mr. Matthews said that plans can be confirmed within 2 to 3 months after approval, with completion of the project in a year from now. Commissioner Rogers said thank you for getting the information and asked Director Clark on the direction from here; Commissioner Rogers also inquired if staff wants a vote from Board at future meeting. Clark wanted to make sure all Board questions and concerns were appropriately covered so that the Park Board would have all the facts before making a decision. Regarding the upcoming 2020 budget, staff is prepared with having 2 options for the budget direction, Plan A with culvert improvement project costs; and, Plan B without the culvert improvement costs. Clark said that if going with Plan A, most new capital projects for 2020 would be deferred; and, some repair and replacement items, an estimate of 8-10 items, would need to be deferred. President Cozza asked if anyone in the audience would like to make a comment; Palatine Hills Golf Association (PHGA) President Mr. Mike Bower came before the Park Board to reiterate his thoughts on behalf of Palatine PHGA, which he presented at August 13, 2019 Park Board meeting during the discussion of the proposed project. The PHGA group is in complete support of the proposed culvert project. Many PHGA members attended tonight's meeting to show their patronage towards the improvement for the golf course. President Cozza summarized the facts presented and reiterated that this is a very difficult decision. The Park Board needs to digest and vote at a future meeting. President Cozza conveyed that the District does not have an unlimited amount of money from taxpayers. Continuing, President Cozza said that the 15-year payback plan from revenue gained, if numbers work out, it is forever; the golf course entity is forever. Commissioner Gould said it is important to protect our assets; Palatine Hills Golf Course is a beautiful facility and understands that it takes money to take care of our properties; although, \$980,000 is a lot of money. Commissioner Gould said that a long time ago the golf course made money; today, golf trends have changed. The Park Board thanked staff and Mr. Matthews for the presentation; also, the Park Board of Commissioners thanked the PHGA for taking time to attend the meeting.

The Board reviewed a previously distributed board summary for discussion of the Meadowlark Park Concept Plan. Director Clark said that Commissioner Rogers emailed him regarding new ideas for Meadowlark Park. Commissioner Rogers missed the Board meeting when discussion of the Meadowlark Park concept took place; afterwards, Commissioner Rogers talked with Supt. Nagle to review the concept conversation. Commissioner Rogers said that she called Commissioner Gould to see if she could view the site with her; it was helpful to walk around the beautiful parcel. To identify the new proposed amenities, Commissioner Rogers added color markings on the original concept plan, highlighting some of the new thoughts and ideas for the land. As with the original concept plan, the project can be broken-down and phased-in. The green and yellow markings indicate the playground and picnic shelter, which is close to the parking lot and able to be seen from Northwest Highway and the trainline. There is accessible from Doe Road by the path. The area where the playground was originally placed could be used for an adventure trail that could utilize the terrain change. Along with various ideas for mixed-use

trails throughout the rest of the park for walking paths, cross country skiing; safety town, an educational facility; etc. were some of the thoughts mentioned. To capture the beauty of the park and fill a need within the District, thoughts of renovating the existing building into a banquet type facility, which is shown in blue on the concept plan. The banquet facility could have glass doors that open onto a patio overlooking the park. The setting is beautiful with big trees and rolling hills. Commissioner Gould took pictures throughout the walk, the beautiful area reminded Commissioner Gould of Lake County's Independents Grove. Many other ideas were expressed for the proposed banquet hall including having a caterer kitchen; building use for park district programming; various and substantial rental opportunities; and provide Stables awareness. The proposed concept of a community garden, animals, etc. does not do justice to this beautiful piece of land. President Cozza said that we do lack having banquet space; President Cozza suggested that we could build a bigger shelter along with other ones; but have one shelter that is very substantial for hosting large rentals; we would still need bathrooms; though, this thought is cheaper than constructing a building. Clark looked for consensus on the Board's interest to have another workshop with Hitchcock Design Group to explore this option in more detail; then cost estimates.

#### Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. Tynczuk asked if there were any questions; Commissioners Gould liked the picture with the volunteers from the Lands Day event within the report. President Cozza asked about purpose for the Falcon Park Recreation Center's garage; staff said that the structure was planned to be constructed on the northside of the facility for holding seasonal items, etc. Unfortunately, this project and the Stables' hay shed project will not be happening; both projects received bids which were significantly over the expected budgeted amounts; staff will rebid next year. Staff plans to execute alternate A at northwest end of Palatine Stables, to be completed inhouse with landscape.

The Board reviewed the previously distributed Recreation Department Report. Supt. Danz said that the construction on the second dog park for smaller dogs will start soon, it will be great having 2 dog parks. Danz provided information on the closing of Harper College's gymnasium due to the floor remodeling project. On March 9, 2020 the gymnasium doors will close until August; for an estimate of 5 months. Also, starting this month, there will be some days where we are limited to 1 court section for programming. Director Clark said that he will talk with Dr. Proctor of Harper College since the Palatine Park District has an allocated area for program use.

The Board reviewed the previously distributed Finance Department Report. Supt. Torres said that the Finance Department has provided 2 reports for August and September statistics. Torres gave praise to all departments with budget preparations and process. Staff will confirm a separate budget meeting with the Park Board for budget consensus. Continuing with the department report, Torres has been working with Supt. Tynczuk on job descriptions; Asst. Supt. Becke is busy with purchase-card reconciling; Accountant Lyons is working hard on the warrant processing; and the RFP for the District's audit is ready soon to go out. Customer Service Manager Hubka presented the Registration/Customer Service section of the monthly reports; Hubka reported on many items including resident versus non-residents' household data; online registration statistics; many trainings for part time staff at all 3 facilities; and, success with staff being cross trained working registration and facility attendant needs under 1 office. Hubka highlighted C.A.R.E Assoc/Scholarship Coord/CPR Orr working with Falcon Park Family and Youth Program Specialist Lara in successfully getting the message out to families within the northeast quadrant for scholarship needs, the meetings at POC was helpful for parents and Orr was able to work with them on what is needed with the scholarship application process. Hubka said that the revived gift card program is successful and gift card sales are up from last by 152% in gift card sales; Hubka gave thanks to Supt. Torres and former employee Eve Widmaier on the guidance and support with understanding

and processing the budget. Supt. Nagle complimented Manager Hubka on her work on customer service week.

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

#### Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark highlighted many administration items. Clark is happy to report the good news with bond issue refunding transaction saving the Park District more money than originally anticipated; the year-end number for the annual maintenance for Building M at Harper College is almost half of what was budgeted for; and, the OSLAD grant is underway. Clark gave thanks for the opportunity to attend National Conference in Baltimore. Clark noted the save the date events and reminded everyone to mark their calendars. Commissioner Gould mentioned another event, the November 7, 2019 Relators Against Homelessness (R.A.H.) fundraiser event at Stonegate in Hoffman Estates; support to attend is appreciated.

#### Commissioner Reports

Commissioner Sawyer thanked golf staff on the excellent presentation tonight; Commissioner Sawyer reiterated that the culvert improvement is something we need.

Commissioner Gould provided information on the annual R.A.H. fundraiser event during Director Clark's report.

Commissioner Rogers was glad to report that she was able to get home from Baltimore's NRPA conference; the severe weather stranded many travelers. The conference had a couple of interesting sessions including good news for the competitive video games' growing industry; staff added that we have booked rentals at Falcon Park and Community Center for video games tournaments; and, staff is hoping to pair up with Rolling Meadow Park District on attracting more tournaments. Another popular trend is adult recess time with adult size playgrounds; and, discussion concerning that the golf industry continues to be trending down with climate change, time constraints and costs contribute to the declining of golf interests.

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 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 property for use of the District; Commissioner Sawyer 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 8:56 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 9:33 p.m.

Action on Matters Considered in Closed Session

President Cozza said the Board of Park Commissioners met in closed session to discuss Section 2(c)(5) Open Meetings Act for discussion of the acquisition or lease of real property for the use of the District; conversation only, no action.

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 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 9:34 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 - SPECIAL MEETING FOR CAPITAL/2020 BUDGET Wednesday at 5:30PM

November 12, 2019  
December 10, 2019

November 26, 2019