



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, January 14, 2020 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  
Susan Gould

Commissioners Absent:

Nicholas Sawyer

Staff Present

Michael Clark, Executive Director  
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

Pete Cahill, Asst. Supt. of District Services & Projects (HR)  
Colleen Palmer, Asst. Supt. of Recreation  
Glenn Hussey, Asst. Supt. of Parks & Planning  
Christine Hubka, Customer Service Manager  
Brittani Sotzen, Communications & Marketing Manager  
Trish Feid, Park Board Secretary/Executive Asst.

Public Hearing

President Cozza opened the Public Hearing for the 2019 Supplemental Budget and Appropriations Ordinance #19-10. President Cozza 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 #19-10, 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. The Board gave consensus for the Proposed Supplemental 2019 Budget on December 10, 2019 and then the Budget was available to the public. Notification of the public hearing was published in the Daily Herald on Saturday, December 14, 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. 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 Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners close the public hearing regarding the 2019 Supplemental Budget and Appropriations Ordinance #19-10. The motion was approved by a voice vote and President Cozza closed the Public Hearing for the 2019 Supplemental Budget and Appropriations Ordinance. The result of the vote follows:

AYE: Susan Gould, Jennifer Rogers, Terry Ruff, John Cozza

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

Approval of Agenda

Commissioner Ruff moved and Commissioner Gould seconded that the agenda be approved. By a voice vote, the agenda for the regular meeting of January 14, 2020 was approved.

AYE: Susan Gould, Jennifer Rogers, Terry Ruff, John Cozza

NAY: None

ABSENT: Nicholas Sawyer

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 on the consent agenda were approved: Regular Meeting Minutes of December 10, 2019; Resolution #20-01 for recognition of Tom Dionne; the ratification of Warrant #24 - including Expenses for Travel Expenses; and, Warrant #1 - including Expenses for Travel Expenses. The result of the roll call vote follows:

AYE: Susan Gould, Jennifer Rogers, Terry Ruff, John Cozza

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

### Visitors and Citizens Comments

No comments were presented.

### Presentation

The Park Board watched a special video publicizing the Palatine Park District Gymnastics Program. The intent of the video was for more awareness of the gymnastics program and to promote participation. With no additional costs to the District, Digital Marketing Coordinator Noens and Community Outreach Coordinator McNamara created the video which has been shown via Facebook with over 6,000 views and numerous accounts of sharing the video's posting. Communications and Marketing Manager Sotzen complimented the efforts of Communications and Marketing staff members Noens and McNamara with creating video. They captured genuine interviews with Gymnastics Coordinator Dunne, various gymnastics coaching instructors, and one of the parents, along with great cross connection of team and house programming, competitions and events footage, the result of the 6-minute video reflected the program in a remarkable way! Sotzen added that staffs' "in-house" production started 6-months ago, prior to the start of her tenure at the Palatine Park District. Sotzen added that in the future there will be more videos to come showcasing other areas of the District. In response to a question, Sotzen said that McNamara has his license for taking drone pictures, which added to the video's special effects. The Park Board complimented staff and added that it is a great video which they enjoyed watching.

### Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Reporting on the overview of 2019, Supt. Tynczuk highlighted a few items with closing out the year and that the department is gearing up for 2020.

The Board reviewed the previously distributed Recreation Department Report. Supt. Danz highlighted the popular Polar Express events; both sessions sold out within minutes. Santa was awesome with the kids and it was a treat to have him ride on the train with the families. Danz acknowledged Recreation and Fitness Program Coordinator Shariatzadeh and Supt. Tynczuk for their efforts with submitting the Exceptional Workplace Award Renewed application and Danz is happy to report that the Park District won the award. Staff is interviewing for the Cultural Arts position. President Cozza reminded staff to be careful of what goes into the newspapers; staff appreciated the comment and will continue to watch for it.

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

### New Business

The Board reviewed a previously distributed board summary pertaining to the Approval of Adoption of

the 2019 Supplemental Budget and Appropriation Ordinance #19-10. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners adopt Ordinance #19-10 authorizing the fiscal 2019 Palatine Park District Budget and Appropriation Amendment Ordinance in the amounts of thirty-four million, two hundred eighty-eight thousand, three hundred fourteen (\$34,288,314) dollars and thirty-seven million, seven hundred seventeen thousand, one hundred forty-six (\$37,717,146) dollars respectively. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the approval of Professional Services Contracts for the 2020 Asphalt and Pavement Improvement Projects. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners approve Gewalt Hamilton Associates Inc. of Vernon Hills, Illinois, in the amount not to exceed \$110,150, to provide construction documents, permitting and construction administration for the budgeted 2020 Asphalt and Pavement Improvement Projects. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the Award of Bid for 2020 Palatine Community Baseball Softball (PCBS) Uniforms. Commissioner Gould 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 \$8,873.60 for the fourteen types of teams for 2020 Palatine Community Baseball Softball Uniforms and Coaches Shirts. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the Approval of the Adoption of the Succession and Reorganizational Plan 2.0. Commissioner Ruff moved and Commissioner Gould seconded that the Park Board of Commissioners adopt the District's Succession and Reorganizational Plan 2.0 as presented. The motion was approved by a roll call vote; the result follows:

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

#### Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Executive Director Clark said that the Leadership Team has a plan on those busy days with many staff out of the office due to the annual

State Conference in Chicago. Regarding the new step with the IDNR's trail grant paperwork processing, Clark gave a special thank you to Finance staff with quickly issuing a check which needed to be included with the application documents. Volunteer Coordinator DePue and many Communications and Marketing staff have been busy getting ready for the annual Volunteer of the Year Banquet scheduled for Saturday, February 1, 2020 at the Cotillion. Clark informed the Park Board that Supt. Nagle sent out an email this week that included a Meadowlark Park survey to provide the design team additional input for the workshop on Tuesday, January 28, 2020; please complete the survey when you can. It is a big year for Palatine Township Senior Citizens Council with celebrating their 20<sup>th</sup> year of the Caring Hearts Gala, please check your calendars and let us know your plans for the Saturday, February 15 gala. Clark reviewed last week's meeting with IDOT and the Village regarding the path situation, the correction to widen the path will be at no cost to the Park District. Hamilton Service Garage is going well; Asst. Supt. Hussey reported on the scheduled fire inspection for this week. Commissioner Gould inquired about the renovated building's landscaping and a signage; Hussey said that it is in the works with parks staff. Clark highlighted that Falcon Park turned 10 years old this month! Congratulations and best wishes to retiring parks staff Tom Dionne; last week there was a nice celebration for Tom and tonight we honored Tom's service with a special recognition, Resolution #20-01 for his 32 years at Palatine Park District.

#### Commissioner Reports

Commissioner Ruff wished everyone a Happy New year.

Commissioner Gould mentioned her neighborhoods' street permit parking issue since the Village will no longer allow permit parking on any streets in Palatine. Commissioner Gould also wished everyone a Happy New Year.

Regarding Commissioner Rogers' new recreation and fitness building at Arlington Heights Park District, everyone extended congratulations on the successful opening. Commissioner Rogers offered to show tours of ARC (Arlington Ridge Center) to anyone interested.

President Cozza also wished everyone a Happy New year and thanked staff for a good holiday party.

Regarding a future agenda item, President Cozza said that 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, Jennifer Rogers, Terry Ruff, John Cozza

NAY: None

ABSENT: Nicholas Sawyer

Motion carried at 7:36 p.m.

Respectfully submitted,

Trish Feid  
Park Board Secretary

Attest:

Approved:

Trish Feid  
Secretary

John (Jay) Cozza  
President

2020 Park Board Meeting

January 28, 2020  
February 11, 2020  
February 25, 2020  
March 10, 2020  
March 24, 2020  
April 14, 2020  
April 28, 2020  
May 12, 2020  
May 26, 2020  
June 9, 2020  
June 23, 2020

July 14, 2020  
July 28, 2020  
August 11, 2020  
August 25, 2020  
September 8, 2020  
September 22, 2020  
October 13, 2020  
November 10, 2020  
November 24, 2020  
December 8, 2020