



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, February 11, 2020 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present:

John Cozza, President  
Jennifer Rogers, Treasurer  
Susan Gould

Commissioners Absent:

Terry Ruff, Vice President  
Nicholas Sawyer

Staff Present

Michael Clark, Executive Director	Colleen Palmer, Asst. Supt. of Recreation
Steve Nagle, Supt. of Facilities	Glenn Hussey, Asst. Supt. of Parks & Planning
Cheryl Tynczuk, Supt. of District Services & Projects	Brad Helms, Golf Course Superintendent
Zaida Torres, Supt. of Finance	Dan Hotchkin, Golf Operations Manager & Head Golf Professional
Jim Holder, Supt. of Parks & Planning	Erik Klebosits, Assistant Golf Professional
Donelda Danz, Supt. of Recreation	Billy Sharp, Assistant Golf Course Superintendent
Tina Becke, Asst. Supt. of Finance	Trish Feid, Park Board Secretary/Executive Asst.
Josh Ludolph, Asst. Supt. of Facilities	
Pete Cahill, Asst. Supt. of District Services & Projects (HR)	

Visitors

Lego Team Students and their families from Virginia Lake School

Approval of Agenda

Commissioner Rogers moved and Commissioner Gould seconded that the agenda be approved. By a voice vote, the agenda for the regular meeting of February 11, 2020 was approved.

AYE: Susan Gould, Jennifer Rogers, John Cozza

NAY: None

ABSENT: Nicholas Sawyer, Terry Ruff

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Gould moved and Commissioner Rogers seconded that the consent agenda be approved. By a roll call vote, the following items on the consent agenda were approved: Special Workshop Meeting Minutes of January 28, 2020; Regular Meeting Minutes of January 28, 2020; Rejection of Bids; Palatine Stables Hay Shed Project; and, Warrant #3 - including Expenses for Travel Expenses. In response to President Cozza's question regarding Palatine Stables Hay Shed project, staff may attempt again with a different approach. The result of the roll call vote follows:

AYE: Susan Gould, Jennifer Rogers, John Cozza

NAY: None

ABSENT: Nicholas Sawyer, Terry Ruff

Motion carried.

Visitors and Citizens Comments

No comments were presented at this time.

### Presentation

The Park Board enjoyed a very special presentation by a group of Lego Team students from Virginia Lake School. On behalf of Park District, Supt. Holder was approached by Mr. Steve Marquis, Virginia Lake teacher and the Coach of Lego Team, OGEL to meet with the students and share ideas. "First Lego Team" is an international competition organization for elementary and middle school students. Mr. Marquis said that this group of 5<sup>th</sup> and 6<sup>th</sup> grade Virginia Lake students are participating in the First Lego League and the theme for this year is City Shaper. The students had to investigate a problem that they see in the community and come up with a solution. After the students discussed several problems, the group's focus kept returning to their interests in community parks and felt their local parks were intended for little kids, not so much for their age group. Since park design was their emphasis and their research on park design and playground equipment was well underway, they invited park staff Supt. of Parks & Planning Holder, Supt. of Recreation Danz and Asst. Supt. of Recreation Palmer to one of their meetings to share ideas and get feedback. Holder said that the team's initial thought was to redesign Willowwood Park, then Holder asked the team if they would be interested in helping design Meadowlark Park playground area. Park staff shared some previous ideas for Meadowlark Park adjacent to Palatine Stables, which has been a recent topic with the Park Board on potential concept planning ideas for development of the 11+ parcel. The team agreed to work on designs for Meadowlark Park using a castle theme, and tonight the team displayed their thoughts on various playground apparatus and amenities. The team showed the Park Board and staff their park/playground ideas for kids of all ages and adults too including many types of playground apparatuses, exercising equipment, ADA features, obstacle courses, etc. The Park Board thanked the Virginia Lake students for attending and presenting; Park Commissioners and staff complimented the students on their efforts and see a bright future for the focused hard-working students.

Regarding Series 2020 Taxable Limited Park Bonds, Director Clark said that Mr. Eric Anderson of Piper, Sandler & Company, has provided a presentation regarding Palatine Park District bond summary, debt service extension base headroom and financial position. Mr. Anderson said that this is an annual occurrence for Palatine Park District. Continuing, Mr. Anderson thoroughly reviewed the information provided and highlighted the process for the annual short-term borrowing action of the Park District. Mr. Anderson reviewed the timeline and preparations for the alternate revenue source park bonds with the adoption of Ordinance #20-02. The Park Board thanked Mr. Anderson for his presentation.

### New Business

The Board reviewed a previously distributed board summary pertaining to the approval of Ordinance #20-02; An ordinance providing for the issue of \$764,000 Taxable General Obligation Limited Tax Park Bonds, Series 2020. Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners approval of Ordinance #20-02; An ordinance providing for the issue of \$764,000 Taxable General Obligation Limited Tax Park Bonds, Series 2020, of the District for the purpose of providing the revenue source for the payment of certain outstanding alternate bonds of the District, providing for the levy of a direct annual tax to pay the principal and interest on the bonds, and authorizing the sale of the bonds to the District's Corporate Fund. The motion was approved by a roll call vote; the result follows:

AYE: Susan Gould, Jennifer Rogers, John Cozza

NAY: None

ABSENT: Nicholas Sawyer, Terry Ruff

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the approval of the purchase of the replacement Track Loader through Sourcewell. Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners approve the purchase of one Caterpillar Model 259D3 XPS Compact Track Loader for the amount of \$62,491.30 from the lowest responsible bidder Altorfer Caterpillar, 635 W. Lake St. Elmhurst, Illinois through Sourcewell, a group purchasing agency. The

motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the approval of additional professional services contract for the 2020 Asphalt Improvement Projects. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners approve Christopher B. Burke Engineering TTD in Rosemont, Illinois in the amount not to exceed \$33,600 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, John Cozza  
NAY: None  
ABSENT: Nicholas Sawyer, Terry Ruff  
Motion carried.

The Board reviewed a previously distributed board summary pertaining to the Adoption of the 2020 Agency Work Plan. Commissioner Rogers moved and Commissioner Gould seconded that the Park Board of Commissioners adopt the 2020 Agency Work Plan as presented. President Cozza commented that the Board has slowed down some of the items, Director Clark said that the structure with some of the new goals were more defined. Staff broke goals and objectives into smaller segments, some goals were redirected or deferred several years out. The Leadership Team reviewed the progress of the 2019 agency goals, celebrating the past year successes; then looked at the Comprehensive Plan as we move ahead to create the new goals for 2020. Clark said that we will continue to revisit the reporting documents three times a year; this is a great directional tool and staff realizes the work they do is meaningful and sets the focus. Regarding the 2020 District Wide Risk Assessment goal, Commissioner Rogers inquired on some examples for complicated deficiencies that were identified in the assessment, Director Clark said that staff will provide the information to the Park Board. In response to Commissioner Rogers' C.A.R.E. Program question, Supt. Danz said that the two C.A.R.E. program coordinators report to District 15; there was a brief discussion on the program's potential change. The motion was approved by a roll call vote; the result follows:

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

#### Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. Tynczuk highlighted a few items. Human Resources is working on CivicHR onboarding with new employees and figuring out the system as staff works through the process. Director Clark said that Asst. Supt. Cahill has done a great job. Clark will work with Communications and Marketing to make a video on the process and "how-to" of onboarding. Cahill said that it will be awesome in a year from now. The next step is to add the volunteer set-up. Regarding the streamline process, President Cozza mentioned that it would not be good to see job loss.

The Board reviewed the previously distributed Recreation Department Report. Supt. Danz highlighted the popular Frozen Family Fun Night event, the registration numbers were up from last year with great

attendance the night of the event even with the bad weather conditions. Staff hosted the annual preschool preview and each preschool had good turnouts with some families visiting more than one preschool site. President Cozza inquired about the indoor pool's cooler water temperatures having an impact on the tot program; Director Clark added that he is happy with the overall participation totals for the indoor swim lesson program.

The Board reviewed the previously distributed Annual Golf Course Report for 2019. Supt. Nagle said it is that time of the year for the golf course review and he welcomed Golf Course Superintendent Helms and Golf Operations Manager & Head Golf Professional Hotchkin to the meeting. Hotchkin thanked the Park Board for giving them the opportunity to report; staff reviewed various golf participation data including many leagues, lessons, and events; financial statistics; project updates; new initiatives; and, challenges. Other reported items included an increase in clubhouse rentals, the driving range improvements attracting guests to the practice area, convenience of the new credit card machine on the driving range; the improvement to increase green speeds; customers positive reviews on the golf course condition; issues with retaining seasonal staff; and, the weather-related challenges. Helms recognized Assistant Golf Professional Klebosits and Assistant Golf Course Superintendent Sharp; Helms said that these gentlemen help with the day to day responsibilities and they are both fantastic staff who add to the success of Palatine Hills Golf Course. Helms wanted to mention the Board's formal recognition of Klebosits and other golf staff members for their quick responses and lifesaving attentiveness to the serious incident at Palatine Hills Golf Course this past July of 2019. In appreciation to staff, the surviving individual donated an AED defibrillator to the golf course, so that staff could have another unit onsite.

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

#### Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Executive Director Clark gave special recognition and thanks to everyone's contribution with the Volunteer of the Year event. Clark reminded the Park Board of the Northwest Suburb Legislative Breakfast on Saturday, February 22, 2020. Regarding the heartwarming letter received to the Park District, President Cozza appreciated the letter expressing more than satisfaction with the Park District; Commissioner Gould commended the time taken to write such a grateful letter and the impact of this letter makes you think to do the same.

#### Commissioner Reports

Commissioner Gould mentioned comments from various social media sites with sharing information about Palatine Park District, regarding Facebook's comments, Supt. Danz said that staff is aware and has responded.

President Cozza said that the Volunteer of the Year Banquet was great!

Regarding a future agenda item, President Cozza said that no items were presented.

#### Executive Session

President Cozza requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners go into closed session for discussion of Executive Session; Section 2(c)(5) Open Meetings Act (discussion of the acquisition or lease of real property for the use of the District. The result of the roll call vote follows:

AYE: Susan Gould, Jennifer Rogers, John Cozza

NAY: None  
ABSENT: Nicholas Sawyer, Terry Ruff  
Motion carried at 8:21 p.m.

Return to Open Session

President Cozza moved to come out of closed session and resumed 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, Jennifer Rogers, John Cozza  
NAY: None  
ABSENT: Nicholas Sawyer, Terry Ruff  
Motion carried.

Action on Matters Considered in Closed Session

Regarding the additional items of Closed Session, President Cozza said that concerning Section 2(c)(5) Open Meetings Act for discussion of real property for the use of the District, President Cozza said that there is no action at this time.

Adjournment

There being no further business to come before the Park Board on this date, Commissioner Rogers 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, John Cozza  
NAY: None  
ABSENT: Nicholas Sawyer, Terry Ruff  
Motion carried at 9:02 p.m.

Respectfully submitted,

Trish Feid  
Park Board Secretary

Attest:

Trish Feid  
Secretary

Approved:

John (Jay) Cozza  
President

2020 Park Board Meeting

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