



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, March 10, 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

Commissioner 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
Jim Holder, Supt. of Parks & Planning
Tina Becke, Asst. Supt. of Finance

Josh 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
Lisa Swan, Cultural Arts Coordinator
Trish Feid, Park Board Secretary/Executive Asst.

Approval of Agenda

Commissioner Gould moved and Commissioner Ruff seconded that the agenda be approved. By a voice vote, the agenda for the regular meeting of March 10, 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 Gould 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 February 25, 2020; and, Warrant #5 - 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 at this time.

Department Reports

Asst. Supt. Palmer introduced Cultural Arts Coordinator Lisa Swan, the Park District's recent hire, to the meeting. The Commissioners welcomed her to the park district.

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. Tynczuk asked if there were any questions regarding the monthly report; Commissioner Gould inquired about the "keyless" door access system. Supt. Tynczuk said that staff has not decided on the product; however, staff prefers a battery-operated system for the electronic door access which is less expensive

and without the cost of hard wiring work for each door.

The Board reviewed the previously distributed Recreation Department Report. Asst. Supt. Palmer highlighted the recent Date Night event which had a good turnout and commented that everyone seemed to be having a good time. Commissioner Ruff inquired on the possibility of extending time for the Date Night event, Palmer said that staff is considering adding on a half-hour since the photo station is very time consuming and there is always a line. President Cozza suggested assigning time slots for the photos. Palmer said that staff is considering all options for the popular event and appreciated the feedback. The registration for day camp has recently started; camps are filling up quickly. Palmer added that the camp program added an extra week to accommodate the changing school schedule. In response to Commissioner Gould, Palmer said the regular camp hours are from 9:00 a.m. to 4:00 p.m. Palmer was proud to boast about the youth theater program, the program director opened another class due to the lengthy waitlist and she also wrote the script to accommodate the age-appropriate students in the new class for the younger children.

Concerning both Parks and Recreation Departments' inquiry, President Cozza is noticing outdoor pickleball play and inquired about our outdoor pickleball set-up. Supt. Holder said it is still early in the season for set-up; staff will keep an eye on weather forecast.

Supt. Nagle thanked the Park Board and staff for participating in the ICompete's fundraiser today; Nagle gave special thanks to Commissioner Gould for spearheading and making the arrangements. Staff and the Park Board enjoyed dinner from Culver's and were glad to help support the ICompete programming.

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 award of bid for 2020 scavenger services. Commissioner Rogers moved and Commissioner Ruff seconded that the Board of Park Commissioners approve the lowest responsible bidder, Advanced Disposal Services Solid Waste Midwest LLC of Northbrook, Illinois, in the amount not to exceed \$14,560 for scavenger services at designated locations; and, \$260 per roll off dumpster plus \$50 per ton over the five-ton weight cap. 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 portable toilet services. Commissioner Rogers moved and Commissioner Ruff seconded that the Board of Park Commissioners approve the lowest responsible bidder, Service Sanitation of Gary, Indiana, in the amount not to exceed \$25,635 for portable toilet services at designated locations, as well as, not to exceed \$100, \$60, \$60, and \$15 per unit for additional ADA standard, handwashing stations and extra cleaning services for events 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 award of bid for Falcon Park Gymnasium floor refinish project. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners approve the lowest responsible bidder, Veterans Floors, Inc. of Rockford, Illinois, in the amount not to exceed \$29,750 to refinish the gymnasium floors at the Falcon Park Recreation Center. 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 purchase for the replacement fleet truck through Sourcewell. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners approve the lowest responsible bidder, National Auto Fleet Group of Watsonville, California, in the amount not to exceed \$34,025.24 for the acquisition of one 2020 Chevrolet Silverado 2500HD pick-up truck through Sourcewell: contract #120716-NAF. 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 approval of the purchase of Genie Scissor Lift through Sourcewell. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners approve the lowest responsible bidder, United Rentals of Elk Grove, Illinois, in the amount not to exceed \$28,420.09 for the acquisition of one Genie Scissor Lift model #GS-3232 through Sourcewell: contract #041719-TER. 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 for the professional services for Maple Park Redevelopment construction project. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners approve Hitchcock Design Group of Naperville, Illinois, in an amount not to exceed \$105,400 for final design, engineering, permitting, and construction services for the Maple Park Redevelopment project. 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.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. During his vacation time-off

last week, Executive Director Clark said that he was dealing with the responses to the Coronavirus and briefed the Park Board on our actions of stepping up the disinfection process and following the Centers for Disease Control and Prevention (CDC) recommendations. At this point, we do not feel the need to close our facilities. Regarding the Birchwood trail location approval at the Village of Palatine's Zoning Board, now Supt. Holder will be attending the Village of Palatine's Council Meeting next Monday, March 16, 2020 for formal approval of the variance. Holder and Clark responded to President Cozza's questions and stated that there is no impact to the residents; is it an improvement not a decrement and Director Clark said that we anticipate full approval at next Monday's Village Council Meeting. Clark and Supt. Danz will be attending a meeting with District 15's new administration superintendents and Rolling Meadows Park District regarding the C.A.R.E. Program; the new administration at D15 is looking at all Intergovernmental Agreements and may have intentions to revise some of the IGAs. Clark said he is not sure where the C.A.R.E. Program is going; although Clark will remind D15 of what has been covered under the current IGA. Supt. Danz and Director Clark agreed that it is a good situation for the Park District to take over the program. President Cozza commented that their proposal may resemble a rental arrangement and President Cozza highlighted the Winston Campus running track project which the Park District assisted with financial support. Clark added that we have also provided much expertise to D15 with our certified playground inspectors on staff; Clark recalled a previous situation where one of their playgrounds was a dangerous and potential threat. It was stated that Director Clark and Supt. Danz will be prepared for the meeting.

Commissioner Reports

Inquiring about the basketball referee's emails, President Cozza asked for the followed up on the situation. Clark said that the official in question has been let go and concerning the other situation was a mistake by a part-time staff; Clark said all inquiries have been addressed and all is good. Commissioner Ruff said from his own coaching experience that it is hard to have parents who do not have a desire to coach step-up when needed.

Regarding a future agenda item, President Cozza confirmed 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)(1) Open Meetings Act for discussion of the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District; and, Section 2(c)(5) Open Meetings Act for 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, Terry Ruff, John Cozza
NAY: None
ABSENT: Nicholas Sawyer
Motion carried at 7:25 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, Terry Ruff, John Cozza
NAY: None
ABSENT: Nicholas Sawyer

Motion carried at 8:44 p.m.

Action on Matters Considered in Closed Session

Considering items of Closed Session regarding Section 2(c)(1) Open Meetings Act for discussion of the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District; and, 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, Terry Ruff, John Cozza

NAY: None

ABSENT: Nicholas Sawyer

Motion carried at 8:44 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

John (Jay) Cozza
President

2020 Park Board Meeting

March 24, 2020-cancellation of meeting (COVID-19)
April 7, 2020-Special Meeting
April 14, 2020-cancellation of meeting
April 21, 2020-Special Meeting
April 28, 2020-cancellation of meeting
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