



Minutes of a Regular Meeting of the Board of Park Commissioners of the Palatine Park District, Cook County, Illinois, held at the Village of Palatine Community Center, in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday January 10, 2017 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

Terry Ruff, President

Nicholas Sawyer, Vice President

Jennifer Rogers, Treasurer

Susan Gould

John Cozza

Staff Present

Michael Clark, Executive Director

Keith Williams, Supt. of Recreation

Ed Tynczuk, Supt. of Parks & Planning

Steve Nagle, Supt of Facilities

Elliott Becker, Supt. of Finance

Cheryl Tynczuk, Supt. of District Services & Projects

Tina Becke, Asst. Supt. of Finance

Joshua Ludolph, Asst. Supt. of Facilities

Jim Holder, Asst. Supt. of Parks & Planning

Phil Riskin, Human Resource Manager

Brad Helms, Golf Course Supt.

Dan Hotchkin, Head Golf Professional

Erik Klebosits, Asst. Golf Professional

Billy Sharp, Asst. Golf Course Supt.

Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests

Randy Kochanski, PBA

Greg Sammons

Approval of Agenda

Commissioner Rogers moved and Commissioner Cozza seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of January 10, 2017 was approved.

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

NAY: None

ABSENT: None

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Cozza moved and Commissioner Rogers 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 December 13, 2016; Closed Session Minutes of December 13, 2016; Approval of Settlement Certificate for SEC as it relates to the Municipal Cooperation Disclosure (MCDC) Initiative; Warrant #24; and Warrant #1. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Comments from the Audience

No comments at this time.

Presentation

The Park Board reviewed a previously distributed board report from Palatine Baseball/Softball Association (PBA). PBA Board Member, Mr. Kochanski who is the 2017-18 Board President, presented the overview of the 2015-2016 program season. Mr. Kochanski thanked various park district staff including Supt. Williams and Asst. Supt. Holder; he mentioned that they are very helpful and always available when PBA reaches out to the Park District. Regarding the summary of the program, Mr. Kochanski said that much of the program has been running the same as in past years; though, there continues to be a strong focus on training, upholding a fun environment and providing the opportunity to play ball with various experienced players with a common goal. PBA along with the Park District is working with other park districts to strengthen participation numbers since there has been significant decreases in registration numbers over the years. Other comments to the Park Board included growing interest with the program's fall ball season; PBA is reaching out to players who dropped out of the program; better awareness with marketing strategies; addressing various skill level issues with offering a variety of professional coaching to all players; attentive to cost concerns of participants and assisting the financial needs. Mr. Kochanski commented on one of the desires within the PBA program, which would be to have grass infields for the older leagues. PBA is looking forward to the completion of the Affiliate Partnership Agreement. On behalf of PBA, Mr. Kochanski thanked the Park Board and staff for viewing the presentation of PBA's annual report. The Park Board and staff complimented Mr. Kochanski's passion and dedication towards the program. Supt. Williams highlighted many areas within the program that Mr. Kochanski represents, not only filling in as president last year but board treasurer, schedulers, collaboration with other teams' coordinator, tournament responsibilities, team coach, etc.; Williams said that Mr. Kochanski steps in and helps wherever it is needed. The Park Board thanked Mr. Kochanski for his time and commitment to the PBA program.

Recognition

President Ruff acknowledged Mr. Blech regarding his retirement from the Park District. On behalf of the Park Board, residents and staff members of the Park District, President Ruff presented Resolution #17-01, for Mr. Blech's service and dedication to Palatine Park District. Golf Course Supt. Helms highlighted Mr. Blech's career with the Park District and reminisced over Fred's 44 years during the development of the golf course and Park District. President Ruff said that this resolution is now part of the permanent record of Palatine Park District and a copy of this resolution will be presented to Mr. Blech as a tribute from the community. Commissioner Gould moved and Commissioner Sawyer seconded that the Park Board of Commissioners adopt Resolution #17-01 for recognition and appreciation of Fred Blech. President Ruff requested a voice vote; the Resolution was unanimously accepted. The Park Board and staff wished him well.

Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. Tynczuk highlighted the Palatine Park Foundation's Living Tribute Program, which had numerous requests this year; staff is working with the consultants regarding the compensation study; IT Department researched and negotiated a new contract for replacement of the District's email filtering product, the highly recommended product will save the District money; District-wide risk assessment starts near the end of January; and regarding volunteers for the Park District, if you consider the nationally accepted average of service per hour, the District received over \$11,000 in value from volunteer hours worked for various events and activities from October through December in 2016.

The Board reviewed the previously distributed Recreation Department Report. Supt. Williams complimented Sponsorship Coordinator Selof on receiving the Heart of the Community award at the

Chamber's Keys to Success annual banquet. Another successful special event programming, both rides to the North Pole Express were filled and Santa was amazing; the Woodstock Moose Lodge was a perfect venue with volunteers dressed as elves. Continuing, Williams informed the Park Board of various accolades, the PAFA girls' cheer spirit team took 3rd in state; and, one of the Tiger Sharks' swimmers qualified to go on to winter junior nationals. The fitness drive is underway with an open house scheduled on January 14, 2017. Also reporting, many folks are viewing the Park District website on their cell phone; numbers continue to climb.

The Board reviewed the previously distributed Annual Golf Course Report. Sharing some of the annual report highlights, Supt. Nagle added that he wanted to thank the entire golf course crew for another excellent year. Kicking off the annual report, Head Golf Professional Hotchkin started his presentation by thanking the Park Board for the opportunity to review and highlight the culmination of the 2016 golf course season. Hotchkin reviewed the revenue sources adding comments of green numbers, which were down with the frequent rain events, fortunately not flooding events. The cart rider usage continues to go up; the cart contract was favorable for the golf course; the pro shop greatest popular selling item is the golf ball; and golf fall league is very popular. Regarding the fall league, along with Asst. Golf Professional Klebosits, they enjoyed working with the kids, the league participants' siblings wanted to join-in and, it also brings parents out on the course, it was the trickle-down effect making it a family experience. Continuing with the report, Hotchkin said that new league teams were added; and, a new junior golf league developed. The annual "Head to the Hills" fest was successful despite the undesirable weather conditions, 150 visitors participated in the event. Some of the other highlights include the opening of phase 2 practice area next summer, which the high school teams will use for their workouts; and, various surveys were presented and staff is reviewing all feedback. Regarding the 15,000 individuals that use Palatine Hills Golf Course and the challenges with maintaining the golf course, Hotchkin turned the floor over to Golf Supt. Helms. Helms said that it is another year of transition with losing 2 key staff members within a year of each other. Helms highlighted and introduced Asst. Golf Supt. Sharp who brings private club experience and has been a great fit to the organization. Also, the recent hire of Lead Mechanic Stephens, he proves to be the best candidate bringing great things to the division. Retiring employee, Blech will continue to help us out this year in his new part-time role for the District. Other challenges include the changed landscape due to the 200 infected trees, which needed to be removed, Parks crew assisted with most of the tree removal work; and, there was many equipment repairs. The MWRD project is completed with some adjustments and pleased neighbors; phase 2 of the practice area is finished with seed germinated cover; looking forward to phase 3 of the practice area; flooding issue remains a concern as staff members have to deal with damage control even with less rain events the problem is getting worse; therefore, Helms expressed the desire to someday see widening of the culvert and creek to avoid flooding on the golf course. There is a bid opening tomorrow for the steel wall project; Helms thanked the Park Board for support of this improvement. In response to Commissioner Rogers' inquiry about Palatine Chamber using a different golf course venue for their annual event, Helms said that it comes down to the desire to play golf and eat onsite at one location. Brief discussion ensued regarding banquet rooms and tent accommodations to host large gatherings at Palatine Hills Golf Course. Director Clark mentioned the architectural study drawings/proposals reviewed several years ago which included banquet tent costs; staff can add those renderings to the cloud folder. Helms thanked the Park Board for the opportunity to review the annual report.

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

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Clark reminded the Park Board of state conference next week in Chicago. Clark mentioned that he is working on his annual year-end EDR for 2016; Clark added that he is approaching his 5th year as Executive Director on February 1st. Clark gave

thanks to Supt. Williams regarding the recent PALs meeting; at the meeting they presented the affiliates and stakeholder focus groups' work plan report to the leaders of affiliates and various groups of the Park District. Clark is working with legal counsel and fellow directors on the ordinance and policy regarding the new Travel Expense Reimbursement Act. The new Park Foundation's website is up; Clark suggested viewing the new exciting website. Staff plans to present the 2016 3rd trimester status reporting at the next meeting in January. In February, staff will present the 2017 goals of the District.

Regarding future agenda items, Commissioner Gould suggested placing information in the programming catalogs on the Illinois Flag Act for those interested in the protocol that the Park District follows; Commissioner Cozza mentioned that the link is helpful with information.

Commissioners' Comments

No additional comments at this time.

Adjournment

There being no further business to come before the Board on this date, Commissioner Gould moved that the regular meeting be adjourned. Commissioner Sawyer seconded the motion which was unanimously approved by a voice vote.

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

NAY: None

ABSENT: None

Motion passed at 8:21 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Terry Ruff
President

Next scheduled Park Board meetings:

January 24, 2017
February 14, 2017
February 28, 2014



Minutes of a Regular Meeting of the Board of Park Commissioners of the Palatine Park District, Cook County, Illinois, held at the Village of Palatine Community Center, in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday January 24, 2017 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

Terry Ruff, President

Nicholas Sawyer, Vice President

Jennifer Rogers, Treasurer

Susan Gould

John Cozza

Staff Present

Michael Clark, Executive Director

Keith Williams, Supt. of Recreation

Ed Tynczuk, Supt. of Parks & Planning

Steve Nagle, Supt of Facilities

Elliott Becker, Supt. of Finance

Cheryl Tynczuk, Supt. of District Services & Projects

Tina Becke, Asst. Supt. of Finance

Joshua Ludolph, Asst. Supt. of Facilities

Jim Holder, Asst. Supt. of Parks & Planning

Brad Helms, Golf Course Superintendent

Michael Noens, Marketing Coordinator

Jason York, Facilities Coordinator

Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests

Billy Stewart, Palatine Park District Intern

Public Hearing

President Ruff opened the Public Hearing for the 2017 Budget and Appropriations Ordinance and 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 #17-01, 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, 2017 and ending December 31, 2017. Notice of Availability of Proposed Annual Budget for 2017 and Notification of the public hearing was published in the Daily Herald. 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 Ruff 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 Sawyer seconded that the Board of Park Commissioners close the public hearing regarding the 2017 Budget and Appropriations Ordinance #17-01. The motion was approved by a roll call vote and President Ruff closed the Public Hearing for the 2017 Budget & Appropriations Ordinance. The result follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the Adoption of Budget and Appropriation Ordinance #17-01. Commissioner Gould moved and Commissioner Sawyer seconded that the Board of Park Commissioners adopt Ordinance #17-01 authorizing the fiscal 2017 Palatine Park District Budget and Appropriation Ordinance in the amounts of thirty-seven million, three hundred twenty-seven thousand, eight hundred ninety-five (\$37,327,895) dollars and forty-one million, sixty thousand, six

hundred and eighty-five (\$41,060,685) dollars respectively. The motion was approved by a roll call vote upon approval of the consent agenda; the result follows:

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

NAY: None

ABSENT: None

Motion was approved within the consent agenda.

Approval of Agenda

Commissioner Cozza moved and Commissioner Gould seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of January 24, 2017 was approved.

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

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 Cozza 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 January 24, 2017; Approval of Adoption of Budget and Appropriation Ordinance #17-01; Approval of Adoption of Surplus Property Ordinance #17-02; and Warrant #2. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Comments from the Audience

No comments at this time.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. Tynczuk highlighted that the desirable weather is allowing staff to work outside accomplishing many tasks. A meeting is scheduled with the playground vendor tomorrow; then for awareness and public input, staff plans to post via Facebook various designs for Oak Park's new playground. Regarding tonight's approval, staff will be working on the equipment purchase for this year for Parks. Regarding the recent vandalism, Tynczuk reported that the signpost at Cottonwood Park near the bike trail, which the Boy Scout constructed, needs to be checked out and repaired. Commissioner Cozza suggested that the history of Cottonwood Park area and the community trail map would be useful to display within the 2-sided signpost.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle introduced new fulltime facility employee, Jason York. Previously part time for the District, Facilities Coordinator York is now

fulltime. The Park Board welcomed Jason; York said that Palatine Park District is great place to start his career and he is happy to be here. Director Clark complimented York, adding that Jason is a good fit for the District, very approachable and demonstrates great interaction with patrons and staff. Continuing with the annual report in regard to recent completion of Cutting Hall Light rail project, Nagle thanked the Park Commissioners for the much needed improvement. Nagle also gave thanks for supporting conference which is always a great learning experience. Lastly, Nagle reminded the Park Board of ICompete's annual fundraiser at Durty Nellies this Saturday.

The Board reviewed the previously distributed Finance Department Report. Referencing tonight's Board approved surplus ordinance, Supt. Becker complimented the Parks Department on making use of the department's aging equipment. As the District is in process of transitioning to the new finance software system, staff has been faced with many challenges; the recent issue was concerning the closing of year-end. Regarding the implementation of the new finance software, the month of January has been filled with various training sessions. The Commissioners will see the new look of the warrant starting at the February 28th Park Board Meeting. In March the District will have its first payroll with the new system, Incode. Registration staff is extracting more data for better statistics with RecTrac, the registration software which was implemented last year. Becker will be visiting Oak Park's Park District to gain insight from their experience with the system. Regarding Commissioner Cozza's questions, Supt. Williams will get back with the Park Board regarding the C.A.R.E. program.

Staff introduced Billy Stewart who is the Park District's Intern. The Park Board welcomed him. Director Clark said that Billy is doing a great job; Clark was impressed with the young intern asking poignant questions during their orientation.

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

New Business

Regarding the final reporting to the Park Board of the Palatine Park District's Agency Work Plan Goals, Director Clark said that the findings are intended for informational purpose. Recapturing the summary for the Year-1 Report of Trimester 3, Clark said that many of the goals were identified throughout our master plan strategy process. The most significant goal was the indoor needs assessment; Clark complimented Supt. Nagle with leading the core team and working with the consultant group. Regarding the last section of Trimester 3 Progress Report of the District's Action Plan of Year-1, Clark pointed out the departments' list of significant accomplishments; a culmination of impact to better the district. Continuing, Clark said that during December's retreat with the Leadership Team and Support Group, staff acknowledged and celebrated many year-1 accomplishments. Regarding preparation for presenting the 2017 Agency Work Plan Goals, which will be on the February 14, 2017 Park Board Agenda; Clark mentioned one trend of being more realistic in the scope and number of goals. The new work plan of action will encompass the carryover goals then following with the new department goals for 2017. Clark added that some carryover goals have been combined; redefined; or, broken-down into a new goal. Clark is proud of staff with finishing up their goal development and helping him lead the District. Commissioner Rogers commented on the busy year; and it continues with implementation of the new software, Incode; and the various District projects.

The Board reviewed a previously distributed board summary for the Approval of Ordinance #17-03 regarding the Travel Expense Control Act. Commissioner Gould moved and Commissioner Sawyer seconded that the Park Board of Commissioners approve Ordinance #17-03, an Ordinance amending the Palatine Park District's Travel Expense Reimbursement Policies and Procedures to comply with the requirements of the Local Government Travel Expense Control Act (P.A 099-0604). The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary for the approval of Governance Policy Manual Section 1.08.19 regarding the Travel Expense Control Act. Commissioner Cozza moved and Commissioner Sawyer seconded that Park Board of Commissioners approve Governance Manual Policy 1.08.19, a policy providing the process, procedures protocol and documentation required to comply with the requirements of the Local Government Travel Expense Control Act (P.A 099-0604). The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary for the Award of Bid for the Golf Course Culvert Replacement. Commissioner Cozza moved and Commissioner Sawyer seconded that Board of Park Commissioners approve the lowest responsible bidder, Bolder Contractors, Inc. in the amount not to exceed \$125,360 for the base bid and the alternate for the golf course front entrance drive culvert replacement. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

President Ruff noted there was no more new business to be addressed at this time.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report (EDR). Director Clark highlighted that during conference, the District was recognized for receiving a grant; adding compliments to Parks Supt. Tynczuk and Asst. Supt. Holder. Clark also expressed gratitude for the Park Board's support of state conference; staff appreciates the opportunity as well. Clark reminded the Board of the special event on February 4th, the Volunteer of the Year luncheon. Clark and Williams will be talking with D15 concerning the after school soccer program situation; the original intent of the program has expanded and it needs to be reassessed as the Park District supports both programs, the D15 after school program and Celtic Soccer. Continuing with the EDR, Clark reminded the Park Commissioners of the Legislative Breakfast in Schaumburg on Saturday March 4. Lastly, Clark mentioned his end of the year report following his regular EDR; a culmination of 2016 accomplishments, duties and tasks.

Commissioners' Comments

Commissioner Rogers commented that it was a good conference; nice to see staff and meet the recent new hires of the District.

Commissioner Sawyer highlighted a successful conference; though, the venue was not very desirable, very disorganized.

President Ruff highlighted the awarded park grant; and mentioned that he enjoyed state conference.

Regarding future agenda items, President Ruff said that no items were mentioned.

Executive Session

President Ruff requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Sawyer moved 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, including hearing testimony on a complaint lodged against an employee to determine its validity; Commissioner Gould seconded. This was unanimously approved by a roll call vote. The result of which follows:

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

Motion passed at 7:57 p.m.

Return to Open Session

Commissioner Gould moved to come out of closed session and resume to the regular meeting of the Board of Park Commissioners; Commissioner Sawyer seconded the motion which was unanimously approved by a voice vote as follows:

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

Motion carried.

Action on Matters Considered in Closed Session

Regarding Executive Session; Section 2(c)(1) Open Meetings Act for discussion of personnel, President Ruff said that there is no action at this time.

Adjournment

There being no further business to come before the Board on this date, Commissioner Gould moved that the regular meeting be adjourned. Commissioner Sawyer seconded the motion which was unanimously approved by a voice vote.

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

Motion passed at 8:42 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Terry Ruff
President

Next scheduled Park Board meetings:

February 14, 2017
February 28, 2017
March 14, 2017



Minutes of a Regular Meeting of the Board of Park Commissioners of the Palatine Park District, Cook County, Illinois, held at the Village of Palatine Community Center Building, in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday February 14, 2017 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

Terry Ruff, President

Nicholas Sawyer, Vice President

Jennifer Rogers, Treasurer

Susan Gould

John Cozza

Staff Present

Michael Clark, Executive Director

Keith Williams, Supt. of Recreation

Ed Tynczuk, Supt. of Parks & Planning

Steve Nagle, Supt of Facilities

Elliott Becker, Supt. of Finance

Cheryl Tynczuk, Supt. of District Services & Projects

Donelda Danz, Asst. Supt. of Recreation

Tina Becke, Asst. Supt. of Finance

Joshua Ludolph, Asst. Supt. of Facilities

Jim Holder, Asst. Supt. of Parks & Planning

Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests

Billy Stewart, Palatine Park District Intern

Approval of Agenda

Commissioner Gould moved and Commissioner Rogers seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of February 14, 2017 was approved.

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

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 January 24, 2017; Closed Session Minutes of January 24, 2017; and Warrant #3. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Comments from the Audience

No comments at this time.

Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt.

Tynczuk highlighted the staff workshops regarding the compensation study; the Risk Manager is conducting the risk assessment; and the Volunteer of the Year luncheon has received positive comments. Regarding Commissioner Cozza's question for the upcoming IT camera installation project, Tynczuk and Director Clark mentioned the need for the budgeted cameras for additional facility coverage. Regarding the OSHA Law and Regulations' situation, Clark said that Risk Manager Giannetti did a lot of research and we are in compliance. Commissioner Cozza asked about testing of water for lead levels, Clark responded that it does not apply to us; though, we plan to test the District's facilities. The cost is \$15 per test; Clark added for public concern it is valuable to test for candidness.

The Board reviewed the previously distributed Recreation Department Report. Supt. Williams commented on the Fitness Open House which was very successful; good support with facility and registration staff to assist with the event. The Cultural Arts' new hire will be joining us at a future meeting. Commissioner Gould added a helpful community communication means; the 'Nextdoor' application. The free application is a private social network for your neighborhood; good way for you and your neighbors to be inform of what is happening in your community; events can be posted; though, no commercial advertisement is accepted.

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

New Business

The Board reviewed a previously distributed board summary for Ordinance #17-04, an Ordinance providing for the issue of \$755,500 Taxable General Obligation Limited Tax Park Bonds, Series 2017, for the purpose of providing the revenue source for the payment of certain outstanding alternate bonds of the Park District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the Park District's Corporate Fund. Commissioner Cozza moved and Commissioner Gould seconded that Park Board of Commissioners that the Board of Park Commissioners adopt Ordinance #17-04, an Ordinance providing for the issue of \$755,500 Taxable General Obligation Limited Tax Park Bonds, Series 2017, for the purpose of providing the revenue source for the payment of certain outstanding alternate bonds of the Park District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the Park District's Corporate Fund. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

Director Clark had asked Supt. Becker to prepare the previously distributed Board Summary regarding funding options for the Harper College Cooperative Agreement. The debt issuance ordinance is scheduled to be adopted on March 14, 2017, Clark said that staff is looking for consensus on selecting one of the two funding options. Becker said to consider the findings of the Master Plan's direction and planning for the District along with what the Park Board and staff would like to accomplish in the future. As explained in the summary, the 20 year maturity option gives the District opportunity and flexibility compared to the 15 year plan option. However, the 15 year amortization schedule will save the District on interest paid; though, no availability of any substance until the year 2030. In response to a question, Clark said that figuring the current interest rates and the finding of the District's Master Plan, he thinks the flexibility of the 20 year option outweighs the additional costs of interest. Commissioner Gould has concern with capital expenditures which will be needed for the aging facilities. Clark and Becker said that the capital reserves have not depleted; fund balances are healthy. In response to Commissioner Cozza's question of the 15 year

option worksheet, Becker continued to explain the debt service amounts and the other data within the columns. Commissioner Rogers asked if this will be an effective option if they freeze property taxes; Becker said that is a great point and the freeze of property taxes can impact the District; though, given the conservative nature of the increases that staff has built into this model; the District can endure. However, Commissioner Cozza added it may not affect the building; though, it will affect subsidized services provided at the facility. Becker mentioned that this money can only be used for debt and capital. In response to staffs' thoughts, both options were discussed. Commissioner Gould mentioned another concern, the Equalized Assessed Value (EAV) numbers, the taxable value of property. The consensus of the Park Board is to go with the 20 year maturity option; however, staff will continue to evaluate options and keep the Park Board informed.

The Board reviewed a previously distributed board summary and work plan pertaining to formal Adoption of the 2017 District Work Plan. Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners adopt the 2017 Agency Work Plan as presented. Director Clark mentioned that the goal worksheets are intended for internal use; though, if interested in details of the goal, it is provided. Clark said that staff did a wonderful job with the first year of the District Work Plan; staff participated in a great retreat in mid-December. There was agreement with staff that we were overly aggressive with the scope and projection of goal setting. Therefore, Clark explained the report's new format to display the 2016 carryover goals into 2017 goals; along with new established goals for 2017. Priority for 'Year 2' follows the focus of the Comprehensive Master Plan. Clark added that staff will continue to present trimester reporting at Park Board Meetings; the priority is set and we are looking at another busy year. The motion was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Clark highlighted many report items including the successful park grant program for the playground at Oak Park; and he gave kudos to all involved with the annual volunteer luncheon and for the Park Commissioners attending. Clark said that Asst. Supt. Danz is doing a great job remediating the summer theater situation; staff is working on assessing and evaluating the camp program. Regarding the junior high soccer program, Director Clark complimented Supt. Williams with taking the lead before and during the meeting; Williams did an outstanding job outlining the situation along with clarifying the process of renting Celtic fields. The recap of the meeting was shared with all coordinators of the program; now, there are clear expectations for this year's program. Lastly, Clark reminded the Park Board of Saturday, March 4 at 7:30 a.m., the Legislative Breakfast; still time to confirm attendance if interested.

Commissioners' Comments

Commissioner Rogers wished everyone a happy Valentine's Day. In regard to Saturday's Volunteer of the Year luncheon honoring the District's various volunteers, Commissioner Rogers suggested having the video on the park district website, great video.

Commissioner Cozza reported that the talks regarding the proposed fitness center on the south end of Palatine with an outside fitness club has ended. Continuing, Commissioner Cozza mentioned the wonderful and well attended Volunteer of the Year event; a positive impression on the volunteers. Regarding the summer theater programming awareness, Commissioner Cozza mentioned other alternatives for interested

patrons.

Commissioner Gould complimented staff on organizing the successful luncheon which recognized park district volunteers. Regarding the ICompete annual fundraising event celebrating their 10th anniversary party for Partners for Our Communities (POC) ICompete program, Commissioner Gould said that it was a lot of fun; also, it was great seeing former ICompete participants who are now advocate speakers of the program. Commissioner Cozza added that he was glad to hear the speakers; though, suggested having the young presenters earlier within the event.

President Ruff agreed that the annual Volunteer of the Year event was a very nice event. Also, President Ruff endorsed a 'best-ever' musical, Mamma Mia, at Marriott Theatre in Lincolnshire.

President Ruff inquired and no future agenda items offered.

Adjournment

There being no further business to come before the Board on this date, Commissioner Gould moved that the regular meeting be adjourned. Commissioner Cozza seconded the motion which was unanimously approved by a voice vote.

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

NAY: None

ABSENT: None

Motion passed at 7:58 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Terry Ruff
President

Next scheduled Park Board meetings:

February 28, 2017
March 14, 2017
March 28, 2017



Minutes of a Regular Meeting of the Board of Park Commissioners of the Palatine Park District, Cook County, Illinois, held at the Village of Palatine Community Center Building, in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday March 14, 2017 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

Nicholas Sawyer, Vice President
Jennifer Rogers, Treasurer
Susan Gould

Commissioners Absent

Terry Ruff, President
John Cozza

Staff Present

Michael Clark, Executive Director
Keith Williams, Supt. of Recreation
Ed Tynczuk, Supt. of Parks & Planning
Steve Nagle, Supt of Facilities
Elliott Becker, Supt. of Finance
Cheryl Tynczuk, Supt. of District Services & Projects

Donelda Danz, Asst. Supt. of Recreation
Tina Becke, Asst. Supt. of Finance
Jim Holder, Asst. Supt. of Parks & Planning
Joshua Ludolph, Asst. Supt. of Facilities
Phil Riskin, Human Resource Manager
Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests

Joellen Earl, GovHR; Compensation Study
Bob Alexander, PHGA Liaison

Joe Petricca, PHGA Liaison

Approval of Agenda

Commissioner Gould moved and Commissioner Rogers seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of March 14, 2017 was approved.

AYE: Susan Gould, Jennifer Rogers, Nicholas Sawyer

NAY: None

ABSENT: John Cozza, Terry Ruff

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. From direction of Commissioner Rogers and consensus of the Park Board, the consent agenda item regarding ratification of vendor item #39339 was removed from the consent agenda and the item will follow the approval of consent agenda for discussion and roll call vote. Commissioner Gould moved and Commissioner Rogers seconded that the consent agenda be approved as amended. By a roll call vote, the following items under the consent agenda were approved: Regular Meeting Minutes of February 28, 2017; and, Warrant #5. The result of the roll call vote follows:

AYE: Susan Gould, Jennifer Rogers, Nicholas Sawyer

NAY: None

ABSENT: John Cozza, Terry Ruff

Motion carried as amended.

The Board reviewed a previously distributed consent agenda item regarding Warrant #4B. There was Board

consensus to remove Warrant #4B vendor item #39339 from the consent agenda for discussion and to make a motion for approval. It was briefly discussed, Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners ratify an electronic vote via Executive Director Clark for Warrant #4B vendor item #39339. The motion was not approved; the result of the roll call vote as follows:

AYE: Susan Gould, Nicholas Sawyer

NAY: Jennifer Rogers

ABSENT: John Cozza, Terry Ruff

Motion rejected due to a lack of 'aye' votes with only three Commissioners present.

Comments from the Audience

Mr. Alexander notified the Park Board of his retirement as liaison; he has enjoyed representing the Palatine Hills Golf Association along with attending the bi-weekly Park Board Meetings. Mr. Alexander introduced Mr. Joe Petricca, who has been assigned as his replacement; Mr. Alexander said that Joe is a good addition for the Park District. The Park Board and staff welcomed Mr. Petricca to the meeting and they look forward to working with him. Mr. Alexander reported to the Park Board that the entrance into Palatine Hills Golf Course looks very nice; staff added that this project is almost finished.

Recognition

Vice President acknowledged Mr. Robert (Bob) Alexander for special recognition. On behalf of the Palatine Park Board, residents and staff, Vice President Sawyer presented and read Resolution #17-02 honoring Bob Alexander. The resolution highlighted Bob's outstanding contributions to the Palatine Hills Golf Association; Palatine Park District; and, the community. Vice President Sawyer announced that this resolution is now part of the permanent record of the Palatine Park District and a copy of this resolution has been presented to Bob as a tribute from the community. Mr. Alexander thanked the Park Board and staff. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners adopt Resolution #17-02 for recognition and appreciation of Bob Alexander. Vice President Sawyer requested a voice vote; the Resolution was unanimously accepted. Director Clark, the entire Park Board and staff thanked Bob for his dedication and volunteerism.

Presentation

Director Clark introduced Mrs. Joellen Earl from GovHR; Mrs. Earl is the lead consultant orchestrating the District's Compensation Study and co-owner of GovHR. The Park Board previously received the power point compensation study presentation for review. Mrs. Earl provided information and services that GovHR provides. The Compensation Study is well underway; Mrs. Earl mentioned that it has been a pleasure when interviewing staff to review their Job Analysis Questionnaires (JAQs) and job descriptions. Continuing with the presentation, Mrs. Earl reviewed the process of the study and the information collected to date; she will present the concluding findings to the Park Board once the consultant team reviews and prepares the data. Director Clark added that staff could not recall last time a compensation study was completed. Regarding today's evolving job market and the changes in staff structure throughout the District's Succession Reorganizational Plan this process is well needed for the District. The findings from the study will assist with developing the salary classifications with the various levels and rankings towards the criteria used to create a hierarchy within the organization. Every staff member had opportunity to provide and update their job description with new responsibilities as many positions have evolved. All such information will eventually develop the District's new and updated full time wage and salary structure and schedule; an internal document which was needed to be updated. In response to a question, Mrs. Earl said that we are looking at every position with regard to the Fair Labor Standards Act (FLSA), to confirm classification to the

law. Clark complimented Human Resource Manager Riskin with researching and preparing various documents; also, thanks to Supt. C. Tynczuk with facilitating the process. The Park Board thanked Mrs. Earl for her presentation.

Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. Tynczuk mentioned the recent problems regarding the switch stack device, there were some minor issues during the reboot process with the device; IT Manager Mangum was on top of.

The Board reviewed the previously distributed Recreation Department Report. Supt. Williams inquired if there were any questions regarding the report, Commissioner Rogers asked about the employee wellness program. Williams will provide Commissioner Rogers with the information on the Park District's program which has been very successful with staff participation. Regarding Commissioner Rogers' question regarding alert notifications by text and would there be value with having a service for the District; staff liked the idea for receiving alert via texts. Asst. Supt. Holder will bring up the idea at the next safety committee meeting. Supt. Williams mentioned that we have in place various public alerts for various updates.

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

New Business

The Board reviewed a previously distributed board summary for Approval of 'Poured in Place Rubber' Playground Safety Surfacing through the NJPA Cooperative Purchasing Network. Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners approve, the lowest responsible bidder, No Fault Sport Group, LLC of Baton Rouge, Louisiana, through the NJPA Cooperative Purchasing Network, in the amount not to exceed \$83,295 for the purchase and installation of 'Poured in Place Rubber' playground safety surface for Hamilton Reservoir. The motion was unanimously approved by a roll call vote as follows:

AYE: Susan Gould, Jennifer Rogers, Nicholas Sawyer

NAY: None

ABSENT: John Cozza, Terry Ruff

Motion carried.

The Board reviewed a previously distributed board report regarding Consistent Boundary Privacy Fencing Standards. The Park Board thanked Supt. Tynczuk and Asst. Supt. Holder for the preparing the fencing standards' report; no future action at this time.

The Board reviewed a previously distributed board summary for approval of the amended Conduct Ordinance; #04-05. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners approve the amendments to the District Conduct Ordinance #04-05 as presented. The motion was unanimously approved by a voice vote as follows:

AYE: Susan Gould, Jennifer Rogers, Nicholas Sawyer

NAY: None

ABSENT: John Cozza, Terry Ruff

Motion carried.

The Board reviewed a previously distributed board summary for the Award of Bid regarding the 2017 Palatine Stables Hay Products. Commissioner Gould moved and Commissioner Rogers seconded that Board of Park Commissioners award a bid to JWB Services of Palatine, Illinois, the lowest, responsible bidder, in an amount not to exceed \$60,000; and, authorize staff enter into a contract for hay products at the Palatine Stables. With direction from President Ruff wanting to make sure with full disclosure within public records of the District that the bid is being awarded to the company owned by employee Toni Bruns' spouse. Director Clark added that staff vetted out this bid with the same process and procedure with all bid practices. The motion was unanimously approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for Consideration of Ordinance #17-05: An Ordinance providing for the issue of not to exceed \$9,000,000 of general obligation park bonds (alternate revenue source) of the District for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto, providing for the pledge of certain revenues to the payment of the bonds and for the levy of taxes to pay the bonds if the pledged revenues are insufficient, and authorizing the sale of the bonds to the purchaser thereof. Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners approves the Ordinance #17-05 for the issuance of Park Bonds not to exceed \$9 million for the purpose of fulfilling its obligation to Harper College (School District 512) as outlined in the Intergovernmental Agreement executed July 6, 2016. The motion was unanimously approved by a roll call vote as follows:

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

Motion carried.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark mentioned a few upcoming events including the Harper College Building M's ground breaking ceremony, which will take place on Monday, April 10, 2017 at 10 a.m. and Arbor Day, which is scheduled for Friday, April 28, 2017 at 10 a.m. at Sycamore Park. The recent Legislative breakfast was interesting; Clark thanked Commissioners Rogers and Sawyer for joining him. Director Clark highlighted the addition of variety languages to view the Park District information on the Park District website; this convenience was identified in the Comprehensive Plan to better serve and communicate with the diverse public within the community; Clark thanked staff for implementing the new application. Supt. E. Tynczuk is working hard with members of the Weber Company, staff is working on the details with updating the easement agreement; Weber has made more demands since the expired easement agreement.

Commissioners' Comments

Commissioner Gould commented that the website search tool needs to be reviewed; some commands are not prompting a correct search; staff will look into the situation.

Commissioner Rogers said that the Legislative Breakfast event was interesting and uneventful when inquiring on budget concerns. In response to Commissioner Rogers' question, Supt. Nagle said the golf course hopes to open in a couple of weeks.

Vice President Sawyer agreed with Commissioner Rogers' comments regarding the recent Legislative Breakfast event in Schaumburg.

Regarding future agenda items, Vice President Sawyer noted that no new items were mentioned.

Adjournment

There being no further business to come before the Board on this date, Commissioner Gould moved that the regular meeting be adjourned. Commissioner Rogers seconded the motion which was unanimously approved by a voice vote.

AYE: Susan Gould, Jennifer Rogers, Nicholas Sawyer

NAY: None

ABSENT: John Cozza, Terry Ruff

Motion passed at 8:04 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Nicholas Sawyer
Vice President

Next scheduled Park Board meetings:

March 28, 2017
April 11, 2017
April 25, 2017



Minutes of a Regular Meeting of the Board of Park Commissioners of the Palatine Park District, Cook County, Illinois, held at the Village of Palatine Community Building, in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday March 28, 2017 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

Terry Ruff, President

Nicholas Sawyer, Vice President

Jennifer Rogers, Treasurer

Susan Gould

John Cozza

Staff Present

Keith Williams, Supt. of Recreation

Steve Nagle, Supt. of Facilities

Elliott Becker, Supt. of Finance

Jim Holder, Asst. Supt. of Parks & Planning

Joshua Ludolph, Asst. Supt. of Facilities

Toni Bruns, Stables Manager/Trainer

Joanna Walus, Stables Assistant Trainer

Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests

Billy Stewart, Palatine Park District Intern

Approval of Agenda

Commissioner Rogers moved and Commissioner Sawyer seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of March 28, 2017 was approved.

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

NAY: None

ABSENT: None

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. From direction and consensus of the Park Board, agenda items regarding Warrant #4B and Warrant #6 were moved to new business. Commissioner Gould moved and Commissioner Sawyer seconded that the consent agenda be approved as amended. By a roll call vote, the following items under the consent agenda were approved: Regular Meeting Minutes of March 14, 2017; Approval of Golf Course Equipment Purchase; Adoption of Surplus Property Ordinance #17-06; and, Approval of Change Order #01 for Scavenger Services. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried as amended.

Comments from the Audience

No comments at this time.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Asst. Supt. Holder said that the pre-bid meeting for Oak Park's new playground equipment went well; bid opening will follow next week. In response to Commissioner Rogers, Holder said that the pre-bid meeting is optional for interested contractors. Other updates and highlights included the recent sale of the tractor via the auction; crew have been setting up various affiliate fields and performing many pre-season tasks; weather is controlling non-usage on the baseball fields; and, the Trades Crews are getting ready for the pool season. President Ruff commented that the landscaping of mulch at Eagle Park looks pristine. In response to Commissioner Cozza's inquiry, Holder said that the Park District will install the 60 foot fence and signs along the Weber property; the path area of Palatine Trail is not changing. Weber representatives stated that they do not want people entering on their property and the fence will be a deterrent to stop individuals going through their parking lot, which is a vital component within the terms of the new agreement. In response to Commissioner Cozza's inquiry of Dove Park, Supt. Williams and Holder said that we are in the process of negotiating with the landlords; and will update the Park Board on the lease. Commissioner Cozza added that it is the only playground in the area and the park was built with a grant.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle highlighted and encouraged joining in with support for the upcoming POC event; the annual Cinco de Mayo festivities will take place at Falcon Park Recreation Center on Thursday, May 4, 2017 from 5:00 until 8:00 p.m. The golf course opened its doors for the season on Friday with good weather; the culvert project is finished; and, the gate at the entrance is the next step. In response to Commissioner Gould's question, Nagle said that the new gate will replace the chain link fencing, the new entrance gate will have remote/automatic opening for people and cars to enter the golf course. In response to Commissioner Cozza's inquiry about the creek safety with basketball play adjacent to the area; Nagle said that it is secured with the existing fencing. Nagle pointed out an internal renter at Cutting Hall, POC's dance recital had over 200 children participating; Nagle complimented Theatre Coordinator Greene with helping on the arrangement and use of Cutting Hall for the recital group. Also, regarding ICompete, they received two grants recently to assist with various funding needs. Regarding the great weather this early spring, Commissioner Cozza suggested having a plan to open the golf course early since so many golf courses were open; Nagle mentioned the concern about the greens. If the mild winter weather persists as a trend, Commissioner Cozza said there should be a game plan to open the golf course early. Regarding the Clayson House annual event on May 21, 2017, Commissioner Gould will be personifying her great-grandmother, Alma Arps, talking about her great-grandparents' story during the special 25th Cemetery Walk at Hillside Cemetery. President Ruff asked about the discounts for weekly morning golf play or other slow times, Nagle said that we are very responsive to various dynamic pricing; staff will look into special senior discounting. Commissioner Cozza asked about considering permanent tee times' protocol instead of the lottery system when initially securing permanent tee times. Staff is looking at different ways to market new groups; it does seem to be a changing market on tee times. In response to Commissioner Sawyer's question, Nagle said that we have 45 permanent tee times with the PHGA for Saturday and Sunday leagues.

The Board reviewed the previously distributed Finance Department Report. Supt. Becker highlighted that both bond issuances are closing on April 4, 2017; regarding Harper bond closing numbers, we were fortunate on savings for the District with the competitive bond process instead of a negotiated method. Becker highlighted a special donation from 3 ½ year old Molly Sicher wanting to support children programming, President Ruff suggested inviting Miss Molly to our next Board Meeting to thank her for supporting the summer concert series.

The Board reviewed the previously distributed annual Stables Report. Supt. Nagle introduced Stables Manager/Trainer Bruns and Assistant Trainer Walus to the Park Board. Before the Stables' presentation, Nagle mentioned a few of the report's highlights; the new template for reporting the financial section, this

new prototype may be considered for all facility reports; and, complimented Stables staff for their diligence at the Stables year round with attending to various tasks even throughout undesired weather conditions and their constant care to the horses and the stables. Manager/Trainer Bruns started the report by highlighting many items, first mentioning the largest horse show hosted at Palatine Stables since 2011, the June NIHJA Horse Show was not only the largest show in 2016 for Palatine but awarded the Best Horse Show of the Year. Continuing with the report, Bruns is enthusiastic with the new marketing and promotion initiatives including the creation of the multi-webpage website which is providing great exposure to all areas of the Stables such as boarding, class lessons, private lessons, pony parties, photos of the facility, etc.; an addition of a large logo displayed on the horse trailer for Stables advertising; new partnership opportunities; and, highlighted the main arena improvements which is almost completed. The Stables had challenges with a few boarders leaving due to financial means; though, we were fortunate to have replacements later in the year. Also, the Stables hosted 10 shows this year, short 3 horse shows from the typical number of shows hosted during the season, hosting horse shows is a revenue booster. The Fall Fest was successful with many thanks to staff from all departments helping; summer camp programs are always at maximum enrollment for both the horse and pony camps. In response to organized activities for spontaneous visits throughout the summer; Bruns and Nagle said that staff has considered such one-day adventures for our own summer programming. However, since Stables' summer camp programs are maxed out with participants and the necessary staff to organize and run both of the summer long camp programming at the Stables, it would not be reasonable or practical to offer additional events. Commissioner Cozza thought it may be an opportunity during the summertime; also, providing Stables' awareness for new interested individuals. Regarding the revision to 2015 (last year's reported information) financial numbers; Supt. Becker reviewed the new look for the Stables reporting of financials. Becker explained that last year's reporting of financial information was not accurate mostly due to timing with the former software system, which was not capable to include all ending numbers from the 4th quarter; the new finance system provides up to date data. President Ruff would like to know the details on the list including workers compensation and insurance numbers; Becker said that staff will be running direct revenue less cost reports; staff is working towards reporting exact numbers for all programming and providing more details under the new software system. Commissioner Cozza questioned where administration and wage numbers are showing under each category; and also added that from this report, he learned the importance of boarders and how valuable they are to the Stables. The Park Board thanked Stables Manager/Trainer Bruns and Assistant Trainer Walus for the annual report and attending the meeting.

President Ruff 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 for the Approval of Administrative Policy Manual Sections 2.00.0 through 2.07.13. Commissioner Gould moved and Commissioner Rogers seconded that the Park Board of Commissioners approve Sections 2.00.0 through 2.07.13 of the District's Administrative Policy Manual as presented. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed the previously distributed consent agenda item regarding Warrant #6. Commissioner Gould moved and Commissioner Cozza seconded that the Board of Park Commissioners approve warrant #6 in the amount of \$792,395.90. Regarding removing the warrant for discussion, Supt. Becker clarified the revised total. Commissioner Cozza had a question on the warrant check for Douglas Beam regarding the Palatine Children Chorus (PCC) program for a commission balance of music; in response, staff will look into the PCC expense item and get back to the Park Board. Commissioner Gould questioned why the distributed list of checks is alphabetized by first names, searching by last names seems more suitable. Becker appreciated the feedback and mentioned that staff is working on the best format with presenting the warrant information. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Park Board reviewed the previously distributed consent agenda item regarding Warrant #4B. There was Board consensus to remove Warrant #4B, vendor item #39339, from the consent agenda for discussion and to make a motion for approval. It was briefly discussed, Commissioner Gould moved and Commissioner Sawyer seconded that the Board of Park Commissioners approve consent item regarding Warrant #4B, vendor item #39339, which was previously ratified through an electronic vote executed by Executive Director Clark after the Park Board received the requested details of vendor item #39339 expense backup. The motion was approved by a roll call vote as follows:

AYE: John Cozza, Nicholas Sawyer, Terry Ruff

NAY: Susan Gould, Jennifer Rogers

ABSENT: None

Motion carried.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Supt. Williams provided more information regarding Dove Park. Dove Park's playground equipment needs to be replaced and we are in the process to negotiate an agreement with Baldwin Greens Association, the landlords of the apartment complex. As mentioned earlier, POC confirmed that the children do not use this park as part of their programming needs. Staff will see what the landlords would consider by means of assisting the Park District with their park and playground investment. For the District, Dove Park is the hardest park to maintain, it is located behind the apartment building which is not easily accessible. The Park Board thanked Williams for his additional comments.

Commissioners' Comments

Commissioner Gould expressed the need for a neighborhood playground or soccer field near Lake Cook Road and Nichols Road; Commissioner Gould said there are many children to serve in that neighborhood area. Also, Commissioner Gould congratulated the Palatine Jaycee; they were voted the best chapter in the state. Commissioner Gould suggested that it would be nice for the District to acknowledge this achievement and send a congratulations note.

Commissioner Sawyer thanked the Parks crew for the work at Willowwood Park; it looks so nice with the

fence removed.

President enjoyed the Rise and Shine breakfast at Falcon Park; staff did a great job with the event.

Regarding future agenda items, no items were mentioned.

Adjournment

There being no further business to come before the Board on this date, Commissioner Sawyer moved that the regular meeting be adjourned. Commissioner Cozza seconded the motion which was unanimously approved by a voice vote.

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

NAY: None

ABSENT: None

Motion passed at 8:26 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

/s/ Trish Feid
Secretary

/s/ Terry Ruff
President

Next scheduled Park Board meetings:

April 11, 2017
April 25, 2017
May 9, 2017



Minutes of a Regular Meeting of the Board of Park Commissioners of the Palatine Park District, Cook County, Illinois, held at the Village of Palatine Community Center Building, in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday, April 11, 2017 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

Terry Ruff, President

Nicholas Sawyer, Vice President

Jennifer Rogers, Treasurer

Susan Gould

John Cozza

Staff Present

Keith Williams, Supt. of Recreation

Ed Tynczuk, Supt. of Parks & Planning

Steve Nagle, Supt of Facilities

Cheryl Tynczuk, Supt. of District Services & Projects

Donelda Danz, Asst. Supt. of Recreation

Tina Becke, Asst. Supt. of Finance

Jim Holder, Asst. Supt. of Parks & Planning

Joshua Ludolph, Asst. Supt. of Facilities

Phil Riskin, Human Resource Manager

Patrick Griffin, Aquatics Manager

Michael Noens, Marketing Coordinator

John Wilhelm, Falcon Park Facility Manager

Ashley Schiavonce, Cultural Arts Coordinator

Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests

Molly Sicher and family, resident

Graham Nelson, Tiger Sharks

Jennifer Bolger, Tiger Sharks

Jennifer DeFranco, Celtic Soccer

Greg Post, Celtic Soccer

Carol Reagan, PTSCC

Cathi Fabjance, D15 C.A.R.E. Coordinator

Approval of Agenda

Commissioner Gould moved and Commissioner Rogers seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of April 11, 2017 was approved.

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

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 Rogers 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 March 28, 2017 and Warrant #7. Staff thanked Commissioner Gould and will make note of the description correction regarding one of the warrant items. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Comments from the Audience

No general comments were presented.

Recognition

President Ruff welcomed Ms. Molly Sicher and her family to the Park Board Meeting. Cultural Arts Coordinator Schiavone said that Molly wanted to make a donation for children; when Molly asked her parents, Mr. and Mrs. Sicher thought of the Encore Circle to help support the arts programs, benefitting the entire community and the Palatine Park District. President Ruff and Sammy (Palatine Park District's Mascot - Sammy the Squirrel) presented Molly with a certificate of appreciation from the Board of Park Commissioners, publically proclaiming appreciation and recognition of Molly Sicher for her thoughtful donation. Staff and the Park Board thanked Molly and her family for attending the Park Board Meeting with another special thank you to Molly.

Presentation

President Ruff welcomed and introduced Mrs. Carol Reagan to the meeting. Palatine Township Senior Citizens Council (PTSCC) Executive Director Reagan highlighted the accomplishment of the Palatine Township Senior Citizens Council's 3rd accreditation process; the organization successfully meets high national standards. Executive Director Reagan added that only 1% of senior center agencies in the United States are awarded the accreditation by the National Council on Aging's National Institute of Senior Centers (NCOA/NISC). Continuing with the annual report, Executive Director Reagan thanked the Park District and complimented staff; she appreciates the sharing of expertise; and, the staff support with various events. A very special acknowledgment of gratitude to Asst. Supt. Danz for her dedicated involvement as the Board of Directors' Chair and her support with fundraising efforts. Other highlights from the annual report include the center's successful senior recreation programming for active adults, the organized activities and games, and the actively used fitness center; the variety of services provides something for everyone. According to feedback from users of the PTSCC services, responses from senior visitors have said that the center provides more outlets for them and that they have developed many new friendships, adding to the quality of their lives. In regard to the challenges, the uncertainty of state funding, which faces all not-for-profit agencies, and the aging facility are concerns for the PTSCC. Asst. Supt. Becke added more comments regarding compensation and explained that the Park District is anticipating the Equalized Assessed Valuation (EAV) from the 2016 triennial reassessment from Cook County. The second payment to the Senior Center from the Park District this year will be dependent on the final EAV numbers, the senior center funding established on the Park District's tax levy is based on what Cook County receives. The Park Board and staff thanked Executive Director Reagan for her report.

President Ruff welcomed and introduced Mr. Graham Nelson to the meeting. Mr. Nelson, former Swim Team Board President, introduced Mrs. Jennifer Bolger to the Park Board; Mrs. Bolger is the 2017 Swim Team Board President. Together, they reviewed another great year for the swim team and highlighted various topics including the swim program registration numbers; the early bird registration incentive; the unfortunate early closing of Harper College Pool; and, the success with securing swim time at both Palatine High Schools: Fremd and Palatine. The swim practice time usage at the local high schools eliminated the need to use Streamwood's pool. The Swim Team Board appreciated the swim time in Streamwood when the local high school pools were under renovations; the families are thrilled to use the local high school pools again. Also, Mr. Nelson reviewed the various fundraisers from the 3 meets they hosted; Supt. Williams asked about the various volunteers needed for their board and for executing the successful fundraiser events, Mr. Nelson and Mrs. Bolger complimented the hundreds of volunteers that support the program, which would be impossible without their support. Mrs. Bolger, the Park Board and staff complimented former President Nelson for his years of dedication to the program. One item that Mr. Nelson would like to see is future conversations regarding the concept of merging the Palatine Park District Tiger Sharks with the Schaumburg Park District Swim Team; many other teams are merging and working

together towards a stronger program. Throughout his involvement with the swim team program, Mr. Nelson expressed that he felt blessed with having a wonderful park district and coaches. Complimenting full time employees and coaches, Mr. Nelson said that Swim Team Coordinator Gallagher and Head Coach Thompson; they are truly some of the best coaches around. Mr. Nelson added that he had the pleasure of working with these coaches over the past 10 years. Another significant thank you went out to Aquatics Manager Griffin. Mr. Nelson said that Griffin goes above and beyond; Griffin always helps where there is a need and he does this all the time without anyone asking. Another acknowledgment and special thank you to Asst. Supt. Danz, as the swim team was growing under her direction, Danz was always helpful. Regarding the pool at Harper College, Mr. Nelson told the Park Board that he is looking forward to a new pool for the swim team and community, which is very exciting. Also, the former President Nelson expressed that as his time on the Swim Team Board has come to an end, the Swim Team and Park District is in good hands with Mrs. Bolger who is taking the lead. Mrs. Bolger believes strongly in the Park District and community, she brings a background in competitive swimming, which continued through college; and, familiarity with park districts, Bolger worked at the Morton Grove Park District. Also, Mr. Nelson thanked the Park Commissioners for their continued support of the legendary program. Commissioner Cozza wanted to add that the work of the Swim Team Board of coordinating numerous volunteers for such a successful program is extraordinary; Commissioner Cozza also added that it is important to him to see the participants' pride in promoting and being part of the Palatine Park District.

Supt. Nagle welcomed and introduced Palatine Celtic Soccer Club Board President, Mrs. Jennifer DeFranco, to the Park Board. President DeFranco said that this will be her last report as president; Mr. Greg Post is taking over to serve as Board President. The Park Board thanked President DeFranco for her time and dedication to the program. Regarding next year, President DeFranco said that she is very excited about the program celebrating 50 years of programming; Celtic Soccer will be planning several events. President DeFranco highlighted many items in the annual report including the 21 volunteer Celtic Board members along with over 170 volunteer coaches, devoting time to the Palatine Celtic Soccer Club House Program. In addition, the travel program has volunteers providing support at the Annual Celtic Cup Tournament in the fall. The new hire of the Director of Soccer Operations for the club to assist with day to day duties is beneficial with the growing club. The implementation of separate fall and spring seasons, which started last year, is providing more kids the opportunity to play soccer. The option of having 2 individual seasons to play soccer allows kids to participate in multiple sports and other activities. Actually, the change brings growing registration numbers to the soccer program; the future of the Celtic program is positive. In response to questions, President DeFranco said that Celtic continues to have success with the 3rd party tournament planner. President DeFranco thanked the Park Board and staff, adding that the program could not be successful without them; special acknowledgement to Asst. Supt. Holder and the entire Parks Department, Palatine Park District's staff members are always helpful.

New Business

The Board reviewed a previously distributed board summary for Approval of Palatine Township Senior Citizens Council (PTSCC) funding request. Commissioner Gould moved and Commissioner Sawyer seconded that the Board of Park Commissioners approve the funding request for the 2017 fiscal year by the PTSCC, and that staff disburse the first half of this year's funds in the amount of \$102,364.03. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary for approval of the Palatine Celtic Soccer Labor Day Tournament. Commissioner Rogers moved and Commissioner Sawyer seconded that the Board of Park Commissioners authorizes the use of twenty-nine park/school field set ups, support for up to 450 teams with review and approval of schedule and fields by park district staff, and field lighting per staff recommendation for the Palatine Celtic Soccer Labor Day Tournament being held Friday, September 1 through Monday, September 4, 2017. Staff is requiring that no game begin before 7 a.m. at all fields. In addition, lighting will end at 11:00 p.m. for Celtic Park, except Hamilton Sports Fields which will end at 10:30 p.m. (per Village agreement). Staff will once again work with the tournament committee to adjust schedules, signage, parking, litter removal and staffing. Commissioner Gould stressed her concern of Hamilton Sport Fields' lights remaining on until 10:30 p.m. and reminded them of the original agreement; Commissioner Gould suggested that the request should have different wording to support any reason of why lights may need to be extended due to rain delayed games, etc. Regarding Commissioner Rogers' questions of the tournament schedule and the start times of the tournament games; President DeFranco said that once the Labor Day Tournament registration is secured, the Club will confirm the schedule with the Park District; and, the latest game start time is 8 p.m. The motion was approved by a voice vote as follows:

AYE: John Cozza, Jennifer Rogers, Nicholas Sawyer, Terry Ruff

NAY: Susan Gould

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary for the approval of the C.A.R.E. 2016 Year End Disbursement of Surplus Funds. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners authorize payment of \$520,924.15 to CCSD15, of which 50% of this balance shall be allocated to the "CCSD15 Master CARE Account", maintained by the CCSD15 Board, 25% of the balance shall be allocated to the CCSD15, and 25% of the balance shall be returned to the Palatine Park District. Supt. Williams introduced C.A.R.E Coordinator Cathi Fabjance to the meeting to provide a brief summary of the child care program, providing service to District 15 students with before and after school daycare needs. Ms. Fabjance said that it was a good year for the growing program. In order to accommodate the families on the wait lists, we have increased the overall enrollment by 38% this current year; accommodating an additional 218 families. Unfortunately, the increase of students who were moved from the wait list and added to the program caused difficulty to sustain the necessary staff needed to manage the increase programming of before and after day care program. C.A.R.E. management staff continues to have ongoing interviews for hiring new staff; there is frequent change-over in staffing, which is the biggest challenge for the program along with school space issues. Currently, the program still has individuals on the wait list until we have properly trained staff. Commissioner Cozza suggested using other facilities such as churches or other buildings which are not occupied during the day. Regarding Commissioner Gould's suggestion of volunteers to assist with program needs, Supt. Williams highlighted the training required; a minimum of 30 hours of training is mandatory. Though, Williams suggested that maybe those interested folks would like to be employees of the C.A.R.E. program. Ms. Fabjance said that the program has hired a second full time staff to support the school district's management of the program. The Park Board and staff thanked Mr. Fabjance for attending tonight's meeting and providing an update of the C.A.R.E. program. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary for the approval of Oak Park Playground Equipment. Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners approve, the lowest responsible bidder, Cunningham Recreation, Charlotte, NC, in the amount not to exceed \$49,777.90 for the purchase of playground equipment for Oak Park. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary for the award of Bid for the 2017 Playground Renovation Project. Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners approve the lowest responsible bidder, Innovation Landscaping, Inc., Plainfield, Illinois in an amount not to exceed \$78,913.56 for the 2017 Playground Renovation Project. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary for the award of bid for the Cutting Hall Control Room HVAC. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners approve, the lowest responsible bidder, Pro Temp of Illinois Inc., Burr Ridge, Illinois, in the amount not to exceed \$46,100 for Cutting Hall Control Room HVAC. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. Tynczuk highlighted a few items including the winding down of the new financial software implementation needs regarding the IT department; also, working on various projects' bid/contract pre-work and, the new product for the District's email system, Office 365 Outlook, which staff is in the process of investigating training components. Lastly, Tynczuk mentioned the positive results with the compensation study draft report, which will be available soon.

The Board reviewed the previously distributed Recreation Department Report. Supt. Williams asked if there were any questions regarding the report; regarding Commissioner Rogers' inquiry, the Park Board complimented Asst. Supt. Danz and staff with their efforts to provide the Park District annual catalog in braille.

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

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report.

Commissioners' Comments

Commissioner Cozza said that staffs' breakfast was great at Falcon Park; Commissioner Gould suggested a later start for the 'Rise and Shine' event. Commissioner Cozza expressed that the groundbreaking ceremony at Harper College for the Health and Wellness Center, Building M, was great!

Regarding Building M's groundbreaking ceremony at Harper College, Commissioner Gould mentioned her pleasant conversation with Harper's student representative Zach Daniels.

The Park Board and staff congratulated Commissioner Rogers on her re-election. Commissioner Rogers thanked her supporters and said that she is looking forward to another 6 years serving the Park District and community.

Regarding future agenda items, President Ruff noted that no new items were mentioned.

Adjournment

There being no further business to come before the 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: John Cozza, Susan Gould, Jennifer Rogers, Nicholas Sawyer, Terry Ruff

NAY: None

ABSENT: None

Motion carried at 8:27 p.m.

Respectfully submitted,

Trish Feid, Park Board Secretary

Attest:

/s/ Trish Feid, Secretary

Approved:

/s/ Terry Ruff, President

Next scheduled Park Board meetings:

April 25, 2017
May 9, 2017
May 23, 2017



Minutes of a Regular Meeting of the Board of Park Commissioners of the Palatine Park District, Cook County, Illinois, held at the Village of Palatine Community Building in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday April 25, 2017 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

Terry Ruff, President

Nicholas Sawyer, Vice President

Jennifer Rogers, Treasurer

Susan Gould

John Cozza

Staff Present

Michael Clark, Executive Director

Keith Williams, Supt. of Recreation

Ed Tynczuk, Supt. of Parks and Planning

Steve Nagle, Supt. of Facilities

Elliott Becker, Supt. of Finance

Cheryl Tynczuk, Supt. of District Services & Projects

Donelda Danz, Asst. Supt. of Recreation

Tina Becke, Asst. Supt. of Finance

Joshua Ludolph, Asst. Supt. of Facilities

Todd Ranum, Athletic Coordinator

Abby Krueger, Fitness, Health & Wellness Coordinator

Trish Feid, Park Board Secretary/Executive Asst.

Approval of Agenda

Commissioner Rogers moved and Commissioner Sawyer seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of April 25, 2017 was approved.

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

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 April 11, 2017; Approval of Change Order #01; Hamilton Playground Safety Surfacing; and, Approval of Warrant #8. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Comments from the Audience

No comments at this time.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Regarding Oak Park's previous playground, Supt. Tynczuk said that the equipment is now with Kids Around the World; the organization removed the apparatus today. Hamilton's 'pour in place' product installation is close to being finished; the playground area will be open next week. In response to Commissioner Sawyer, Tynczuk informed the Park Board that the product dries very quickly. The Parks pool crew is working hard on all the aquatic centers in preparations for Memorial Day weekend pool openings. In response to Commissioner Cozza's questions, Tynczuk provided updates on the new enhancements to Ost Field including the 5-tier bleacher; the new asphalt pad to support the trailer's permanent location for concessions; and, added a walkway from the track to press box, a pathway which is used for players' weigh-in process for the P.A.F.A. football games. Also, Tynczuk replied that the renovated work on Palatine Trail is from Hamilton to Palatine Hills Golf Course entry drive; the renovation project includes many major repairs.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle highlighted and encouraged the Park Board to join-in with supporting the upcoming POC event. The annual Cinco de Mayo festivity will take place at Falcon Park Recreation Center on Thursday, May 4, 2017 from 5:00 p.m. until 8:00 p.m. Continuing with the Facilities Department Report, Nagle mentioned the successful dance recital hosted at Cutting Hall; the annual Falcon Park turf cleaning; and, POC's fundraising program called the 'Dine and Share' at Deer Park's Chick-fil-a restaurant, which is scheduled for tomorrow night.

The Board reviewed the previously distributed Finance Department Report. Supt. Becker highlighted two areas that the Finance Department has been busy with, the audit and implementation of the new finance software. Finance staff is chipping away at punch list items with Incode; the biggest item remaining is importing January and February's data into the system, which should be completed this week. Commissioner Cozza asked about the length of the auditor's stay and the demand on staff during that time. In response, Becker said that the new software will help cut down staffs' time since the biggest problem with the audit processing is the existing/outgoing software. The auditors arrived last Wednesday and plan to leave on Friday. Commissioner Cozza expressed concern of staff needing to allow 10 of their work days annually for the audit team; Becker said that the length of time will get smoother. Director Clark added that the fieldwork process will more efficient next year with Incode, the new finance software.

The Board reviewed the previously distributed Fitness Center Annual Report. President Ruff introduced Fitness, Wellness and Health Coordinator Krueger to the meeting. Krueger reviewed many of Fitness Center Report items. Regarding the addition of Fitness Center's suggestion box Krueger has compiled the comments and thoughts of participants, gaining an understanding of the members' needs. The personal trainer program is underdevelopment; creating a formal process to be consistent with procedures; and, Krueger highlighted the popular 12-month fitness membership pass. Regarding future forward changes, staff is working on creative pass incentives; Krueger said there are challenges with the lack of space for additional desired equipment; and, the consideration of membership pricing adjustments. President Ruff inquired about ways to expand the fitness area; staff is looking at the print shop downstairs and the adjacent staircase areas; potential thoughts of a 2-story fitness center.

The Board reviewed the previously distributed annual Tennis and Pickleball Report. President Ruff introduced Athletic Coordinator Ranum to the Park Board. Ranum reviewed the background regarding the pickleball and tennis programming providers over the last several years; staff brought on First Serve of Palatine for the start of 2015 season because of the number of complaints and significant concerns of former provider's service. With the new provider, the program has grown substantially over the last two years and participants' numbers continue to climb; most growth is with the youth programming. The First Serve staff is great and easy to work with and we are not receiving complaints. Regarding the popular pickleball program averaging 41 players attending the program at Falcon Park, Ranum said the growing

sport is expanding and offering lessons for youth and adults; including private lessons; the group has formed a club with successfully recruiting pickleball players to the Palatine Park District program. Ranum said that he is looking forward to the project of expanding outdoor pickleball courts. In 2018, Community Park will have 6 pickleball courts and 1 tennis court.

Regarding the Basketball Program Season Report, Athletic Coordinator Ranum highlighted the successful season. Staff is working with Mr. Matt May to coordinate the timing of feeder league determinations and registration of the Park District basketball program. Also, staff is being proactive with D15 on enhancing communications to avoid scheduling issues of the practice cancellations. Ranum said that there is an increase with 1st and 2nd grade participants; he gave compliments to Park District staff Mr. Terry Nelson in assisting with the coordination of the basketball program. Clark added that Terry is doing a great job and the program went well this past season.

President Ruff noted there were no other Departmental Reports; the Park Board thanked staff for the various Department Reports; very nice annual reporting.

New Business

The Park Board reviewed a previously distributed board summary for the Approval of District's Organizational Chart. Commissioner Gould moved and Commissioner Cozza seconded that the Park Board of Commissioners approve the District's Organizational Chart as presented. Director Clark added that this is a State Accreditation standard and complimented staff with new format. In response to Commissioners Rogers' question, Clark said that all the positions posted are fully staff. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed the previously distributed board summary for the Award of Bid regarding the Golf Course Entrance Gate. Commissioner Rogers moved and Commissioner Cozza seconded that the Board of Park Commissioners approve the lowest responsible bidder, Clauss Brothers Incorporated, in the amount not to exceed \$89,355.44 for the base bid of the entrance gate at Palatine Hills Golf Course. Commissioner Gould mentioned a correction with the vendor name; staff noted and will make the change. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark updated the Park Board on the C.A.R.E. situation, and reiterated that staff is taking matters in hand and we are actively engaged; Supt. Williams has been very diligent. Regarding the April Board Alert Memo on various properties; Clark reviewed the parcels. There was consensus with the potential church property which

could be advantageous to the Park District; President Ruff added that the property should be considered for long term planning of land for open space of the Park District; Commissioner Gould added thoughts on the importance of available land adjacent to Park District' property. From Park Board direction, Clark said that staff will execute due diligence with short and long term objectives and prepare for presenting to the Park Board if there appears to be interest from the Church to sell. The other parcel to continue pursuing is the donated property of Mr. Bauman; Clark will be in touch with Park District Attorney Paine. Regarding Building M's groundbreaking ceremony at Harper College, it was a wonderful day for the Palatine Park District. In regard to upcoming events, Clark reminded the Park Board of the Arbor Day ceremony at Sycamore Park on Friday, April 28 starting at 10 a.m. and, the filing of SEI, Statement of Economic Interests with Cook County. Regarding transgender population, staff is preparing and creating full inventory of all facilities' accommodations and needs for addressing privacy areas which are gender neutral; and, District draft polices are in process. Lastly, Director Clark wanted to thank the Park Board for the well wishes regarding his father. Clark's dad is back home and resting well; out of critical stage.

Commissioners' Comments

Commissioner Cozza mentioned that he is serving on the Palatine Park District's Health Insurance Committee for determining staff members' insurance provider for this upcoming cycle; under in flux conditions this is an interesting subject and the committee is trying to keep it under control; it is a very hard committee to sit on. The committee is examining all opportunities to keep staffs' insurance program valuable and affordable.

Commissioner Gould complimented Horticulture Foreman Zak with coordinating the annual Arbor Day event at Sycamore Park.

Commissioner Sawyer is looking forward to Legislative Conference next week in Springfield.

President Ruff asked about Hamilton's parking lot expansion and stressed the immediate need for parking space; Supt. Tynczuk explained the development's plan to double the parking lot area; the entire parking lot should be completed next year. President Ruff highlighted a concern with young kids running across Smith Road on weekends with the busy soccer schedule at Hamilton. President Ruff said that he sees this situation as a priority now to accommodate a larger parking lot. Regarding a crossing guard or a volunteer, Commissioner Gould added that staff could talk to police about short term assistants for the next few months.

Regarding future agenda items, President Ruff said he would like to hear from Information Technology (IT) Department in regard to the Park District's preparations and defense on potential threats. When the IT Department presents their annual report, President Ruff would like an update on Palatine Park District's vulnerability; a report of security measures and what IT Manager Mangum believes are potential threats.

Commissioner Gould reiterated her future agenda item, which she suggested on March 28, 2017. Commissioner Gould expressed the need for a neighborhood playground or small sport field near Lake Cook Road and Nichols Road, by Route 53; Commissioner Gould said there are many children in that neighborhood and maybe there is something the Park District can do to help serve the area.

Adjournment

There being no further business to come before the Board on this date, Commissioner Cozza moved that the regular meeting be adjourned. Commissioner Sawyer seconded the motion which was unanimously approved by a voice vote.

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

NAY: None

ABSENT: None

Motion passed at 8:28 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Terry Ruff
President

Next scheduled Park Board meetings:

May 9, 2017
May 23, 2017
June 13, 2017



Minutes of a Regular Meeting of the Board of Park Commissioners of the Palatine Park District, Cook County, Illinois, held at the Village of Palatine Community Center Building, in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday, May 9, 2017 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

Terry Ruff, President

Nicholas Sawyer, Vice President

Jennifer Rogers, Treasurer

Susan Gould

John Cozza

Staff Present

Michael Clark, Executive Director

Keith Williams, Supt. of Recreation

Ed Tynczuk, Supt. of Parks & Planning

Steve Nagle, Supt of Facilities

Elliott Becker, Supt. of Finance

Cheryl Tynczuk, Supt. of District Services & Projects

Donelda Danz, Asst. Supt. of Recreation

Tina Becke, Asst. Supt. of Finance

Jim Holder, Asst. Supt. of Parks & Planning

Joshua Ludolph, Asst. Supt. of Facilities

John Wilhelm, Falcon Park Facility Manager

Ryan Repp, Falcon Park Facility Assistant Manager

Trish Feid, Park Board Secretary/Executive Asst.

Approval of Agenda

Commissioner Sawyer moved and Commissioner Gould seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of May 9, 2017 was approved.

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

NAY: None

ABSENT: None

Motion carried.

CERTIFICATION OF ELECTION RESULTS

The Board reviewed a previously distributed Board Summary pertaining to Resolution #17-03 for Certification of April 4, 2017 Election Results. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners adopt Resolution #17-03 declaring Jennifer Rogers duly re-elected as Commissioner of the Palatine Park District. President Ruff requested a roll call vote; the Park Board and staff congratulated Commissioner Rogers.

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

NAY: None

ABSENT: None

Motion carried.

ADMINISTRATION OF OATH OF OFFICE

Jennifer Rogers was sworn in as Commissioner of the Palatine Park District Board of Park Commissioners for the term of 2017-2023. On behalf of the Board and staff, President Ruff congratulated Commissioner Rogers on her re-election victory; expressing congratulations to Commissioner Rogers on her upcoming term. Commissioner Rogers thanked her supporters and said that she is looking forward to another 6 years serving the Park District and community.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Sawyer moved and Commissioner Gould 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 April 25, 2017; Adoption of Surplus Ordinance #17-07; and, Warrant #9. The result of the roll call vote follows:

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

Motion carried.

Comments from the Audience

No general comments were presented.

Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. Tynczuk highlighted that staff has received a number of Living Tribute inquiries; also, the Park District received the first donation application for the ‘Tree-mendous’ program in conjunction with the matching employee giving program. The Palatine Park District Park Foundation’s Tree-mendous donation campaign program assists to reforest District grounds. The campaign details are on the websites of the Park District and the Park Foundation; information can also be found in the annual program catalog. Other items mentioned include the draft of the Compensation Study and that the Risk Manager has finished risk assessments for Parks and District Services and Projects Departments. Regarding Commissioner Cozza’s question of AED training for coaches and having onsite AED units as a condition of rental for the Lacrosse programming held at Harper, Director Clark and Supt. Williams will get back to the Park Board with confirmation of the procedure for the Lacrosse coaches.

The Board reviewed the previously distributed Recreation Department Report. Supt. Williams asked if there were any questions regarding the report; no questions were presented.

The Board reviewed the previously distributed Falcon Park Recreation Center Annual Report. Supt. Nagle introduced Falcon Park Facility Manager Wilhelm and Asst. Falcon Park Facility Manager Repp to present the annual Falcon Park Recreation Report. Both staff members are relatively new to Palatine Park District; together they are doing a great job leading the team of 25 part-time staff along with the 2 other full-time staff members at Falcon Park. Regarding the report, the manager duo reviewed the facility’s highlights, challenges and 2017 initiatives; financial summary of the facility’s operations; rental and programming revenues; the various repairs, replacement and maintenance needs; and, the ICompete program’s highlights and challenges. In regard to the recent event held at Falcon Park Recreation Center, the Cinco de Mayo event was a success with raising funds for Partners of Our Community (P.O.C.). The facility looked wonderful, Nagle added thanks to Wilhelm, Repp and all of the Falcon Park staff. The Park Board thanked Falcon Park Facility Manager Wilhelm and Asst. Falcon Park Facility Manager Repp for the report and for their efforts at Falcon Park.

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

New Business

The Park Board began the annual election process, nominations for the position of President for the 2017-

2018 year were offered. Commissioner Gould nominated Commissioner Sawyer for the position of Board President. There being no further nominations, Commissioner Gould moved and Commissioner Rogers seconded that the nominations for Park Board President be closed; by a voice vote the motion was unanimously approved. Commissioner Gould moved and Commissioner Rogers seconded to designate Commissioner Sawyer for the office of Park Board President. Upon the requested roll call vote approving Commissioner Sawyer for the office of Park Board President on behalf of the 2017-2018 year; the result of which follows:

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

NAY: None

ABSENT: None

Motion passed. The Park Board and staff thanked Commissioner Ruff for serving and complimented him on a great job. Commissioner Ruff gave the meeting over to President Sawyer.

President Sawyer asked to receive nominations for the position of Vice President for the 2017-2018 year. Commissioner Cozza nominated Commissioner Rogers for the position of Vice President. There being no further nominations offered, Commissioner Gould moved and Commissioner Cozza seconded that nominations be closed; by a voice vote the motion was unanimously approved. Commissioner Ruff moved that Commissioner Rogers serve as Park Board Vice President for the 2017-2018 year; Commissioner Cozza seconded the motion. The motion was approved as follows:

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

NAY: None

ABSENT: None

Motion passed.

Commissioner Cozza moved that the appointment of Commissioner Gould for Park Board Treasurer for the 2017-2018 year be approved. Commissioner Ruff seconded the motion. By a voice vote, the motion was approved as follows:

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

NAY: None

ABSENT: None

Motion passed.

Commissioner Gould moved that the appointment of Trish Feid for Board Secretary for the 2017-2018 year be approved. Commissioner Cozza seconded the motion. By a voice vote, the motion was approved as follows:

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

NAY: None

ABSENT: None

Motion passed.

President Sawyer submitted for Board approval the following appointments for the period of May 23, 2017 through May 8, 2018: Mike Clark: Executive Director, Secretary Pro Tem, Representative to the Northwest Special Recreation Association, alternate Representative to the Metro Risk Management Agency and Park Foundation Liaison, and; Elliott Becker: Representative to the Metro Risk Management Agency, and; Joan Scovic: Liaison to the Greater Palatine Chamber of Commerce and Industry, and; Commissioner Cozza: Liaison to PALS (Palatine Affiliate Leaders) and Liaison to Employee Health Insurance Committee, and; Mike Clark and Trish Feid appointments as Open Meetings Act (OMA) officers, and; Mike Clark and Trish Feid appointments as Freedom of Information Act (FOIA) officers, and; Elliott Becker appointment of Compliance Office of drafting and updating of disclosures as they relate to bond issuance; and, Donelda Danz and Ed Tynczuk appointments as ADA Representatives. Commissioner Gould moved to approve the list and Commissioner Cozza seconded. The motion was unanimously approved by a voice vote as follows:

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

Motion passed; all those present agreed to serve.

President Sawyer said that with the concurrence of the Board, approve the proposed meetings of the Board of Park Commissioner of the Palatine Park District for 2017-2018; declaring that regular meetings of the Board will be conducted at the Village of Palatine Community Center Building, 200 East Wood Street in Palatine, Illinois on the second Tuesday and fourth Tuesday of each month, beginning at 7:00 p.m., excepting the months of September and December which will have one meeting. Commissioner Ruff moved and Commissioner Gould seconded the motion, which was unanimously approved by a voice vote as follows:

AYES: Terry Ruff, John Cozza, Susan Gould, Jennifer Rogers, Nicholas Sawyer
NAYS: None
ABSENT: None

Motion passed.

The Board reviewed a previously distributed board summary for the award of bid for the Community Center Camera Project. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners award the base bid and Alternate A for the Community Center Camera Project to Imperial Surveillance of Arlington Heights, Illinois, the lowest responsible bid, for an amount not to exceed \$46,013 and authorize staff to execute contract accordingly. The motion was unanimously approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the rejection of bid regarding Community Center Shelf Flooring Project. Commissioner Cozza moved and Commissioner Ruff seconded that the Board of Park Commissioners reject the single bid that was received for the Community Center Shelf Floor Project

provided by Floors Inc. of Woodstock, Illinois and have staff rebid the project in an effort to secure additional bids. Having only one bid received, Asst. Supt. Ludolph said that staff anticipates additional bids for the project when staff rebids. Commissioner Cozza officially noted that the bid was rejected due to the only bidder for this project being over the budgeted amount. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Regarding the recent Robin Park Property donation offer, Director Clark had a conversation with the Park District's Attorney who will research the parcel and prepare the process; a new Cook County's PIN will be assigned to the donated portion of the parcel. April's Arbor Day was a success; Clark complimented Foreman Zak, Asst. Supt. Holder, Supt Tynczuk and all Parks staff. Sycamore Park now has a sycamore tree; Clark added thanks to Commissioner Ruff and staff in showing support at the event that the Park District organized. Clark highlighted other items including the Village of Palatine's decision to opt-out of the minimum wage ordinance; the recent flooding rain events closing the golf course for a couple of days, Commissioner Cozza added his thoughts on the reservoir's rainwater accumulation; and, the Head to the Hills' event is scheduled for this Saturday from 2:00-5:00 p.m. at Palatine Hills Golf Course. Clark said that tomorrow, we are hosting a regional workshop regarding the National Association of Park Foundations.

Commissioners' Comments

Commissioner Rogers attended the recent Library event; learned about their budget and that the Palatine Library does a lot with the money they receive in comparison to other community libraries. Commissioner Rogers enjoyed the tour of the library, commenting that it was a very nice event. Commissioner Rogers enjoyed the P.O.C.'s Cinco de Mayo event, which was another wonderful event. Regarding Commissioner Rogers' recent visit to Springfield for the Legislative Conference along with President Sawyer and Director Clark, Commissioner Rogers was disappointed that the House was not in session during the annual conference; and, frustrated with the situation in Springfield; President Sawyer agreed with Commissioner Rogers' thoughts. Director Clark highlighted the material he brought back from Springfield will be a resource for the Commissioners when contacting legislators.

Commissioner Ruff said the turf at Falcon Park looks great; it is in the best condition that he has seen at Falcon Park. Commissioner Ruff said watching the inlay process at Hamilton was amazing. Clark added that staff may consider the material to be standard at some playgrounds; though, staff will continue to monitor before confirming that decision.

Vice President Rogers and fellow Park Board Commissioner thanked Commissioner Ruff with his role as President this past year. Also, the Park Board congratulated President Sawyer on his new term with leading the Park Board.

Regarding future agenda items, President Sawyer noted that no new items were mentioned.

Executive Session

President Sawyer requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Cozza moved 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, including hearing testimony on a complaint lodged against an employee to determine its validity; Commissioner Gould seconded. This was unanimously approved by a roll call vote. The result of which follows:

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

NAY: None

ABSENT: None

Motion passed at 7:55 p.m.

Return to Open Session

Commissioner Gould moved to come out of closed session and resume to the regular meeting of the Board of Park Commissioners; Commissioner Ruff seconded the motion which was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

Action on Matters Considered in Closed Session

Regarding Executive Session; Section 2(c)(1) Open Meetings Act for discussion of personnel, President Sawyer said that there is no action at this time.

Adjournment

There being no further business to come before the Board on this date, Commissioner Ruff moved that the regular meeting be adjourned. Commissioner Cozza seconded the motion which was unanimously approved by a voice vote.

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

NAY: None

ABSENT: None

Motion carried at 8:36 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Nicholas Sawyer
President

Next scheduled Park Board meetings:

May 23, 2017
June 13, 2017
June 27, 2017



Minutes of a Regular Meeting of the Board of Park Commissioners of the Palatine Park District, Cook County, Illinois, held at the Village of Palatine Community Building in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday May 23, 2017 at 7:00 p.m.

President Sawyer: Call to order at 7:00 p.m.

Commissioners Present

Nicholas Sawyer, President

John Cozza

Jennifer Rogers, Vice President

Terry Ruff

Susan Gould, Treasurer

Staff Present

Michael Clark, Executive Director

Jim Holder, Asst. Supt. of Parks and Planning

Keith Williams, Supt. of Recreation

Phil Riskin, Human Resource Manager

Ed Tynczuk, Supt. of Parks and Planning

Joshua Ludolph, Asst. Supt. of Facilities

Steve Nagle, Supt. of Facilities

Frankie Giannetti, Risk Manager

Cheryl Tynczuk, Supt. of District Services & Projects

Drew Fisher, Summer Intern

Donelda Danz, Asst. Supt. of Recreation

Trish Feid, Park Board Secretary/Executive Asst.

Tina Becke, Asst. Supt. of Finance

Citizens and Guests

Joe Petricca, PHGA Liaison

Dan Stockwell, PHGA President

Approval of Agenda

Commissioner Gould moved and Commissioner Rogers seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of May 23, 2017 was approved.

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

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 Ruff 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 May 9, 2017; and, Approval of Warrant #10. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Comments from the Audience

No comments at this time.

Presentation

In regard to the District Risk Assessment presentation, President Sawyer introduced Risk Manager Giannetti to the Park Board Meeting. Giannetti reviewed the process and procedure to accomplish the department's goal of completing a Comprehensive District-wide Risk Assessment. Giannetti highlighted that this significant project will be a vital instrument in continuing efforts to build a risk management program at the District. Director Clark commented that the amount of research Giannetti gathered is amazing and highlighted the magnitude of the Risk Manager embracing the project with detail and depth to change the culture with taking a more proactive approach and using best practices. Clark added that Giannetti shares his vision and the results are beyond his expectations.

Donelda introduced Drew Fisher from Louis University, the summer intern for the Palatine Park District. The Park Board welcomed Drew.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Regarding Oak Park playground, Supt. Tynczuk said that the project is coming along very well; the main structure is up and should be completed by end of next week, weather permitting. In regard to the upcoming 4th of July parade, Tynczuk proposed having a float for the parade; staff will construct the float using a 20 foot trailer. Regarding relocation of the Skate Park, Commissioner Gould mentioned her concern on behalf of the residents if moving the Skate Park to Hamilton; discussion ensued. Based upon conversation and direction, Director Clark will have staff investigate alternate locations.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle commented that the wet spring is tough on outdoor venues including the Palatine Hills Golf Course, currently revenue numbers are down. Due to hard storms, the driving range lost most of the netting; compliments were given to Golf Superintendent Helms and his crew on their recovery routine with weather damage control. However, on one of the nicest days of the year, Palatine Hills hosted a great event, Head to the Hills; the staff supported event was a success. In conjunction with Earth Day, Nagle complimented staff's Environmental Committee with promoting the Earth Day Clean Up event at Plum Grove Reservoir, another successful and well attended event.

The Board reviewed the previously distributed Finance Department Report. Asst. Supt. Becke highlighted that staff is working with a company called Card-Connect; the company provides the piece that performs the coding; and, also the processing component of credit card transactions. Other items mentioned included the District's budget which will need amending; reported TIP money received; and many staff members are busy with RecTrac training to help with executing finance reports, showing staff how to send informative data from RecTrac to the new finance software, Incode.

President Sawyer noted there were no other Departmental Reports; the Park Board thanked staff for the various Department Reports.

New Business

The Park Board reviewed the previously distributed first trimester progress reporting of the 2017 Agency Work Plan Goals. Director Clark said that staff completed identifying the agency's performance for the first trimester of the 2017 fiscal year; year two of the action plan. Clark added that staff will continue to provide trimester progress reports to the Board on work and accomplishments that have been completed each trimester. Clark complimented staff on the collaborative efforts in presenting the report. Commissioner Rogers said that the document is a helpful report; Clark added that it shows the focus with each of the goals and the alignment with the comprehensive plan. As the leader of the District, Clark added that the trimester reporting tool helps him stay on top of the many directions and focuses of the Park District.

The Park Board reviewed a previously distributed board summary for the Adoption of the Transgender Policy for Public Facility Accessibility and District Action Plan. Commissioner Gould moved and Commissioner Cozza seconded that the Park Board of Commissioners approve the District's Transgender Patron Policy and Action Plan as presented. Discussion ensued concerning the locker room signage; there was consensus of the Park Board to approve the policy with direction for modifications of the action plan regarding signage. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed the previously distributed board summary for the Award of Bid for the Community Center Shelf Flooring Project. Commissioner Rogers moved and Commissioner Cozza seconded that the Board of Park Commissioners award the bid for the Community Center Shelf Flooring Project to Haldeman Homme, Inc. of Lombard, Illinois, the lowest responsible bid, and sign the contract in the amount of \$42,999 authorizing the completion of this project. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed the previously distributed board summary for the Award of Bid for the 2017-2019 Janitorial Service. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners award the 2017-2019 Janitorial Service contract to the lowest responsible bidder, Crystal Maintenance Services Corporation of Mount Prospect, Illinois and sign the contract and authorizing staff to issue a purchase order in the amount of \$47,820 for the first year of janitorial service. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed the previously distributed board summary for the Approval of 2017 Oak Park Playground Renovation Change Order #1. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners approve Change Order #1 in the amount of \$693 to remove and replace 24 linear feet of concrete barrier curbing at the Oak Park playground. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed the previously distributed board summary for Award of Bid for Palatine Hills Clubhouse Siding Rehabilitation Program. Commissioner Cozza moved and Commissioner Ruff seconded that the Board of Park Commissioners approve the lowest responsible bidder, All American Exterior Solutions of Lake Zurich, Illinois in an amount not to exceed \$74,460 for the Palatine Hills Clubhouse Siding Rehabilitation Program. In response to Commissioner Rogers, staff said that the project will start at the end of the golf season, in the fall. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark said his report reflects a busy time for the Park District. The Employee Insurance Committee plans to recommend a long term sustainable model for the employee health insurance program. Intergovernmental Personnel Benefit Cooperative (IPBC) is a state pool of many various municipalities; IPBC representatives will present the plan at the June 13 Park Board Meeting. At the June 27 Park Board Meeting, HRGov will have their presentation on the final compensation report and findings along with new recommendations; Clark added that he is pleased with the report and highlighted the intricacies with the development of the compensation study. In response to Commissioner Ruff's suggestion, Clark will have the compensation report available early for Board review. Regarding the follow up of Commissioner Ruff's inquiry to have a presentation from District's IT staff on security, a special meeting for the presentation will be held on June 13. The Wood Street improvement project will start this summer. Clark reminded the Park Board of the new park dedication event; the ribbon cutting ceremony will start at 6:00 p.m. on Thursday, June 8 at Chickadee Park; the neighbors have been invited. Commissioner Rogers complimented the Wood Street Review: staffs' newsletter. Clark added that he would like to include Park Board ideas too in future distributions.

Commissioners' Comments

Commissioner Cozza mentioned that he attended the Casey Pohl Memorial Tournament; he was disturbed with the appearance of Fuller Field. Staff pointed out the circumstances with the property, lack of the former provisions regarding field usage along with weather conditions. Commissioner Cozza said that he had planned on attending the Head to the Hills golf event; it was a nice day for the event. Commissioner Cozza is interested in hearing thoughts on revisions to the Benefit and Fee Waiver Policy.

Adjournment

There being no further business to come before the Board on this date, Commissioner Ruff moved that the regular meeting be adjourned. Commissioner Cozza seconded the motion which was unanimously approved by a voice vote.

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

NAY: None

ABSENT: None

Motion passed at 8:08 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Jennifer Rogers
Vice President

Next scheduled Park Board meetings:

June 13, 2017 Special Meeting at 6:00 p.m.
June 13, 2017
June 27, 2017
July 11, 2017



Minutes of a Regular Meeting of the Board of Park Commissioners of the Palatine Park District, Cook County, Illinois, held at the Village of Palatine Community Center Building, in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday June 13, 2017 at 7:00 p.m.

Vice President Rogers: call to order at 7:00 p.m.

Commissioners Present

Jennifer Rogers, Vice President
Susan Gould, Treasurer
John Cozza
Terry Ruff

Commissioner Absent

Nicholas Sawyer, President

Staff Present

Michael Clark, Executive Director
Keith Williams, Supt. of Recreation
Ed Tynczuk, Supt. of Parks & Planning
Steve Nagle, Supt of Facilities
Elliott Becker, Supt. of Finance
Cheryl Tynczuk, Supt. of District Services & Projects

Donelda Danz, Asst. Supt. of Recreation
Tina Becke, Asst. Supt. of Finance
Jim Holder, Asst. Supt. of Parks & Planning
Phil Riskin, Human Resource Manager
Trish Feid, Park Board Secretary/Executive Asst.

Approval of Agenda

Commissioner Cozza moved and Commissioner Ruff seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of June 13, 2017 was approved.

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

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 under the consent agenda were approved: Regular Meeting Minutes of May 23, 2017; Closed Session Minutes of May 9, 2017; Approval of Ordinance #17-08 Prevailing Wage; and, Warrant 11. The result of the roll call vote follows:

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

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

Comments from the Audience

No general comments were presented.

Presentation

Director Clark introduced Mr. Dave Cook, Executive Director of Intergovernmental Personnel Benefit Cooperative (IPBC), to review the intergovernmental supportive opportunity regarding the District's

employee health insurance program. Mr. Cook provided the Park Board with an outline and highlights of the cooperative program; the participants; and, the history of the agency which was established in 1979. IPBC is serving over 16,000 individuals with 123 members; the intergovernmental agency is regulated by the Illinois Department of Insurance (IDOI) and Illinois Department of Labor (IDOL). The fully transparent agency is conservatively funded. IPBC is proactive and transparent; stable forecasting allows for efficient budget and financial planning for the members. Strategically able to provide unique situations, every member has their own plan design. Members receive monthly dashboard reports for accessing up to date information. In response to Vice President Rogers, Director Clark and Supt. Becker said that they reached out to many colleagues and received positive feedback. Clark added that the key here is sustainability for the District, the past practice always had its unknowns and created lots of work for staff. Consistency in an area regarding a substantial employee need; IPBC's flexibility with options of various health insurance plans allows individuals to remain with their existing plan or choose to make a change during the member's annual enrollment period.

New Business

The Board reviewed a previously distributed board summary for the Approval of Membership to Intergovernmental Personnel Benefit Cooperative (IPBC). Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners approve Resolution #17-04, a Resolution approving the park district to join the Intergovernmental Personnel Benefit Cooperative (IPBC) for providing and managing full time employee health insurance benefits program as presented. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

The Board reviewed a previously distributed board summary regarding sections of the Safety Policy and Procedures Manual. Based on consensus of the Park Board with reviewing sections 4.00 – 4.04 of the Safety manual, Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners approve section 4.00 through 4.04 of the Safety Manual as presented. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

The Board reviewed a previously distributed board summary for amending the Code of Conduct Ordinance for park hours. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners amend the Palatine Park District Code of Conduct Ordinance Section 4.01 to coincide with the hours of the lightning warning systems. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

The Board reviewed a previously distributed board summary for Award of Bid; Transit Bus Purchase. Commissioner Cozza moved and Commissioner Ruff seconded that the Board of Park Commissioners approve Best Bus Sales, the lowest responsible bidder, in the amount not to exceed \$61,508 for the purchase of the 14 passenger shuttle bus. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. Tynczuk had no updates regarding the report and no questions were presented at this time.

The Board reviewed the previously distributed Recreation Department Report. Supt. Williams informed the Park Board that the additional VSI training regarding registration software addressed many concerns for staff; compliments to Aquatics Manager Griffin who takes the lead on behalf of staff to facilitate direction and guidance with the new registration software. Williams said that Customer Service Representative Farrar now assists Griffin with staffs' needs. Continuing with the department report, Williams mentioned the recent variety of popular events hosted by the Park District including Big Trucks; the successful Black Box Theater; the traditional spring gymnastics show was packed with families and the program continues to grow. For the first time in Park District history, all pools opened on the same date this year; compliments to Parks Department, Williams said that Parks staff did an outstanding job having all of the pools ready. Regarding new protocol of permit requests including amplified sound/music, Williams reviewed PYB/S's baseball permit request needing the sound system for the championship baseball games scheduled at Hamilton. Clark added that from his direction, this will be the protocol; and, the Village is no longer required to be part of this approval process for Park District property.

Vice President Rogers noted there were no other Departmental Reports. The Park Board thanked staff for the various Departmental Reports.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark highlighted several items from his report including the distribution of transgender signs; his upcoming meeting with Dr. Ender to recap the operations/business planning sub meetings between Harper College and Park District staff; and, Clark reported that Park Foundation Director Dutch Schultz conveyed to the Foundation Board valuable seminar information to assist the Foundation, including creating a committee of helpers; therefore, changes with the bylaws are underway. Director Clark thanked Supt. Ed Tynczuk for emceeing the special ribbon cutting ceremony at Chickadee Park; the new park has been well-received. Director Clark said that he is keeping on top of the property tax freeze and the minimum wage discussions; adding compliments to Illinois Association of Park District's Jason Anselment, Jason is IPAD's Legal Legislative Counsel and keeps park districts well informed. Staff is following up on Skate Park location ideas and developing criteria; also working on plans for the Dog Park improvement, etc.

Commissioners' Comments

Commissioner Ruff thanked staff for coordinating the Chickadee Park ribbon cutting ceremony; it was a very nice event. The Park District dance program prepared for a wonderful recital, which was hosted at Harper College; unfortunately, the venue had internet issues and ticket information for seating arrangements was not readily accessible. Regarding the relocation of Community Park's Skate Park, Commissioner Ruff mentioned the property of the former Hot Dog Richie's establishment, this may be a centrally and visible setting. Lastly, Commissioner Ruff complimented the pools.

Regarding a conversation of local historical society organizations, Commissioner Gould reaffirmed her appreciation of Palatine's Historical Society; the Park Board concurred, it is a valuable and significant addition to the community. Commissioner Gould mentioned the unexpected Board alert regarding the recent 911 call; Director Clark added that staff reacted immediately after notification from a patron.

Commissioner Cozza also highlighted the ribbon cutting ceremony at Chickadee Park; he added that it was great to see the neighbors getting acquainted with each other and enjoying the new park. Regarding the Jaycees' 60th Anniversary celebrations, Commissioner Cozza will be reminiscing as parade marshal this year with many of the past Jaycees' presidents; therefore, Commissioner Cozza will not be joining the Park District group in the parade. The Jaycees' project at Cedar Park worked out well; also, the Palatine Jaycees were named best chapter in the Nation.

Regarding future agenda items, Vice President Rogers requested the following items for future Board discussion, Dove Park; Skate Park; and Dog Park.

Adjournment

There being no further business to come before the Board on this date, Commissioner Ruff moved that the regular meeting be adjourned. Commissioner Cozza seconded the motion which was unanimously approved by a voice vote.

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

NAY: None

ABSENT: None

Motion carried at 8:19 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Trish Feid
Secretary

Approved:

Jennifer Rogers
Vice President

Next scheduled Park Board meetings:

June 27, 2017
July 11, 2017
July 25, 2017



Minutes of a Regular Meeting of the Board of Park Commissioners of the Palatine Park District, Cook County, Illinois, held at the Village of Palatine Community Building in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday, June 27, 2017 at 7:00 p.m.

President Sawyer: Call to order at 7:00 p.m.

Commissioners Present

Nicholas Sawyer, President

John Cozza

Jennifer Rogers, Vice President

Terry Ruff

Susan Gould, Treasurer

Staff Present

Michael Clark, Executive Director

Jim Holder, Asst. Supt. of Parks and Planning

Keith Williams, Supt. of Recreation

Phil Riskin, Human Resource Manager

Ed Tynczuk, Supt. of Parks and Planning

Joshua Ludolph, Asst. Supt. of Facilities

Steve Nagle, Supt. of Facilities

Michael Weingart, IT Specialist

Cheryl Tynczuk, Supt. of District Services & Projects

Trish Feid, Park Board Secretary/Executive Asst.

Donelda Danz, Asst. Supt. of Recreation

Citizens and Guests

Drew Fisher, Palatine Park District Summer Intern

Joellen Earl, GovHR

Approval of Agenda

Commissioner Gould moved and Commissioner Ruff seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of June 27, 2017 was approved.

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

NAY: None

ABSENT: None

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Rogers moved and Commissioner Gould 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 June 13, 2017; Closed Session Minutes of June 13, 2017; Approval of Annual Treasurer's Report; and, Approval of Warrant #12. Commissioner Cozza commented on the appearance of the warrant; the new look displays good details and information. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Comments from the Audience

No comments at this time.

Presentation

Director Clark introduced Mrs. Joellen Earl from GovHR; Mrs. Earl is co-owner of GovHR and the lead consultant orchestrating the District's Compensation Study. The Park Board previously received the compensation study draft and transparencies of tonight's presentation. Regarding the basis for the presentation, Mrs. Earl reviewed the services that GovHR provides and recapped the initial information of the thorough and systematic process in conducting the District's compensation study; then Mrs. Earl outlined and summarized the study's findings. The study reflects the scope of work to execute the draft. Commissioner Ruff inquired about the various position categories classified within the same grades. Mrs. Earl said that there are 9 factors involved when scoring the Job Analysis Questionnaires (JAQs); all components of the process produce the tool to identify classification grade. The proposed plan can be edited; there are some suggested changes for staffs' titles and reclassification of jobs due to change in a specific position with the addition of a new employee. All of the data study information received and the preliminary findings are documented in the study and have been shared with Administrative Staff throughout the entire process. Commissioner Cozza commented that the process is a science and an art; the study is a benefit for the Park District. Director Clark added that it is a tool for budgeting, etc. Mrs. Earl stated that the Park District can use GovHR service for the next year. Also, she reminded staff to continue maintaining the proposed Park District compensation system plan and highly suggested that the staff annually revisit the plan then update accordingly. Mrs. Earl commented that the Park District staff and the project team were great and it was a pleasure to work with everyone. Regarding the implementation strategy of the proposed study and plan, staff will have to discuss with the Park Board regarding options to execute. Mrs. Earl said that GovHR can help assist with the carrying out the plan. The Park Board thanked Mrs. Earl for her presentation of the proposed/draft of the District's compensation study.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Regarding Oak Park playground, Supt. Tynczuk said that the project was clear to open on Friday of Father's Day weekend and welcomed immediate visitors. Staff is working on preparations for the community carnival, 4th of July parade and fireworks, both the carnival and fireworks are onsite at Community Park. Discussion of trail signage was debated for warning of blind corners on the path; staff has already trimmed back brush on those concerned areas and will reexamine other options of signage, etc. Commissioner Cozza inquired on the leak at Eagle Pool Facility; staff said that a specialist is scheduled to be out at Eagle this week.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle commented that at PHGC Junior Golf League is going very well and the league is growing; it is great to see the young golfers on the course. Nagle reported that the practice area is getting a lot of use and the plan for phase 3 hole is in process. Commissioner Sawyer inquired about the number of rounds, which are down; Nagle said that Golf Professional Hotchkin is running many specials to get people out at the golf course. Unfortunately, there was the cancellation of several events that would typically help the golf's revenue number; staff is monitoring the budget. Stables staff is receiving positive comments regarding the arena lighting; positive comments on the 60% grant funded project.

The Board reviewed the previously distributed Finance Department Report. Supt. Becker highlighted a few items not included within the monthly report. After 3 years of staffs' efforts and repetitive follow-ups, the District has received numerous Cook County reimbursement checks from paid taxes and interest on exempt property. Regarding PCI credit card processing, staff will have CardConnect on the next agenda for approval. Becker highlighted a few items regarding finance software including that today the finance staff was successfully able to import registration software via AEK; and, the finance software manual for staff and the "one on one" training of individuals has been ongoing and will continue as more updates are incorporated into the manual. Becker thanked the Park Board for the opportunity to attend conference in

Denver.

President Sawyer noted there were no other Departmental Reports; the Park Board thanked staff for the various Department Reports.

New Business

The Park Board reviewed a previously distributed board summary for the Award of Bid for Asphalt Rehabilitation and ADA Path Installation project. Commissioner Gould moved and Commissioner Cozza seconded that the Board of Park Commissioners approve the lowest responsible bidder, Allstar Asphalt Inc. Wheeling, Illinois in an amount not to exceed \$413,672.60 for the Asphalt Rehabilitation and ADA Path Installation Project. In response to Commissioner Rogers, staff said that the project will start in the fall. Regarding President Sawyer's inquiry about bid difference, Supt. Tynczuk replied that staff has seen discrepancies before for various reasons with bid results. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed the previously distributed board summary for the Award of Bid for Community Park Outfield Irrigation System. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners award the lowest responsible bidder, Halloran and Yauch, Inc. of Lake Forest, Illinois in an amount not to exceed \$75,850 to furnish and install an irrigation system as specified in the bidding documents. Responding to Commissioner Cozza, staff said that both fields at Community Park are part of the project; the watering process is synchronized and pre-scheduled with a water sensitive detection module to avoid over watering and waste. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

Regarding discussion of Dove Park's imminent intention, Clark said that the park was a lease agreement with the Park District which is expired; there is no encumbrance to the grant. Clark praised Superintendents Tynczuk, Williams and Holder for the groundwork in preparation to provide the history of Dove Park including all the supportive groups such as the police department, POC, etc.; and, for the assessment of the equipment and playground area's present condition. Regarding the history and relationships with the former owners of the complex; the association with Edgebrook Community Center; and POC's interest, now the future of Dove Park is lacking many of those original groups who were involved and very supportive. The existing playground is in bad shape and parts of the equipment have been removed; therefore, along with changeover of owners and lack of interest to renew lease, the fate of the playground is unknown and staff is at a crossroad. Although, Williams reported as of today, he had a conversation with the Board President of the complex and she is interested in developing a relationship. Commissioner Cozza stressed the importance of Dove Park and to keep the park going; Williams said we need buy-in from the other groups; staff said that the creek debris should be maintained by the complex owners; the lease to the Park

District should encompass the playground and immediate area; the owners should take care of creek, cut the grass, pick-up garbage, etc. For a while now, staff has a safety concern since there have been issues when maintaining the area. Staff also asked for thoughts on the donated soccer goals, which remain on the park grounds; the Park Board suggested leaving the goals. In response to Commissioner Rogers' question, staff said there are significant playground safety concerns with the equipment. Understanding the incidents which Park staff has encountered while maintaining the area, Commissioner Gould added that there are many individuals around Dove Park who value the park. With hopes to renew a lease, Williams asked about timeline to replace the playground equipment, Tynczuk said that staff could execute the project next year. Rogers added that we need a lease first. Discussion ensued regarding the lease, Commissioner Ruff suggested to enforce a 90 day deadline since the playground and area is in great need of a solution; agreement terms to include that the Park District only wants to maintain the park playground and 5 feet around the park, to the curbed area; provide ADA trail; and garbage pickup within the playground area. In consensus, the Park Board gave staff direction to work on the terms of a lease agreement for Dove Park.

President Sawyer said that no other items were presented for discussion.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark had no additional highlights or announcements to report. In response to Commissioner Gould's inquiry of the 911 incident at Community Center, Clark recapped the unfortunate incident and discussed enhancing protocol for specific inquiries. Commissioner Gould asked about the email she received regarding sponsors and the request of COIs; Clark said that this is not a new procedure; it has always been a request of MRMA. The revised policy is in draft form and soon to be presented to the Park Board for formal approval. Commissioner Gould suggested having a follow up email sent to sponsors to clarify what is expected of them.

Commissioners' Comments

Commissioner Cozza complimented the recent amphitheater performance of American English; the band was great and the performers announced that it was their 15th concert as part of the summer concert series. Commissioner Cozza reminded the Park Board and staff that he will miss the July 25th meeting.

Commissioner Gould distributed 4th of July flag pins at the meeting and wished everyone a Happy 4th of July.

Regarding the upcoming parade, Commissioner Rogers asked about parade arrangements; Supt. Tynczuk reminded everyone to meet at Community Center or the parade line up location around 9:30 a.m. on Saturday.

President Sawyer inquired about future agenda items, no topics were presented.

Executive Session

President Sawyer requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Cozza moved that the Board of Park Commissioners go into closed session for discussion of Executive Session; Section 2(c)(1) Open Meetings Act (discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District, including hearing testimony on a complaint lodged against an employee to determine its validity); and Section 2(c)(21) Open Meetings Act (discussion of minutes of prior meetings lawfully closed under the Open Meetings Act, for the purpose of review, approval or release of such minutes; Commissioner Gould seconded. This was unanimously approved by a roll call vote. The result of which follows:

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

NAY: None

ABSENT: None

Motion passed at 8:35 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 Gould seconded the motion which was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

Action on Matters Considered in Closed Session

President Sawyer said the Board of Park Commissioner met in closed session to discuss two items. Regarding Executive Session; Section 2(c)(1) Open Meetings Act for discussion of personnel, President Sawyer said that there is no action at this time. Regarding the second item of Executive Session, 2(c)(21) Open Meetings Act for discussion of minutes of prior meetings lawfully closed under the Open Meetings Act for the purpose of review, approval or release of such minutes, Commissioner Ruff motioned and Commissioner Cozza seconded that the Board of Park Commissioners approve Resolution #17-05; Determining the Confidentiality of Closed Sessions Minutes. The motion which was approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion passed.

Adjournment

There being no further business to come before the Board on this date, Commissioner Cozza moved that the regular meeting be adjourned. Commissioner Ruff seconded the motion which was unanimously approved by a voice vote.

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

NAY: None

ABSENT: None

Motion passed at 9:18 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Nicholas Sawyer
President

Next scheduled Park Board meetings:

July 11, 2017
July 25, 2017
August 8, 2017



Minutes of a Regular Meeting of the Board of Park Commissioners of the Palatine Park District, Cook County, Illinois, held at the Village of Palatine Community Center Building, in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday, July 11, 2017 at 7:00 p.m.

President Sawyer: call to order at 7:00 p.m.

Commissioners Present

Nicholas Sawyer, President
Jennifer Rogers, Vice President
Susan Gould, Treasurer
John Cozza
Terry Ruff

Staff Present

| | |
|---|--|
| Michael Clark, Executive Director | Donelda Danz, Asst. Supt. of Recreation |
| Ed Tynczuk, Supt. of Parks & Planning | Tina Becke, Asst. Supt. of Finance |
| Steve Nagle, Supt of Facilities | Jim Holder, Asst. Supt. of Parks & Planning |
| Elliott Becker, Supt. of Finance | Phil Riskin, Human Resource Manager |
| Cheryl Tynczuk, Supt. of District Services & Projects | Trish Feid, Park Board Secretary/Executive Asst. |

Approval of Agenda

Commissioner Gould moved and Commissioner Rogers seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of July 11, 2017 was approved.

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

NAY: None

ABSENT: None

Motion carried.

Approval of Consent Agenda

Due to difficulties with reviewing virtual board packet material and consensus of the Park Board, Commissioner Rogers moved and Commissioner Gould seconded that the consent agenda matters be moved to follow new business items. By a roll call vote, all consent agenda items were removed from consent agenda and placed under new business. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried as amended.

Comments from the Audience

No general comments were presented.

Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. Tynczuk highlighted various ongoing departmental projects such as discussions with the District's new insurance broker regarding the Intergovernmental Personnel Benefit Cooperative (IPBC) program; the

Compensation Study with GovHR; the launching of Microsoft 365; and, the Risk Manager is completing the final report for Recreation Department's Risk Assessment. In response to Commissioner Gould's inquiry, Supt. Tynczuk will correct the Living Tributes list.

The Board reviewed the previously distributed Recreation Department Report. Asst. Supt. Danz highlighted the report's Marketing and Communication's Digital Media Snapshot segment, one page display of good information and details of various media and social networking on behalf of the Park District. Commissioner Gould added that she has been posting Park District events on the 'Next Door' website, which has brought awareness of Park District activities and events to community folks.

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

New Business

The Board reviewed a previously distributed board summary for the Change in Processor and Encryption Vendors - Approval of Resolution #17-06. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners approve the early termination of credit card processing vendor contract with Moneris and the \$500 termination fee per negotiations with vendor. The motion was unanimously approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the Change in Processor and Encryption Vendors - Approval of Resolution #17-06. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners approve Resolution #17-06, a Resolution approving that the District enter into an agreement with Card Connect for the credit card processor and encryption services and equipment as a means for the District to be compliant with PCI law and reduce service charge pricing. The motion was unanimously approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the approval of a request for the Jaycees Fall Back Brew Fest 2017. Commissioner Ruff moved and Commissioner Gould seconded that Board of Park Commissioners authorize approval for the Jaycees use of Family Aquatic Center Parking lot on Saturday, November 4 with the hours stated on the presented letter. Staff shall be directed to coordinate assistance for the fest as listed in the request letter for set-up assistance. Supt. E. Tynczuk introduced Palatine Jaycees spokespersons Traci Hinshaw and Jennifer Hickman to the Park Board Commissioners. The representatives provided highlights of the new fundraising event. The Fall Back Brew Fest includes various samples of beer from 15-20 vendors and will also have food trucks on location; and, the intentions to sell 200 tickets in advance of the fundraising event. In response to Commissioner Rogers' questions, discussion of parking

concerns with other ongoing events during the time of the Fall Back Brew Fest was debated. Director Clark suggested that staff contact the church and D15 regarding the parking intergovernmental agreement and confirm parking availability for the event; Commissioner Gould trusted that staff would know the estimated parking needs for regular activities at the Park District and confirm with the church and school in regard to their parking availability. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary Award of Bid; Parkside Preschool Water Main Replacement Project. Commissioner Rogers moved and Commissioner Ruff seconded that the Board of Park Commissioners approve, the lowest responsible bidder, Mauro Sewer Construction, Inc. of Des Plaines, Illinois, in the amount not to exceed \$49,750 for Parkside Preschool Water Main Replacement Project. In response to President Sawyer's question, staff stated that they received proper references. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

Regarding the board summary for review and approval of Administrative Manual Policy Section 2.08, consensus of the Park Board, the motion was tabled allowing for proper review of the policies. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Amended motion carried.

Regarding the board summary for review and approval of Safety Manual Policy Section 4.05-4.08, consensus of the Park Board, the motion was tabled allowing for proper review of the policies. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Amended motion carried.

The Board reviewed the previously distributed board summary and illustrations in preparation for discussion of location for a potential skate park. The Skate Park at Community Park is due for renovation; this is also a strategy and agency goal that was identified in the needs assessment and the District's Comprehensive Strategic Master Plan. Twelve sites were chosen based on the availability of 10,000 square feet for the new skate park. Staff developed detailed sheets showing desired amenities and neighborhood factors used to determine the best potential sites for the skate park. Complimenting staff with creating the grid of data for discussion of potential skate park sites, Director Clark added that the existing skate park has reached the end of its life cycle and that staff is at a crossroad with redevelopment. The Park Board reviewed proposed sites with variables of activities, both negative and positive as related to each park site; amenities; neighborhood; location/access; and, security. Commissioner Gould said that noise with the proximity to bordering homes is not considered and it should be another factor, sound carries. Many factors were debated and discussions ensued. Regarding Commissioner Ruff's question, staff will inquire with Palatine Police for their thoughts regarding the value of having a community skate park and what if the skate park was not replaced. Commissioner Cozza said that the police previously told the Park District the skate park is good for users to have a designated place instead of other Palatine facilities. Commissioner Gould added that it is hard to take away an established amenity in the community. In responding to Commissioner Rogers' question, Supt. Tynczuk said that we have a few inquiries regarding the existing skate park conditions. Commissioner Cozza considered Dutch Schultz Recreation Area for the potential skate park; and, suggested adding bocce ball courts as another feature at that site. President Sawyer mentioned that the bocce ball courts at Salt Creek Park District are frequently used. In response to the total estimated cost to build a new Skate Park, Supt. Tynczuk said the cost is \$280,000; adding that the costs of cement work alone is \$130,000. The demolition of the current skate park can be performed in-house. Considering all factors at this time, Margreth Riemer Reservoir or Community Park seemed to be the most desirable potential sites for the skate park, Director Clark reminded the Park Board that this is preliminary and no decision is needed at this time.

The Board reviewed the regular meeting minutes of June 27, 2017; Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners approve the regular meeting minutes of June 27, 2017 Park Board Meeting. The motion was unanimously approved by a voice vote as follows:

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

Motion carried.

The Board reviewed warrant #13; Commissioner Rogers moved and Commissioner Ruff seconded that the Board of Park Commissioners approve warrant #13 in the amount of \$925,881.38. The motion was unanimously approved by a roll call vote as follows:

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

Motion carried.

Closed Session Minutes of June 27, 2017 will be tabled and placed on July 25, 2017 Park Board Consent Agenda.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark highlighted a few items from his report. Director Clark thanked Superintendents Tynczuk and Holder on their efforts and coordination with the successful Jaycees' event, and to the Park staff with the creative home for the Park District's mascot, Sammy, on the parade float. Clark briefed the Park Board on the highlights from the recent meeting he had with Supt. Williams, Athletic Coordinator Ranum and the two main Pickleball representatives; Clark clarified many issues with the group. Regarding Cottonwood Park, Commissioner Cozza reported no recent negative activity; the neighbors are keeping watch and kids have been informed to call police.

Commissioners' Comments

Commissioner Ruff thanked Park staff for the great 4th of July float, which worked out well. Asst. Supt. Danz will confirm the instructor situation for the tennis program at Eagle Park since regularly two instructors are present. Commissioner Ruff said that he was able to visit the swim met last weekend; and, the annual Baseball Day event which was wonderful and it was a nice day. Commissioner Ruff added thanks to Park District staff for both events.

Regarding warning signs, Commissioner Cozza mentioned thoughts from a bike path in Madison, Wisconsin he recently used. Staff confirmed that we have signs posted for upcoming curbs and to slow down.

Regarding Commissioner Gould's inquiry, Asst. Supt. Ludolph has already submitted a service request for the Carriage House's rotting wood sections; Asst. Supt. Holder confirmed that staff will be able to start the trim replacement at the Carriage House after the Stables' project.

Regarding future agenda items, President Sawyer reported that no items were presented.

Adjournment

There being no further business to come before the Board on this date, Commissioner Ruff moved that the regular meeting be adjourned. Commissioner Rogers seconded the motion which was unanimously approved by a voice vote.

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

NAY: None

ABSENT: None

Motion carried at 8:22 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Trish Feid
Secretary

Next scheduled Park Board meetings:

Approved:

Nicholas Sawyer
President

July 25, 2017
August 8, 2017
August 22, 2017



Minutes of a Regular Meeting of the Board of Park Commissioners of the Palatine Park District, Cook County, Illinois, held at the Village of Palatine Community Building in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday, July 25, 2017 at 7:00 p.m.

President Sawyer: Meeting to order at 7:00 p.m.

Commissioners Present

Nicholas Sawyer, President
Jennifer Rogers, Vice President
Susan Gould, Treasurer
Terry Ruff

Commissioner Absent

John Cozza

Staff Present

Michael Clark, Executive Director
Keith Williams, Supt. of Recreation
Ed Tynczuk, Supt. of Parks & Planning
Steve Nagle, Supt. of Facilities
Elliott Becker, Supt. of Finance
Cheryl Tynczuk, Supt. of District Services & Projects
Brad Helms, Golf Course Superintendent

Donelda Danz, Asst. Supt. of Recreation
Tine Becke, Asst. Supt. of Finance
Jim Holder, Asst. Supt. of Parks & Planning
Joshua Ludolph, Asst. Supt. of Facilities
Dan Hotchkin, Head Golf Professional
Karen Rude, Preschool/Tots Coordinator
Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests

Dan Berg, Sikich LLP

Drew Fisher, Palatine Park District Summer Intern

Approval of Agenda

Commissioner Gould moved and Commissioner Rogers seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of July 25, 2017 was approved.

AYE: Terry Ruff, Susan Gould, Jennifer Rogers, Nicholas Sawyer

NAY: None

ABSENT: John Cozza

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 under the consent agenda were approved: Regular Meeting Minutes of July 11, 2017; Closed Session Minutes of June 27, 2017; Approval of Surplus Property Ordinance #17-09; and, Approval of Warrant #14. The result of the roll call vote follows:

AYE: Terry Ruff, Susan Gould, Jennifer Rogers, Nicholas Sawyer

NAY: None

ABSENT: John Cozza

Motion carried.

Comments from the Audience

No comments at this time.

Presentation

Regarding the review of the Park District’s 2016 audit, President Sawyer welcomed Mr. Dan Berg of Sikich LLP to the meeting. Mr. Berg thanked the Park Board for the opportunity to present and discuss the management letter and annual audit of the District. This is the 3rd year with Sikich, Mr. Berg reported that the audit went fairly well; the District remains in a steady process with improvements over prior years which shows that the Park District is moving in the right direction. In the coming year, the District is working towards fewer difficulties associated with the implementation of the new software systems. The transitioning of RecTrac and Incode with the preceding AEK systems (recreation registration and finance programming software systems) created challenges to work through. Mr. Berg reviewed the details of the audit and mentioned that the Comprehensive Annual Financial Report (CAFR) provides more information and transparency than is required by state law, government accounting and audit standards; therefore, showing that the Park District is going above the standard. On behalf of Sikich, Mr. Berg said that they are proud to part of the Park District’s first receipt of the Certificate of Achievement for Excellence in Financial Reporting regarding the 2015 audit; and, Berg believes the District is in line for receipt this year with 2016 CAFR. The final audit processing under the current contract with Sikich is the 2017 audit. The Park Board and staff thanked Mr. Berg for presenting and explaining the audit findings.

New Business

The Park Board reviewed a previously distributed board summary for acceptance of the Annual Audit and Management Letter for the District. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners accept the Audit Report for the fiscal year ending December 31, 2016; and the Management Letter. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed the previously distributed board summary for approval of Governance Manual Policy 1.06.11 Prospective Board Candidate. Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners approve Governance Manual Policy 1.06.11 Prospective Board Candidate as presented. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Park Board reviewed a previously distributed board summary for the review and approval of Administrative Manual Policy Section 2.08. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners approve Section 2.08 through 2.08.20 of the Administrative Policy and Procedure Manual as presented. The motion was approved by a roll call vote as follows:

- AYE: Terry Ruff, Susan Gould, Jennifer Rogers, Nicholas Sawyer
- NAY: None

ABSENT: John Cozza

Motion carried.

The Park Board reviewed a previously distributed board summary for the approval of Safety Policy and Procedures Manual Section 4.05-4.08. Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners approve Safety Policy and Procedures Manual Sections 4.05-4.08 as presented. The motion was approved by a roll call vote as follows:

AYE: Terry Ruff, Susan Gould, Jennifer Rogers, Nicholas Sawyer

NAY: None

ABSENT: John Cozza

Motion carried.

The Park Board reviewed a previously distributed board summary for the approval of Palatine Hills Golf Course improvements: phase 3 of the practice area. Commissioner Rogers moved and Commissioner Ruff seconded that the Board of Park Commissioners approve the lowest responsible bidder, Hollembeak Construction Inc. of Big Rock, Illinois, in the amount not to exceed \$126,651.80 for Phase 3 Practice Facility Construction. Golf Superintendent Helms reviewed the project's bid results, explaining that only one bid was submitted due to the fact that the other prospective contractors were committed to ongoing projects. In response to Commissioner Ruff's question regarding income projections moving forward on the project, Supt. Nagle said that at the moment numbers are difficult to predict with an incomplete practice area in use; regarding current revenue of the existing practice area usage to date is approximately \$16,000 of income. Regarding Commissioner Rogers' inquiry to have the practice area open all year round for specific use, staff replied that they are looking into options. Head Golf Professional Hotchkin added that staff is hearing a lot of positive feedback once patrons discover the practice area with plans to return. Director Clark added that staff is trying to find a niche to attract users to the golf course to increase rounds, lesson participation, tournament play, etc. During the recent Chamber event at the clubhouse, Commissioner Rogers had many visitors tell her that they did not realize Palatine had a park district golf course. Commissioner Ruff and Director Clark exchanged thoughts on the presenting of the 3 (phased-in) practice area projects; Commissioner Ruff wants to see success at the golf course; though, the approval process for the 3 projects appeared force-presented; Clark said that staff has been transparent with the golf course master planning and expressed regret for misperception. The motion was approved by a roll call vote as follows:

AYE: Terry Ruff, Susan Gould, Jennifer Rogers, Nicholas Sawyer

NAY: None

ABSENT: John Cozza

Motion carried.

President Sawyer said that no other items were presented for discussion.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. Tynczuk is pleased to report that after 3 power outages at Birchwood Recreation Center this summer staff will be working with ComEd to schedule permanent repairs. The replacement of the old powerlines underground is

good news; and staff is grateful that Birchwood is finally on ComEd's list. The Hamilton Master Plan concept is underway with a few new modifications to be added, which were suggested from conversations at the last PALs meeting. The concept will be Board presented with neighbors. In response to Commissioner Gould, Director Clark and Tynczuk added that staff plans to have a special board meeting with the neighbors prior to one of the August board meetings; then have Board discussion during the subsequent regular board meeting after hearing public input. Clark said that he gave Supt. Tynczuk direction to start the concept plan as 'all-in' and to include all relevant amenities; then staff can scale back or phase-in the project over a period of time. Regarding Commissioner Rogers' thoughts of other grant opportunities perhaps national-wide and Commissioner Ruff's mention of Nike as a sponsor supporting a Naperville Park District facility, Clark said that staff can explore various donators, sponsors, foundation sponsored fundraisers, etc., Clark remarked that it depends on how commercial you want the project to become. Commissioner Ruff would like to explore various funding opportunities to provide accountability on behalf of the tax payers. Commissioner Ruff asked about updates on the Board's skate park inquiries, Tynczuk said that the feedback he received from the recent Superintendents' meeting he attended reflects a split vote on usage at the other park districts' skate parks. Many of the skate parks located at an undesirable/distance area had low usage. Many positive comments were received from the other park districts on the value and merit of having community skate parks. Staff is waiting on response from the police department. Asst. Supt. Holder provided an update on Eagle Pool regarding the pool's water leakage problem, staff is looking forward to obtain the correction assessment from the highly recommended professional who has had success with various testing techniques to identify and correct pool seepage issues; staff plans to have updates for the next board meeting.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle commented on the fabulous horse show this past weekend at Palatine Stables; compliments to Stables Manager and Trainer Bruns and crew; also, staff received great comments on the new arena and on the new addition of the rooftop cupola (decorative venting apparatus) on the hayshed's roof. Regarding PHGC, golf course staff is doing everything they can to make the course available as soon as possible after rain events; admiration on staffs' passion to continue salvaging the grounds. The ICompete summer camp this week at Falcon Park was wonderful; a lot of positive feedback for the support of police officers serving meals, breakfast, lunch, snacks, etc. to the children.

The Board reviewed the previously distributed Finance Department Report. Supt. Becker pointed out that the adjustment to the change of income tax at state level went smoothly with the new product regarding staffs' payroll implementation. A calendar will be coming soon as we head into the District's financial formalities of the Truth in Taxation Levy process through the annual Budget Ordinance. Becker provided brief registration highlights regarding the preschool enrollment; the report includes a snapshot of July's current preschool enrollment numbers to date.

Regarding the previously distributed written Preschool Annual Report for 2016-2017; the Park Board welcomed Preschool/Tots Coordinator Rude to the meeting. Rude thanked the Park Board for the opportunity to report on the 4 preschools: Birchwood; Eagle; Maple; and, Parkside. Rude highlighted that this is the 50th year anniversary of the District offering preschool to the community. Continuing with the report, many items were mentioned including criteria of the parents' handbook; brief details of the curriculum which follows early learning standards; various program times offered for the 3 and 4 year old students; and, enrollment statistics stating that morning sessions tend to be favorable for families. Rude was proud to report the longevity of staff within the program; and, the preschoolers create decorative accessories for many District events. Rude provided details of being Department of Children and Family Services (DCFS) licensed: the comprehensive process and protocols. Rude added that the District renews the DCFS license for the 4 preschools every 3 years, during those off years; the licensing representative makes spot appearance. Since the District has a history of being in-compliant; the visits are brief. Hearing

the process involved with licensing the 4 individual preschools, Commissioners Rogers questioned if this process is necessary. Inquiring if it promotes participants since some neighboring park district preschools are not licensed, Commissioner Rogers reiterated that the District has a good program without the formality of the licensing; the preschool program follows the standards and policies which the District has in place. Director Clark said that this is a good point to consider regarding future staff planning, with regard to DCFs's changing requirements and setting higher standards for site directors. In response to Commissioner Rogers' inquiry of all-day options for preschoolers, Rude replied that it is not an option at this time; though, lunch session is an add-on selection. Rude said that more options will be offered in the winter session. The Park Board thanked Preschool/Tots Coordinator for the report.

President Sawyer noted there were no other Departmental Reports; the Park Board thanked staff for the various Department Reports.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark thanked the Commissioners and staff for dropping off their laptops so that IT Manager Mangum could provide the appropriate maintenance, upgrades and service the cloud application corrections. Regarding the playground at Dove Park, Clark said that Supt. Williams is working on particulars; once legal review is accomplished it will be Board presented. Clark reviewed highlights from his recent memorandum regarding the boys' gymnastics program; the District is looking to replace the departing instructor for the group of 8 participants.

Commissioners' Comments

Commissioner Gould said that the Chamber of Commerce event at the Clubhouse was a well-attended event. Concerning last Friday's concert event which was canceled, Commissioner Gould brought up the need for better public/community awareness of canceled event; no notification was available on the Park District website or through the hotline. Regarding the inquiry of ComEd providing weekly usage notices to the Park District, Supt. Nagle mentioned that we receive utility usage data throughout the year; there was a brief discussion of solar collectors, impressive energy savings devices.

Commissioner Ruff also complimented the Chamber event which was a great outing. During his time playing a little golf at PHGC, Commissioner Ruff said that the golf course looks good; and, it was nice to see the new net on the practice range.

Commissioner Rogers agreed that the Chamber event was very nice. At the event, noticed the sign posted behind the bar area at the clubhouse of selling tobacco products, Commissioner Rogers shared her thoughts that the notice goes against the Park District Mission of promoting good health. Regarding the stigma, staff will inquire on sales with Open Kitchens, and then there may be further discussion with the Park Board.

President Sawyer inquired about future agenda items, no topics were presented.

Adjournment

There being no further business to come before the Board on this date, Commissioner Gould moved that the regular meeting be adjourned. Commissioner Rogers seconded the motion which was unanimously approved by a voice vote.

AYE: Terry Ruff, Susan Gould, Jennifer Rogers, Nicholas Sawyer

NAY: None

ABSENT: John Cozza

Motion passed at 8:14 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Nicholas Sawyer
President

Next scheduled Park Board meetings:

August 8, 2017
August 22, 2017
September 12, 2017



Minutes of a Regular Meeting of the Board of Park Commissioners of the Palatine Park District, Cook County, Illinois, held at the Village of Palatine Community Center Building, in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday, August 8, 2017 at 7:00 p.m.

President Sawyer: announced call to order at 7:00 p.m.

Commissioners Present

Nicholas Sawyer, President
Jennifer Rogers, Vice President
Susan Gould, Treasurer
John Cozza
Terry Ruff

Staff Present

| | |
|---|--|
| Michael Clark, Executive Director | Donelda Danz, Asst. Supt. of Recreation |
| Keith Williams, Supt. of Recreation | Tina Becke, Asst. Supt. of Finance |
| Ed Tynczuk, Supt. of Parks & Planning | Jim Holder, Asst. Supt. of Parks & Planning |
| Steve Nagle, Supt of Facilities | Joshua Ludolph, Asst. Supt. of Facilities |
| Elliott Becker, Supt. of Finance | Trish Feid, Park Board Secretary/Executive Asst. |
| Cheryl Tynczuk, Supt. of District Services & Projects | |

Approval of Agenda

Commissioner Gould moved and Commissioner Rogers seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of August 8, 2017 was approved.

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

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 Rogers seconded that the consent agenda be approved. Regarding Commissioner Cozza's question, staff said that it is typical for Towne Square to have costly water billings during the summer months. By a roll call vote, the following items under the consent agenda were approved: Regular Meeting Minutes of July 25, 2017; Approval of Resolution #17-07 for Northwest Special Recreation Association (NWSRA) Member District 2018 Contribution; Approval of Access and Utility Easement Agreement Amendment with Crown Castle, Village of Palatine and Palatine Park District; and, Approval of Warrant #15. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Matters from the Public

No comments were presented.

Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. Tynczuk highlighted that staff is reviewing the insurance renewal contract; compensation study; and, working on various ongoing departmental projects such as the onset of the new office system for staff; Supt. Tynczuk invited the Park Board to attend the Microsoft Office 365 staff trainings, if interested.

The Board reviewed the previously distributed Recreation Department Report. Supt. Williams highlighted that the District is in the final stretch of summer. The season has been exciting; though, many challenges for camp programming. In September, the band 7th Heaven is rescheduled to play at the amphitheater since their previously scheduled appearance was cancelled due to inclement weather, which has also extended the baseball season as well.

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

New Business

The Board reviewed a previously distributed board summary for the review and approval of Administrative Manual Policy Section 2.09. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners approve Section 2.09 through 2.09.10 of the Administrative Policy and Procedure Manual as presented. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary for the Award of Bid for the Equipment Purchase of Foley Reel Grinder. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners award the lowest responsible bidder, Reinders Inc. of Mundelein, Illinois, in the amount of \$38,382 for purchase of a demonstration model Reel Grinder. In regard to President Sawyer’s question, Supt. Nagle said that the reel grinder is machinery that sharpens equipment blades; staff follows a cycle of sharpening blades every 4 days. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed the previously distributed board summary, power point and related documents in preparation for the Cost Recovery and Cost of Service Presentation. Concerning valid points mentioned during the spring board meeting regarding the review of an annual facility report, Supt. Becker said this triggered the start of the Cost Recovery and Cost of Service project, which was identified as a goal from the District’s comprehensive strategic master plan development. The concept is for better understanding of costs and revenue involved with operating District’s facilities, programming, events, etc. The goal is to show

transparency with financial and budgeting reporting without being cumbersome or setting unrealistic expectations. Becker added that once the finance software is completely in place, it will be the beginning to a better understanding of costs with the specifics and particulars showed in the process and details. Discussion ensued; thoughts of the graph model concept, for sorting categories and tiers, appeared favorable. Director Clark said that the District is at the beginning stage of this complex project to create a consistent and effective pricing and revenue practice. Commissioner Cozza added that once this model is developed it should be included in the annual president's newsletter to the community. The Park Board thanked Supt. Becker for his special presentation.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark thanked the Park Board for their support towards Northwest Special Recreation Association; Clark updated the Park Board on the upcoming meetings with Harper College; this will be round 2 of various meetings on specific topics regarding Building M Wellness and Recreation Center. Clark added compliments to Supt. Williams with the development of one central e-file system for both Harper and the District to share meeting notes and actions taken. Clark reported on the meeting with golf course staff; Clark brought up the Board concerns on adapting to the market and past practices. Clark said that staff thanked him for the feedback and he feels good about the direction staff members are heading. Director Clark and Supt. Nagle highlighted the upcoming ICompete event at Falcon Park; the Better Together event is scheduled on Thursday August 10 at 4 p.m.

Commissioners' Comments

Commissioner Cozza would like to revisit the information regarding tent options at Palatine Hills Golf Course; the tent can attract and accommodate larger outings. Commissioner Ruff suggested a potential area for the proposed tent, the grounds where pro shop is currently located is very suitable and conducive; he added thoughts to relocate the pro shop to lower level of clubhouse. Staff will provide the Park Board with information from the previous presentation. Commissioner Cozza shared comments that he was fine with PALS reviewing the Hamilton's Master Plan before the Park Board presentation of the draft; Commissioner Gould added her concerns; staff reassured the Park Board that it was expressed at the PALS meeting that this is a conceptual plan, NOT confirmed or approved.

Commissioner Gould reminded the Park Board and staff to please vote everyday by visiting vote.bairdwarner.com and select RAH, Realtors Against Homelessness, to benefit D211 high school students. Voting ends at the end of the month; 5 organizations will be chosen to receive \$24,000 in grant funds.

Regarding Hamilton's playground, Commissioner Ruff thanked the Parks staff; very nice. Concerning the pool technician's visit at Eagle Pool, Asst. Holder said that the specialist needed to reschedule; staff is looking forward to evaluation results. Commissioner Ruff gave compliments on the cleanup at Eagle; Holder mentioned it was all a matter of timing and that staff was already scheduled to perform work on the fields.

Commissioner Rogers said that she had the pleasure of seeing former Commissioner Andy McPherson and his wife Beth; Andy and family are doing well and sends his regards.

President Sawyer commented on the quick summertime season for the Park District.

Regarding future agenda items, President Sawyer reported that no items were presented.

Adjournment

There being no further business to come before the Board on this date, Commissioner Gould moved that

the regular meeting be adjourned. Commissioner Cozza seconded the motion which was unanimously approved by a voice vote.

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

NAY: None

ABSENT: None

Motion carried at 8:14 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Trish Feid
Secretary

Approved:

Nicholas Sawyer
President

Next scheduled Park Board meetings:

August 22, 2017
September 12, 2017 (one meeting in September)
October 10, 2017



Minutes of a Regular Meeting of the Board of Park Commissioners of the Palatine Park District, Cook County, Illinois, held at the Village of Palatine Community Center Building, in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday August 22, 2017 at 7:00 p.m.

Vice President Rogers: call to order at 7:00 p.m.

Commissioners Present

Jennifer Rogers, Vice President
Susan Gould, Treasurer
John Cozza
Terry Ruff

Commissioner Absent

Nicholas Sawyer, President

Staff Present

Michael Clark, Executive Director
Keith Williams, Supt. of Recreation
Ed Tynczuk, Supt. of Parks & Planning
Steve Nagle, Supt of Facilities
Elliott Becker, Supt. of Finance
Cheryl Tynczuk, Supt. of District Services & Projects

Donelda Danz, Asst. Supt. of Recreation
Tina Becke, Asst. Supt. of Finance
Josh Ludolph, Asst. Supt. of Facilities
Jim Holder, Asst. Supt. of Parks & Planning
Phil Riskin, Human Resource Manager
Trish Feid, Park Board Secretary/Executive Asst.

Approval of Agenda

Commissioner Gould moved and Commissioner Ruff seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of August 22, 2017 was approved.

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

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 under the consent agenda were approved: Regular Meeting Minutes of August 8, 2017; and, Warrant #16. The result of the roll call vote follows:

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

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

Matters from the Public

No general comments were presented.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. Tynczuk said that staff continues to be busy; various projects were mentioned including the HVAC metal screening work at Community Center. Tynczuk said that he attended a meeting with Asst. Supt. Holder, Commander Nord

and the neighborhood Beat Sergeant at Margreth Riemer Reservoir regarding conversation for a potential skate park. The location has good visibility with the parking lot overseeing the entire proposed area for the skate park, which makes it ideal to monitor. Commander Nord reported that there have not been major violations with the current skate park; though, Commander Nord will check accounts over the last 3 years. In response to several Commissioners' questions, Asst. Supt. Holder said that petro mat is the felt overlay mat on the streets prior to asphalt application; and, the pool technician is waiting on his truck repairs due to the GM mechanic strike, the truck has the equipment, various tanks and testing devices needed for identifying the leak within the system at Eagle Pool. Regarding Parks staffs' inquiry of gathering quotes for next year's vehicle and equipment replacement, Supt. Tynczuk and Asst. Supt. Holder provided equipment details of the potential bucket truck that would be able to reach a working height of 65 feet for tree trimming work and light pole servicing. Currently, staff uses the Village equipment and it was suggested to obtain one for the District.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle informed the Park Board that the staff continues to be busy with projects and activities. Nagle mentioned many great events scheduled at Palatine Stables; the recent qualifier event at Palatine Hills Golf Course; and a wonderful ICompete community event hosted at Falcon Park.

The Board reviewed the previously distributed Finance Department Report. Regarding the Finance Report, Supt. Becker wanted to highlight that the District will have a supplemental ordinance regarding the budget and appropriation for Park Board approval in November or December. Other items mentioned included Incode budget training in support of the new finance software system with staff outside the Finance Department; there is a substantial C.A.R.E waitlist due to the struggle for additional space and securing trained instructors; and, registration staff assisted the swim team board with a successful registration night for the Tiger Sharks Swim Team's fall and winter programming.

Vice President Rogers noted there were no other Departmental Reports. The Park Board thanked staff for their Departmental Reports.

New Business

The Board reviewed a previously distributed board summary for the Approval of 2017 October-December Employee Health Insurance Renewal. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners approve to changing the District's health insurance plan year (October 1st to September 30th) to a calendar year (January 1st to December 31st) effective January 2018. Maintain employee medical and dental contributions at the current dollar amounts until further study is completed. Change the HMO carrier to BCBSIL from United Healthcare (UHC) effective October 1, 2017 per required by IPBC pool membership. Continue to offer the HRA Plans with a redesign of the entire employee deductible paid upfront before the Park District contribution to the HRA begins. This will be effective January 1, 2018. Change life insurance carrier from Guardian to Standard Insurance as well as changing dental insurance carrier from Guardian to MetLife and adding a \$1,000 orthodontic benefit for children. Commissioner Cozza serves on the District's Health Insurance Committee as Park Board liaison. Commissioner Cozza said that the process of determining the employee health care program is very complex; joining the Intergovernmental Personnel Benefit Cooperative (IPBC) is good for the Park District and shifting to the calendar year for both the health insurance renewal and deductible program is practical. Regarding employee contributions, Commissioner Ruff added that it is a rich plan; Director Clark responded that staff will gather information on the group members' premium costs for future financial planning as the health insurance industry and market are unknown. In promoting good health, Vice President Rogers said that the renewal is a good health insurance plan. The motion was unanimously approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for Award of Bid for 2017 Asphalt Maintenance Project. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners accept the lowest responsible bidder, Hastings Asphalt Services of Harvard, Illinois, in the amount not to exceed \$33,985 for the 2017 Asphalt Maintenance Project. The motion was unanimously approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for Award of Bid for Family Aquatic Center Pool Painting. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners approve the lowest responsible bidder, Pecover Decorating Services, Inc., of Aurora, Illinois in an amount not to exceed \$103,500 for the Family Aquatic Center Pool Painting project. The motion was unanimously approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for Approval of Change Order #1 for the 2017 Parkside Water Main Replacement Project. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners approve Change Order #1 to the water main replacement project at Parkside Preschool facility in the amount of \$4,500 to move the waterline from the original location and avoid utility conflicts. The motion was unanimously approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for Approval of Asphalt Rehabilitation and ADA Path Installation Change Order #1. Commissioner Gould moved and Commissioner Cozza seconded that the Board of Park Commissioners approve Change Order #1 in the amount of \$21,150 to add 100 square feet of concrete to Dutch Shultz Recreation Area's ADA project and increase the Palatine Trail

Asphalt Rehabilitation Project by 5,500 square feet. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

The Board reviewed a previously distributed board summary for Approval of Change Orders #1 and #2 regarding Community Center Shelf Floor Project. Commissioner Ruff moved and Commissioner Gould seconded that Board of Park Commissioners approve the requests of Change Order #1 and Change Order #2 for an overall cost of \$1,528 including the deduct of the project demo (-\$1,978) and additional cost of a second pour (\$3,516) which will allow the fitness center to remain accessible during the project. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

The Board reviewed a previously distributed board summary for Approval of Change Order #1 for the Palatine Hills Golf Course Improvements of Phase 3. Commissioner Gould moved and Commissioner Cozza seconded that the Board of Park Commissioners approve Change Order #1, in the amount of \$3,900 to install additional drainage as part of the Phase 3 Practice Facility Construction project. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

The Board reviewed a previously distributed board summary and polices regarding the review and approval of Safety Policy and Procedures Manual; Section 4.09-4.12. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners approve section 4.09 through 4.12 of the Safety Manual as presented. Concerning Commissioner Gould's questions on confusing language within 4.11.03 policy section, staff will clarify the policy direction. Once all corrections, revisions and clarifications are complete, staff will present at the next Park Board Meeting. Director Clark added that this is the first reading and the motion will be presented at the September 12 meeting for pending approval.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark highlighted a few items including updates on 2 property donation inquires, the parcel in Robin Park area has been canceled by the property owner; and, staff determined that the parcel units by Fairview Way are not favorable for the District and apparently the owner was informed by the Village that the wetland parcels are not

acceptable for development. Regarding the upcoming Park Foundation Fundraiser event on October 25 from 6 p.m. until 9 p.m. at Palatine Hills Clubhouse, Vice President Rogers suggested creating a Facebook invite announcement for the community to view the event details, receive event updates, acknowledge attendance, make donations, etc. Commissioner Gould also mentioned to post the Park Foundation Scholarship Fundraising event on the Village of Palatine's website calendar; staff will look into both avenues of promoting the event. Director Clark reminded the Park Board of one Board Meeting in September; Clark, Commissioner Rogers and a few staff members will be at National Recreation and Parks Association (NRPA) Congress for the annual conference. Regarding Director Clark's EDR, Commissioner Gould thanked Director Clark for mentioning the reminder to vote daily by visiting vote.bairdwarner.com and select RAH, Realtors Against Homelessness, to benefit D211 high school students; Commissioners Gould thanked the Park Board and staff for taking time to vote.

Commissioners' Comments

No comments were presented at this time.

Regarding future agenda items, Vice President Rogers reported that no items for future Board discussion were mentioned at this time.

Executive Session

Vice President Rogers requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Ruff moved 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, including hearing testimony on a complaint lodged against an employee to determine its validity; Commissioner Gould seconded. This was unanimously approved by a roll call vote. The result of which follows:

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

NAY: None

ABSENT: Nicholas Sawyer

Motion passed at 8:19 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 Gould seconded the motion which was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

Action on Matters Considered in Closed Session

Vice President Rogers said the Board of Park Commissioner met in closed session to discuss Section 2(c)(1) Open Meetings Act for discussion of personnel, Vice President Rogers said that there is no action at this time. The motion which was approved by a roll call vote as follows:

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

NAY: None

ABSENT: Nicholas Sawyer

Motion passed.

Adjournment

There being no further business to come before the 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: Terry Ruff, John Cozza, Susan Gould, Jennifer Rogers,

NAY: None

ABSENT: Nicholas Sawyer

Motion carried at 8:45 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

/s/ Trish Feid
Secretary

/s/ Jennifer Rogers
Vice President

Next scheduled Park Board meetings:

September 12, 2017 (one meeting in September)
October 10, 2017
October 24, 2017



Minutes of a Regular Meeting of the Board of Park Commissioners of the Palatine Park District, Cook County, Illinois, held at the Village of Palatine Community Center Building, in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday, September 12, 2017 at 7:00 p.m.

President Sawyer announced call to order at 7:00 p.m.

Commissioners Present

Nicholas Sawyer, President
Jennifer Rogers, Vice President
Susan Gould, Treasurer
John Cozza
Terry Ruff

Staff Present

| | |
|---|--|
| Keith Williams, Supt. of Recreation | Jim Holder, Asst. Supt. of Parks & Planning |
| Ed Tynczuk, Supt. of Parks & Planning | Joshua Ludolph, Asst. Supt. of Facilities |
| Steve Nagle, Supt of Facilities | Phil Riskin, Human Resource Manager |
| Elliott Becker, Supt. of Finance | Joan Scovic, Communications & Marketing Manager |
| Cheryl Tynczuk, Supt. of District Services & Projects | Trish Feid, Park Board Secretary/Executive Assistant |
| Tina Becke, Asst. Supt. of Finance | |

Citizens and Guests

Steve Konters, Hitchcock Design Group

Approval of Agenda

Regarding tonight's executive session, Commissioner Rogers requested to remove the closed session item from the agenda. Upon consensus of the Park Board, Commissioner Gould moved and Commissioner Cozza seconded that the revised agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of September 12, 2017 was approved as amended.

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

NAY: None

ABSENT: None

Motion carried as amended.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Gould moved and Commissioner Cozza seconded that the consent agenda be approved as submitted. By a roll call vote, the following items under the consent agenda were approved: Regular Meeting Minutes of August 22, 2017; Closed Session Minutes of August 22, 2017; Award of Bid for 2018 Park District Program Catalogs; Approval of Parkside Water Main Replacement Project Change Order #2; Approval of Family Aquatics Center Pool Painting Change Order #1; Approval of Community Center Shelf Floor Project Change Order #3; and, Approval of Warrant #17. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Matters from the Public

No comments were presented.

Presentation

Supt. Tynczuk introduced Hitchcock Design Group representative Mr. Steve Konters to present Hamilton Park's master plan conceptual design, which was previously distributed to the Park Board and staff in preparation of tonight's meeting. The Park Board welcomed Mr. Konters to the meeting; he started his presentation by reviewing the current amenities surrounding the parcels of Hamilton Park campus. Referring back to the development of the District's Comprehensive Strategic Master Plan, Mr. Konters said that these are some of the features identified and then determined as part of the District's goal and objectives for Hamilton Park overall master planning. Mr. Konters reviewed the enhancements exhibited on the conceptual design such as trail expansion; parking lot modifications and improved pavement; playground areas with landscape improvements along with fencing for safety including expansion of play environment; staff maintenance building and parking; fitness stations; better signage; baseball improvements; soccer artificial turf, pickleball courts; inline sport zone; various spectator areas, some with shade; concession area, shelters and restrooms with picnic areas, etc. Mr. Konters said that the purpose of tonight's presentation is for Park Board feedback; then for staff to review and incorporate the suggested changes with the Hitchcock Group. Regarding some of the Park Board input and comments on the conceptual design, Commissioner Gould is not interested in the trail path continuing around Metropolitan Water Reclamation District (MWRD) retention area, having serious safety concerns of the isolated area attracting negative activity on the 'lookout' area of the trail. Though, Commissioners Rogers and Cozza agree with the trail path continuing. Commissioner Ruff likes maximizing the overall space and the community-feel; though, with more attractions, he commented that the campus is losing parking space, which is a current issue and causing safety issues for patrons and visitors. Several comments were provided for accommodating additional parking such as Commissioner Cozza's thoughts to remove inline skating zone from the plan since this amenity may work well within an imminent skate park design. Commissioner Gould said that this plan has a lot going on; and, has concerns about the Cunningham Drive access, Mr. Konters replied that the engineer is still looking at the access area and it is not confirmed. In response to President Sawyer's inquiry of the maintenance building and parking lot, Mr. Konters said that the new building is 60 x 100; parking space for patrons' use will be available. Regarding campus lighting and protective shields; Commissioner Cozza added his thoughts on using energy efficient LED products and shields to direct the light shine. In regard to fencing in the synthetic turf fields, the Park Board shared consensus of not being in favor of fencing; they support public access of the turf fields; typically, the Park District does not fence in parks or fields. Commissioner Cozza questioned if MWRD would allow the installation of synthetic fields; Mr. Konters will inquire. President Sawyer said that he does not like the outfield fencing; though, he understands the need for the homerun fencing which Mr. Konters added that this is another opportunity for a warning track and score board. Commissioner Ruff sparked conversation of master planning a site on the other side of town; and, the location of a potential skate park along with an inline skating zone. The Park Board asked about the conceptual design cost including the parking lots, staff estimated an amount of \$11,400,000 for the entire Hamilton Park's conceptual design plan, which can be phased-in as several individual capital projects, long or short term. It was mentioned the possibility for grant opportunities or partner funding to assist in the master planning development of Hamilton Park. In reply to Commissioner Rogers' inquiry on the next step for the conceptual design of Hamilton Park Master Planning, Mr. Konters said that from tonight's Park Board input, Hitchcock Design Group will work along with Park District staff to reconfigure parking lots and make revisions from the Park Board comments; then Board present the revised conceptual design, if desired, have discussion regarding an action plan. Also, Mr. Konters reminded the Park Board that he has offered to come back before the Board to assist with modifying 2018 agency goals and strategic plan on behalf of comprehensive master planning of the District.

The Park Board thanked Mr. Konters for his presentation; and, he thanked the Board for their feedback.

Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. C. Tynczuk highlighted that staff has begun the training push for Office 365 product especially the email component as we transition into the new email system on October 6, 2017. Tynczuk suggested looking at training portal, which has lots of material for self-training including quick videos. In response to Commissioner Rogers' question, Tynczuk said that we will not cease the former email system entirely; there is opportunity and time to migrate emails.

The Board reviewed the previously distributed Recreation Department Report. Supt. Williams reported that staff assisted with development of the 2018 sponsorship campaign by collaborating many thoughts, suggestions and ideas with Sponsorship Coordinator Selof. Williams inquired with the Park Board to share any input, suggestions and thoughts they would like to solicit regarding the upcoming year's sponsorship program. Continuing with the report, Williams highlighted several successful summer events including Feet Fest Race and Food Truck Frenzy, which are both popular family fun events. Staff is wrapping up the summer season and will be reviewing the various evaluations from programs and events. Commissioner Gould mentioned the extended opportunity for lap swimmers and swim team as Birchwood Pool remains open.

The Board reviewed the previously distributed Park and Planning Department Report. Supt. E. Tynczuk highlighted the busy start to fall with many developments in the works to secure a responsible bidder for the District's projects and the various ongoing projects as well. A few of the projects mentioned included surface rehabilitation pad for the trailer at Community Center's Ost Field; Oak Park basketball court pavement; screening program project for Community Center's roof HVAC units, which is out to bid again.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle highlighted the many projects both underway and ones within groundwork stage including Community Center gymnasium floor area; Falcon Park's freshly painted turf walls; Palatine Hills Golf Course's new entrance gate; Stables wash area. Other items mentioned include ICompete receiving D15 funding; golf staff supported the CDGA qualifier event; and, the upcoming annual Fall Fest on Saturday, October 14 at Meadowlark Park.

The Board reviewed the previously distributed Finance Department Report. Supt. Becker reported on a few unfortunate counterfeit attacks against the Park District; Dundee Road's Tax Increment Financing (TIF) is expiring and Village of Palatine will not expand. Regarding Commissioner Cozza's inquiry, Supt. Becker will look into confirming the Motorola TIF with a Schaumburg Village colleague; Commissioner Cozza stressed that this is a substantial area; the Park District needs to know the 'set a side' impact fees for recreational development.

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

New Business

The Board reviewed a previously distributed board summary for the review and approval of the Adoption of District's Compensation Study and Implementation Plan. Commissioner Gould moved and Commissioner Cozza seconded that Board of Park Commissioners adopt the District's Compensation Study and approve the recommendations from the staff task force as outlined below:

- Staff title changes based on title definitions;
- Fair labor Standards Act (FLSA) designation of job classifications per the District's legal counsel determinations;

- Open-Range merit structure and classification plan;
- Service adjustment plan;
- Pay plan maintenance and endorsing future administration of the pay plan with biennial adjustment;
- Timing and implementation of salary adjustments in accordance with study results;
- Capped implementation of lump sum bonus of specific positions.

The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary for the Award of Contract for Customer Service Delivery System. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners award a contract with Heller and Heller to assist in the development of its Customer Service Delivery System at a cost not to exceed \$16,500. The Park Board expressed various thoughts regarding the proposed customer service product, considerations that staff could create their own best practices, structure and technique while saving costs. Various considerations were also mentioned in approval of the customer service delivery system, creating a system for everyone to be on the same page would be valuable being in a customer service driven industry; and, there is importance for onboarding training with job specific positions. The motion was approved by a roll call vote as follows:

AYE: Terry Ruff, John Cozza, Susan Gould, Nicholas Sawyer

NAY: Jennifer Rogers

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary for the review and approval of Administrative Manual Policy Section 2.10. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners approve Section 2.10 through 2.10.16 of the Administrative Policy and Procedure Manual as presented. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary for the review and approval of Safety Policy and Procedures Manual Section 4.09-4.14. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners review and approve Sections 4.09 – 4.14 of the Safety Manual as presented. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report's various clippings, attachments and correspondence material.

Commissioners' Comments

Commissioner Gould commented on the kite fly event, it was a perfect day. On Saturday, September 30 at Palatine's Berkshire Hathaway Home Services Starck Real Estate office will host easy drive-up and drop-off of items for shredding; Commissioner Gould said the collection will start at 2 p.m. Mark your calendars, on November 16, the Realtors Against Homelessness' annual fundraiser event will take place at Chandlers in Schaumburg. Also, Commissioner Gould mentioned parking issues during the soccer tournament at Hamilton.

Regarding future agenda items, President Sawyer reported that no items were presented.

Adjournment

There being no further business to come before the Board on this date, Commissioner Gould moved that the regular meeting be adjourned. Commissioner Cozza seconded the motion which was unanimously approved by a voice vote.

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

NAY: None

ABSENT: None

Motion carried at 9:18 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

/s/Trish Feid
Secretary

Approved:

/s/Nicholas Sawyer
President

Next scheduled Park Board meetings:

October 10, 2017
October 24, 2017
November 14, 2017



Minutes of a Regular Meeting of the Board of Park Commissioners of the Palatine Park District, Cook County, Illinois, held at the Village of Palatine Community Center Building, in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday, October 10, 2017 at 7:00 p.m.

President Sawyer announced call to order at 7:00 p.m.

Commissioners Present

Nicholas Sawyer, President
Jennifer Rogers, Vice President
Susan Gould, Treasurer

John Cozza
Terry Ruff

Staff Present

Mike Clark, Executive Director
Keith Williams, Supt. of Recreation
Ed Tynczuk, Supt. of Parks & Planning
Steve Nagle, Supt of Facilities
Elliott Becker, Supt. of Finance

Cheryl Tynczuk, Supt. of District Services & Projects
Tina Becke, Asst. Supt. of Finance
Jim Holder, Asst. Supt. of Parks & Planning
Joshua Ludolph, Asst. Supt. of Facilities
Trish Feid, Park Board Secretary/Executive Assistant

Approval of Agenda

The Park Board reviewed the previously distributed agenda, Commissioner Gould moved and Commissioner Ruff seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of October 10, 2017 was approved.

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

NAY: None

ABSENT: None

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed material for the items posted on the consent agenda. Commissioner Gould moved and Commissioner Ruff seconded that the consent agenda be approved as submitted. Commissioner Cozza commented on the costly utility bill for Eagle Pool; staff informed the Park Board of the difficulty in arranging the diagnostic testing of the leakage problem; the preferred expert had unavoidable reasons delaying his assessment. By a roll call vote, the following items under the consent agenda were approved: Regular Meeting Minutes of September 12, 2017; Approval of Clubhouse Siding Rehabilitation Project Change Order #1; Ratification of Warrant #18; and, Approval of Warrant #19. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Matters from the Public

No comments were presented.

Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. C. Tynczuk provided a progress report on Office 365’s implementation, including execution of many background tasks. The previous system’s emails will be archived and, if desired, migrated to staffs’ individual 365 email accounts. Also mentioned were various self-training modules for Office 365. In response to a question, Tynczuk suggested bookmarking the Office 365 login page for quick and easy access; and, encouraged the Park Board to contact staff for help during the transitioning of the 2 email systems.

The Board reviewed the previously distributed Recreation Department Report. Supt. Williams said that he had no specific highlights; then he inquired if there were any questions. Commissioner Ruff asked about adding another coat rack or installing wall hooks in the fitness center area for patrons locating fitness straps for their workouts; staff will accommodate. Regarding the change of weather, the coat rack is back in use.

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

New Business

The Board reviewed a previously distributed board summary for the award of bid for Community Center RTU Screening Program. Commissioner Rogers and Commissioner Gould seconded that Board of Park Commissioners award the lowest responsible bidder, D. Kersey Construction Company of Northbrook, Illinois, in the amount not to exceed \$84,705 for the Community Center RTU Screening Program. On behalf of substantial concern for the community’s tax payers, Commissioner Cozza requested that staff ask for an exemption regarding the local ordinance’s demand to install screening in front of mechanical equipment on building’s rooftops. In response to a question, staff said that the shields are mounted to units not into roof material; Commissioner Rogers added that the shields assist with noise control; safety and site appearance. Concerning online search of village ordinances and codes, Commissioner Rogers read to the Park Board, the Village of Palatine Ordinance Code 6.42.2. Staff and the Park Board believe, as an ordinance condition, replacement of existing HVAC units similar in size and placed within the same location (not new construction) is exempt from installation of equipment shields. Director Clark directed staff to have a conversation with village associates and draft a letter. Director Clark stated that he will talk to Village Manager Ottesen for awareness of the Park Board’s intent on behalf of the tax payers and inquire on the necessity to install shields. Therefore, the Park Board motioned and agreed to table the item of the Community Center RTU Screening Program; and, directed staff for interpretation of the ordinance. The motion was unanimously tabled by consensus of the Park Board; vote as follows:

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

Motion tabled.

The Board reviewed a previously distributed board summary for the Review and Approval of Administrative Manual Policy 2.10.17; and, Section 2.12. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners approve Policy 2.10.17; and, Section 2.12.0 through 2.12.31 of the Administrative Policy and Procedure Manual as presented. In regard to Commissioners Cozza and Gould suggestion of wording within the Military Policy, staff will make the recommended changes for policy clarification. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary for consensus of the Supplemental Budget and Appropriation Ordinance #17-10. Commissioner Ruff read the board summary considering the Park Board's consensus to make the Supplemental Budget available for public viewing for a period of at least 30 days so that it may adopt the ordinance on November 28, 2017. By-law, the park district will have the ordinance available for public inspection; Supt. Becker added that this process is in the best interest of the District; also, it provides clear documentation for the District's audit. Becker is looking for consensus in agreement of filing the supplement budget; there was agreement from the Park Board to continue with the Supplemental Budget and Appropriation Ordinance #17-10 process.

The Board reviewed a previously distributed board summary for 2017 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 accountable with department goals. Commissioner Cozza asked Director Clark about his thoughts on the District's current status of the goals; Director Clark said that there are some goals delayed; no goals considered red flagged as the Direct Reports keep him updated. Ultimately, staff wants to circumvent multi-year carryover goals, avoiding goal floating or goals not getting accomplished. Continuing, Clark said that he is pleased; the District has accomplished a lot.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark highlighted many items including that National Recreation and Parks Association (NRPA) conference in New Orleans, which was good; staff who attended will share their session material and insights amongst staff. Director Clark and Supt. Williams provided updates regarding D15 potential strike involving support staff and the impacts on the Park District's C.A.R.E program. Regarding Commissioner Cozza's request for information, Clark will inquire with colleagues and set up a meeting with Village of Schaumburg concerning Schaumburg TIF District; Commissioner Cozza reiterated his thoughts to ask key questions; to start discussion to form position and alliance; then negotiate to receive some TIF money to help fund, via pay-back fees, for improvements including trail connectivity. Director Clark plans to proceed and protect the Park District's interest.

Commissioners' Comments

Commissioner Rogers commented that she heard comments from NRPA associates regarding conference presentations; the positive feedback was regarding Director Clark's drone presentation. Clark added that he had good attendance at both of his sessions including the topic of transgender population, which was held during an undesirable timeslot.

Commissioner Cozza complimented the newsletter, Wood Street Review (WSR); Director Clark added that the distribution of the staff newsletter is in correlation with the Trimester reporting calendar; Clark added that Communication Manager Scovic does a great job with WSR.

President Sawyer complimented the Park District's direction; he likes the way operations are headed and President Sawyer thanked staff for their contribution with everything coming together.

Regarding future agenda items, President Sawyer noted Commissioner Cozza's request to add TIFs for a future Park Board discussion.

Adjournment

There being no further business to come before the 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: Terry Ruff, John Cozza, Susan Gould, Jennifer Rogers, Nicholas Sawyer

NAY: None

ABSENT: None

Motion carried at 8:09 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

/s/ Trish Feid
Secretary

/s/ Nicholas Sawyer
President

Next scheduled Park Board meetings:

October 24, 2017
November 14, 2017
November 28, 2017
December 12, 2017



Minutes of a Regular Meeting of the Board of Park Commissioners of the Palatine Park District, Cook County, Illinois, held at the Village of Palatine Community Center Building, in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday October 24, 2017 at 7:00 p.m.

Secretary Feid in cooperation with Executive Director Clark called the meeting to order at 7:00 p.m.

Commissioners Present

Susan Gould, Treasurer
John Cozza
Terry Ruff

Commissioners Absent

Nicholas Sawyer, President
Jennifer Rogers, Vice President

Staff Present

Michael Clark, Executive Director
Keith Williams, Supt. of Recreation
Ed Tynczuk, Supt. of Parks & Planning
Steve Nagle, Supt of Facilities
Elliott Becker, Supt. of Finance
Cheryl Tynczuk, Supt. of District Services & Projects

Donelda Danz, Asst. Supt. of Recreation
Tina Becke, Asst. Supt. of Finance
Josh Ludolph, Asst. Supt. of Facilities
Jim Holder, Asst. Supt. of Parks & Planning
Phil Riskin, Human Resource Manager
Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests Present

Keith Halevy
Dave Ayers

Norm Frazin

In absence of both President Sawyer and Vice President Rogers, and through a motion with votes of present Commissioners for selection of President pro-tem for the meeting, the Park Board unanimously agreed to have Treasurer Gould perform the duties as President pro-tem. The result of the roll call vote follows:

AYE: Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: Jennifer Rogers, Nicholas Sawyer

Motion carried.

Approval of Agenda

Commissioner Ruff and Commissioner Cozza seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of October 24, 2017 was approved.

AYE: Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: Jennifer Rogers, Nicholas Sawyer

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Ruff moved and Commissioner Cozza 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 10, 2017; 2018 IAPD Annual Meeting Delegate/Alternates Credentials Certificate; Approval of Change Order #2 for Family Aquatic Center Pool Painting; Approval of Change Order #2 for Clubhouse Siding Rehabilitation

Project; and, Approval of Warrant #20. The result of the roll call vote follows:

AYE: Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: Jennifer Rogers, Nicholas Sawyer

Motion carried.

Matters from the Public

President pro-tem Gould welcomed Mr. Halevy, Mr. Ayers and Mr. Frazin to the meeting to address their concerns regarding the change to open gym hours at Community Center's gymnasium to accommodate Harper College's men's and women's basketball practice times; they expressed disappointment that Harper College students received first priority. Mr. Frazin informed the Park Board that he, along with Mr. Halevy and Mr. Ayers, have been using the Community Center gym open basketball play for 28 plus years, after their work day, as well as many local kids during the weekday 4:00 p.m. open gym time frame. They do not understand why Harper College's needs would come before tax paying residents and the kids coming after school to use the open gym; which are all participants who pay user fees. Director Clark mentioned that he addressed their concerns when he was asked to return Mr. Frazin's call. Clark said that we have an Intergovernmental Agreement with Harper College; we are in a partnership and with progress there can be inconvenience. Dr. Ender, Harper College's President, and Director Clark had agreed to work with schedules while Harper College's field house is under construction to build a better facility. Clark added that in the long run, the Park District will have priority use of Harper College's field house. This is a short term inconvenience for future opportunities; consequently, allowing open more gym time at our current gym locations with repositioning other programs at Harper College's field house. Clark said that we should have communicated this better. Mr. Frazin requested a copy of the Intergovernmental Agreement (IGA); referring to Clark's conversation with Dr. Ender regarding gym space, Commissioner Cozza added that he believes the details of this recent gym arrangement would not be within the IGA. Discussion ensued; suggestions of having other towns to help with accommodating Harper College, since the college's boundaries include numerous other park districts and communities. Staff will look into the schedule and confirm any Harper College cancellation dates which will be updated on the website for posting of open gym time.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. Tynczuk said that regarding the large leak situation at Eagle Pool, the pool specialist continues to test the pool areas. Asst. Supt. Holder added that there has been difficulty getting the exploring camera to move through all the bends and angles of the pool pump system. Staff will keep the Park Board updated on progress. Continuing with the department report, Tynczuk reviewed the remaining 3 asphalt projects, which needs to be completed and he explained the drainage issues with each project and how staff has addressed to repair the problems. President pro-tem Gould inquired about the installation of the 2 flashing cross signals being so close together in location; discussion ensued. Commissioner Cozza added his concern of safety that kids may not know to still use caution when crossing after activating the warning light for pedestrian crossing; traffic does not always yield to warnings. Tynczuk responded to Commissioner Ruff's questions regarding procedure on allocating budget number costs with projects, commenting that bid result numbers can be unpredictable; Supt. Becker added that staff provides backup of cost research when creating the budget. President pro-tem Gould reminded staff that we need to prioritize the needs of Hamilton from the recent master planning exercise; Tynczuk said that staff plans to present at the next Park Board Meeting the cost per project to assist with phasing in desired segments of Hamilton Park Master Planning projects. Commissioner Cozza asked about the bike path near the bridge around Cottonwood Park area; Supt.

Tynczuk said that the Park District received notice the first day of construction for the spill-way project in Rolling Meadows. Commissioner Cozza noted the project has slowed down in production for several weeks; also mentioned concerns with the amount of rocks that the kids have thrown into the creek/pond area which needs to be back in place. Tynczuk added that the spill-way project should be completed in November.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle informed the Park Board that September was a great month for golf course participation due to fabulous weather along with the incentive of discount pricing. Staff plans to review this process and learn from numbers to find the motivator; also, staff was excited to see an increase with non-resident golfers. Unfortunately, the October Fall Festival was canceled due to weather which was a disappointment; there was great staff support throughout the entire process, it was difficult to cancel; however, inevitable. Staff will consider other options for future backup arrangements in groundwork for next year's fall event planning. Nagle gave highlights of the overnight event at Meadowlark Park; stables staff accommodated 70 people with various camp activities, treats, movies, etc. This first sleepover for families received many compliments. Coming up this Friday is the Trunk or Treat event at Falcon Park's parking lot with 30 cars pre-registered to distribute candy and goodies to the kids. Nagle thanked the Park Board for the opportunity of attending NRPA conference; staff enjoyed the great sessions.

The Board reviewed the previously distributed Finance Department Report. Regarding the report, Supt. Becker wanted to first highlight and congratulate Finance staff Jessie Feid on her wedding. Continuing with the report, Becker mentioned the follow-up from Director Clark's last EDR regarding Property Replacement Tax Pay Back Repeal; the State of Illinois has decided not to pursue further collection action and there is conversation that the replacement tax may be eliminated; expectations that providing a corporate tax to draw more business in Illinois. Becker also gave thanks to the Park Board for allowing him along with Asst. Supt. Becke to attend the financial conference in Peoria. In respect to current budget planning for 2018, the Leadership Team is working hard with their department staff while also learning the new product within the process. The Customer Service Committee hosted 7 focus group meetings in collaboration of the Customer Service Delivery Program; also, the committee executed the first internal staff appreciation week, followed by the regular customer appreciation week; both were successful with showing gratitude and thankfulness. Commissioner Cozza asked about the data concerning the Schaumburg TIF; Becker received all the requested PINs and EAVs from the recent assessment. Becker noted fewer PINs and also that the property values are down with the removal of the building, which now hosts a vacant Motorola parking lot. Commissioner Cozza reiterated his concerns; staff will continue to research and prepare for possible negotiations.

President pro-tem Gould noted there were no other Departmental Reports. The Park Board thanked staff for their Departmental Reports.

Presentation

Supt. Becker previously distributed the power point in preparation of his presentation on the District's Budget and Capital planning process. Becker briefly reviewed past practice and how the District has transitioned into a more comprehensive procedure. Becker mentioned and highlighted many of the processes involved starting with the Goals and Objectives of the Districts; projects capital request forms and approval processes; details of the 4 tiers within the Capital Plan; updated project bid forms including assigned project numbers for tracking and for project accounting purposes; accountability with grant developments; outside general ledger; over-runs and short-falls with capital reallocation request forms including backup of funds to support additional allocation numbers; tight control on capital expenditures; multi-year planning; development of funding strategy; 2018 starts the 3 year capital planning and will build upon; etc. Becker included that the process of the budget and capital planning is summarized in the

Administrative Financial Operation Section 2.11.12 which will be presented to the Park Board for review and approval at an upcoming meeting. President pro-tem Gould and the other Park Commissioners thanked Supt. Becker for his presentation; there was a lot of details and information established.

New Business

The Board reviewed a previously distributed board summary for the Approval of 2018 Employee Health Insurance Renewal. Commissioner Cozza moved and Commissioner Ruff seconded that the Board of Park Commissioners approve changing the third party administrator (TPA) of Flexible Spending Accounts from Ameriflex to Discovery Benefits; and, maintain employee medical and dental contributions at the current percentage. The motion was unanimously approved by a roll call vote as follows:

AYE: Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: Jennifer Rogers, Nicholas Sawyer

Motion carried.

The Board reviewed a previously distributed board summary for Approval of Resolution #17-08 for the Truth in Taxation Resolution; the Projected Tax Levy. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners approve Resolution #17-08, a Resolution providing an estimate for the 2017 property tax levy. The motion was unanimously approved by a roll call vote as follows:

AYE: Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: Jennifer Rogers, Nicholas Sawyer

Motion carried.

The Board reviewed a previously distributed board summary for Award of Bid for Falcon Park Recreation Center Gymnasium Fans. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners award the Falcon Park Recreation Center Gymnasium Fans bid, to the most responsible bidder, Pinnacle Services Inc. from Itasca, Illinois to purchase and install de-stratification fans at Falcon Recreation Center, in the amount of \$51,200. The motion was unanimously approved by a roll call vote as follows:

AYE: Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: Jennifer Rogers, Nicholas Sawyer

Motion carried.

The Board reviewed a previously distributed board summary for Review and Approval of Safety Policy and Procedures Manual Section 4.16-4.19. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners approve Sections 4.16 – 4.19 of the Safety Manual. The motion was unanimously approved by a roll call vote as follows:

AYE: Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: Jennifer Rogers, Nicholas Sawyer

Motion carried.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark highlighted and gave thanks to Supt. Williams on placing the park district with best position during the D15 strike; also, some of the Park District staff assisted where it was needed throughout the strike. Regarding the HVAC screening shields for Community Center rooftop, Director Clark thanked Commissioner Cozza for inquiring on the need, with Park Board direction staff followed-up and received confirmation to not proceed. The all full-time staff meeting launched the compensation study report findings, which is now posted on the District's Intranet; and implementation as of January 1, 2018. Regarding the new affiliate and focus group proposed structure and agreement, Director Clark updated the Park Board on the meeting that he and Supt. Williams attended with District Attorney Paine; Paine is working on the boiler plate; operations and unique language on scope and history of each group, which once vetted out, the draft will be present to the Park Board then the groups. The plan is to receive feedback from everyone. Commissioner Cozza would like to view the plan, which is projected to be ready for review before year-end. Harper College Community Meeting Committee Board presented their master plan; it was clear that Harper College is getting prepare for a potential referendum. Clark reminded the Board of tomorrow's Park Foundation fundraising event at the clubhouse; and Clark provided some details of donations received from District's vendors. Lastly, Clark said that the District's bus looks great with park district decals, etc.

Commissioners' Comments

Commissioner Cozza asked about the disc golf tournament over the raining and windy weekend; staff said that it continued throughout the miserable weather; Supt. Williams gave compliments to the high school volunteers who remained to help during the event. Commissioner Cozza reiterated the many meetings involved with the insurance committee to develop the staff health care program. Phil Riskin, Human Resource Manager, and the entire committee did a great job; continuing, Commissioner Cozza added comments that the insurance benefit is a big part of pay package; Commissioner Cozza would like to see this new program work.

President pro-tem Gould reminded the Park Board and staff of the Realtors Against Homelessness' annual fundraiser event, which will take place at Chandlers in Schaumburg on Thursday, November 16, 2017 from 5:00 p.m. to 9:00 p.m.; tickets are available online. There will be a performance by the popular band 7th Heaven. Referring to an incident which happened in another area, regarding a young boy who fell through the grate of a culvert, Commissioner Gould wanted to bring this to staffs' attention in case we have any culverts that could be of concern. Commissioner Gould added that fortunately the young boy was not harmed and executed himself safety through the unexpected dangerous course.

Regarding future agenda items, President pro-tem Gould reported that no items for future Board discussion were mentioned.

Adjournment

There being no further business to come before the Board on this date, Commissioner Ruff moved that the regular meeting be adjourned. Commissioner Cozza seconded the motion which was unanimously approved by a voice vote.

AYE: Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: Jennifer Rogers, Nicholas Sawyer

Motion carried 8:30 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

/s/ Trish Feid
Secretary

/s/ Susan Gould
President pro-tem

Next scheduled Park Board meetings:

November 28, 2017
December 12, 2017
January 9, 2018



Minutes of a Regular Meeting of the Board of Park Commissioners of the Palatine Park District, Cook County, Illinois, held at the Village of Palatine Community Center Building, in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday, November 14, 2017 at 7:00 p.m.

President Sawyer: announced call to order at 7:00 p.m.

Commissioners Present

Nicholas Sawyer, President

Jennifer Rogers, Vice President

Susan Gould, Treasurer

John Cozza

Terry Ruff

Staff Present

Michael Clark, Executive Director

Keith Williams, Supt. of Recreation

Ed Tynczuk, Supt. of Parks & Planning

Steve Nagle, Supt of Facilities

Elliott Becker, Supt. of Finance

Cheryl Tynczuk, Supt. of District Services & Projects

Donelda Danz, Asst. Supt. of Recreation

Jim Holder, Asst. Supt. of Parks & Planning

Joshua Ludolph, Asst. Supt. of Facilities

Phil Riskin, Human Resource Manager

Patrick Griffin, Aquatics Manager

Ashley Schiavone, Cultural Arts Coordinator

Trish Feid, Park Board Secretary/Executive Asst.

Approval of Agenda

Commissioner Gould moved and Commissioner Rogers seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of November 14, 2017 was approved.

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

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 Rogers 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 24, 2017; Approval of Payment for the Village of Palatine's Installation of Community Center HVAC Units; Approval of Change Order #2 for the Asphalt Projects; Approval for the Adoption of Surplus Property Ordinance #17-11; and, Approval of Warrant #21. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Matters from the Public

No comments were presented.

Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. Tynczuk highlighted that the Risk Manager is ready to finalize the District's Risk Assessment Report as the last component has been completed.

The Board reviewed the previously distributed Recreation Department Report. Supt. Williams highlighted that the sponsorship tokens from the cancelled Fall Fest event were added to the Halloween Party's goodie bags, game stations, etc. Staff is reviewing the sponsorship program and position in preparation to replace the former Sponsorship Coordinator. Regarding the C.A.R.E. program, it is confirmed that the program will not continue to offer full day childcare during scheduled school days off for now; staff will re-evaluate next year.

The Park Board reviewed the previously distributed Annual Pool Report. Aquatics Manager Griffin highlighted that for the first time in 20 years, the District had all of the pools open to the public on the same day. It was a fun challenge having all 3 pools prepared and equipped; Griffin also gave compliments to Parks staff with their assistance to accomplish having the pools ready on opening day. Continuing with the pool report, Griffin said that fortunately there were minimum incidents with no 911 calls this summer. We had cooler weather this season; however, pool pass membership numbers were higher. There was high interest with parent/infant classes and private lessons, staff will add extra sessions in 2018. Griffin said that Birchwood Pool remained open through the end of September for the swim team and patron usage, which was well received and appreciated. New for this year was online booking for pool rentals, very successful and convenient for patrons. Lastly, Griffin added that reorganization of staff is under consideration as the District prepares for the opening of the Park District's indoor pool at Harper's Building M, Health and Wellness Center, in fall of 2018. The Park Board thanked Griffin for the great report.

The Park Board reviewed the previously distributed Sounds of Summer Concert Series Report. Cultural Arts Coordinator Schiavone highlighted several topics starting with various events held to celebrate the 30th year anniversary of the concert series program. Unfortunately, weather is always a challenge for the concerts; staff was able to update the alert systems for cancellations and provide other various notifications via social media. Staff received compliments regarding the availability of the concerts' update information. Schiavone also mentioned new sponsorship opportunities with the Encore Circle Membership program. Commissioner Cozza said that he had a great time at every concert he attended. The Park Board thanked Schiavone for the great report.

President Sawyer noted there were no other Departmental Reports. The Park Board thanked staff for the various District and Departmental Reports.

New Business

The Board reviewed the previously distributed information for Hamilton Park's Master Planning. In preparation for tonight's discussion and future conversations of the master plan, the components of the plan have been identified and the estimation of cost has been provided by Hitchcock Design Group, Musco Lighting and Gewalt Hamilton Engineering. Supt. E. Tynczuk said that the list consist of the preliminary cost and breakdown information of each project for the 97 acreage property, which is the next step for the planning of desired amenities and the future budgeting plans. Regarding the proposed development of Hamilton Park, Tynczuk mentioned a few projects that the District wants to complete including the expansion of the parking lot. Continuing, Tynczuk reviewed the entire list of projects with cost data. Discussion ensued; Commissioner Ruff wants to assure that the District is accomplishing the biggest yield for the investment. In regard to Commissioner Rogers' question, Tynczuk said that the project costs' numbers are independent of each other. Also, addressing Commissioner Ruff and other Commissioners' concerns, staff will give consideration of the entire plan when implementations of specific components

have been approved to avoid costly redoes within specific projects such as having engineer plans for additional extended lighting, etc. Concerning pickleball tournaments, rentals and lesson, Commissioner Cozza mentioned potential revenue opportunities with the growing interest of the pickleball sport. There was consensus to move forward with the parking lot and pickleball court area.

The Board reviewed a previously distributed board summary for the Approval of Resolution #17-09 for the proposed Fourth Amendment to the Site Agreement for the cell tower at Palatine Stables. Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners approve Resolution #17-09; the fourth amendment to the site agreement. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary for review and approval for Sections 4.20 – 4.22 of the Safety Manual. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners review and approve for Sections 4.20 – 4.22 of the Safety Manual. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary for the Approval for the Engineering for Palatine Trail Replacement of two bridges. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners approve, Christopher B. Burke Engineering TTD in Rosemont, IL in the amount not to exceed \$32,700 for preliminary design and cost estimates to remove and replace two bridges on the Palatine Trail west of Hicks Road. Regarding prerequisites for the trail bridges, Commissioner Cozza wanted staff to avoid over-engineering of the project. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report (EDR). Director Clark was happy to report that we have endured another year with not freezing the property taxes; and, Clark gave an extended appreciation from Illinois Association of Park Districts (IAPD) for all the feedback our state representatives and senators received in support to not freeze property taxes. Commissioner Rogers

commented on State Representative Mussman's support of the property tax reform. Clark mentioned that the TIF meeting, which is arranged with Schaumburg's Village Manager and Park District Executive Director, there is a request of no elected officials to be present at the meeting. Continuing with the EDR, Clark said that today's Appraisal Performance training went well with covering the newly instituted manual and Performance Improvement Plan guideline; it was an informative and engaging training for staff who supervise full-time staff members. Clark thanked the Park Commissioners and staff for support at the Park Foundation's fundraising event; Clark was pleased to report that the organization net approximately \$8,000, which will be allocated for scholarships. Regarding Falcon Park Recreation Center's gymnasium fan project, the fans are on backorder; the installation is postponed for 6 weeks and staff will consider waiting until spring break to complete the project.

Commissioners' Comments

Commissioner Ruff enjoyed the part-time staff party on Friday and he gave thanks to the Assistant Superintendents for planning the recognition event.

Commissioner Rogers said happy Thanksgiving to everyone; and is looking forward to the annual Turkey Trot Race at Harper College.

Commissioner Cozza inquired about the Schaumburg TIF undertaking; Director Clark will be in touch regarding the conversation and preparation for the meeting with Schaumburg Village Manager and Schaumburg Park District Executive Director.

Commissioner Gould reminded the Park Board and staff of the Realtor Against Homelessness (RAH) fundraising event. Also, Commissioner Gould mentioned that RAH committee is keeping ticket price at \$50 for those interested in attending.

President Sawyer also wished everyone a wonderful Thanksgiving and he is looking forward to announcing the start for Turkey Trot Race.

Regarding future agenda items, President Sawyer reported that no items were presented.

Adjournment

There being no further business to come before the Board on this date, Commissioner Ruff moved that the regular meeting be adjourned. Commissioner Cozza seconded the motion which was unanimously approved by a voice vote.

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

NAY: None

ABSENT: None

Motion carried at 8:09 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

/s/ Trish Feid
Secretary

Approved:

/s/ Nicholas Sawyer
President

Next scheduled Park Board meetings:

November 28, 2017
December 12, 2017 (one meeting in December)
January 9, 2018



Minutes of a Regular Meeting of the Board of Park Commissioners of the Palatine Park District, Cook County, Illinois, held at the Village of Palatine Community Center Building, in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday, November 28, 2017 at 7:00 p.m.

President Sawyer: announced call to order at 7:00 p.m.

Commissioners Present

Nicholas Sawyer, President

Jennifer Rogers, Vice President

Susan Gould, Treasurer

John Cozza

Terry Ruff

Staff Present

Michael Clark, Executive Director

Keith Williams, Supt. of Recreation

Ed Tynczuk, Supt. of Parks & Planning

Steve Nagle, Supt of Facilities

Elliott Becker, Supt. of Finance

Cheryl Tynczuk, Supt. of District Services & Projects

Donelda Danz, Asst. Supt. of Recreation

Tina Becke, Asst. Supt. of Finance

Josh Ludolph, Asst. Supt. of Facilities

Jim Holder, Asst. Supt. of Parks & Planning

Phil Riskin, Human Resource Manager

Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests Present

Sarah McKillop, Palatine Jaycees

Hannah Meadow, Palatine Jaycees

Kathy Millin, Partners for Our Communities (POC)

Public Hearing

President Sawyer opened the Public Hearing for the Amendments to the 2017 Supplemental Budget and Appropriations Ordinance and 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 #17-10, 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, 2017 and ending December 31, 2017. Notice of Availability of Proposed Amendments to the Annual Budget for 2017 and Notification of the public hearing was published in the Daily Herald. 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 Sawyer 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 Cozza seconded that the Board of Park Commissioners close the public hearing regarding the Amendments to the 2017 Budget and Appropriations Ordinance #17-10. The motion was approved by a roll call vote and President Sawyer closed the Public Hearing for the Amendments to the 2017 Budget and Appropriations Ordinance. The result follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the Adoption of the Amended Budget and Appropriation Ordinance #17-10. Commissioner Gould moved and Commissioner Cozza seconded that the Board of Park Commissioners adopt Ordinance #17-10 authorizing the fiscal 2017 Palatine Park District Budget and Appropriation Ordinance in the amounts of thirty-seven million, five

hundred thirty-seven thousand, five hundred seventy-four (\$37,537,574) dollars and forty-one million, two hundred ninety-one thousand, three hundred and thirty-one (\$41,291,331) dollars respectively. The motion was approved by a roll call vote upon approval of the consent agenda; the result follows:

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

NAY: None

ABSENT: None

Motion approved.

Approval of Agenda

Commissioner Gould and Commissioner Cozza seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of November 28, 2017 was approved.

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

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 Cozza 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 November 14, 2017; Approval of Amended Agreement for Partners for our Community (POC) and Palatine Park District; and, Approval of Warrant #22-including Expenses for Travel Expenses. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Matters from the Public

President Sawyer introduced Partners of Our Communities (POC) Director Kathy Millin to present a summary of 2017 POC's programming and events within the community. Director Millin thanked the Commissioners and staff for the invitation to speak before the Park Board. Grateful for the positive relationship that POC has with the Park District since the organization began 16 years ago when it was called Northwest Opportunity Center; Director Millin said that Park District staff are wonderful. Many POC opportunities for the community and new programming were highlighted in cooperation with the Park District; local high schools; police department; and, many other community connections. Director Millin said that the community support is appreciated, brings families together and builds leaders. In response to Commissioner Rogers' question, Millin said that the next event is in January at Dirty Nellies; \$15,000 is POC's goal for the fundraising efforts. In regard to the community garden, Millin said that it was successful; many families enjoyed working in the garden and appreciated the crops from the shared garden. Concerning Supt. Williams' question, Millin confirmed the need for Dove Park playground, adding that POC

would like to help support the project in some way. Along with expressing appreciation towards the Park District's continuous support to POC, Director Millin wished everyone happy holidays.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Regarding Eagle Pool updates, Supt. Tynczuk said that according to test findings, staff believes the location of the leak has been identified. Staff plans to have that section patched.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle informed the Park Board of the well-attended ICompete event at Falcon Park, the Trunk or Treat was successful. Regarding winter golf the past weekend at Palatine Hills, staff generated \$1,500 in revenue; the golf course plans to be open this weekend.

The Board reviewed the previously distributed Finance Department Report. Regarding the report, Supt. Becker highlighted Asst. Supt. Becke's efforts in receiving the IMRF overpayment refund; and, the Palatine Bank and Trust bank has refunded the Park District for the fraudulent payroll checks that were cashed a couple months ago. Becker reported that Birchwood Recreation Center has extended the facility hours to accommodate pickleball play on Tuesday and Thursday mornings from 6:30 a.m. to 9:00 a.m.

President Sawyer noted there were no other Departmental Reports. The Park Board thanked staff for their Departmental Reports.

New Business

The Board reviewed a previously distributed board summary for the Approval of 2018 Hometown Fest Celebration Request. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners authorize approval for the Jaycees use of Community Park, Thursday, June 28 thru Wednesday, July 4 with the hours and dates as recommended on the attached letter. Staff shall be directed to coordinate assistance for the celebration as listed in the request. Jaycees' representative, Ms. Hanna Meadow and Ms. Sarah McKillop were in attendance to answer any Park Board questions or concerns; and, respectively informing the Park Board and staff that the 2018 request is one day longer than previous years. In response to a question, they stated that the fireworks will on Saturday. In response to Commissioner Gould's suggestion on differentiating the 4th of July parade participation and business expo options on the application to avoid any misunderstanding by providing 2 different forms or different cost amounts, the idea was noted. The Park Board thanked Ms. Meadow and Ms. McKillop and added comments that it looks like a good schedule for the fest celebration. The motion was unanimously approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for Approval of Ordinance #17-12 for the Tax Levy. Commissioner Cozza moved and Commissioner Ruff seconded that the Board of Park Commissioners adopt Ordinance #17-12 assessing and levying taxes for 2017 in the amount of \$12,774,415 (Twelve million, seven hundred seventy-four thousand, four hundred fifteen dollars). The motion was unanimously approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the Approval of Resolution #17-10 for the Allocation of Tax Levy amounts, Property Tax Extension Limitation Law (PTELL). Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners approves Resolution #17-10 Allocation of Tax Levy Amounts, directing the County Clerk to make any reduction in the District's 2017 Tax Levy request by decreasing the amount in excess of the legal Levy amount in the District's Recreation Fund. The motion was unanimously approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the Approval of Ordinance #17-13; Tax Levy Abatement. Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners adopt Ordinance #17-13 an ordinance abating the tax hereto levied for the year 2017 to pay the principal of and interest for General Obligation Park Bonds (Alternate Revenue Source), Series 2011A, for Refunding General Obligation Park Bonds (Alternate Revenue Source)of the Palatine Park District Cook County, Illinois, Series 2015C, and General Obligation Park Bonds (Alternate Revenue Source) Series 2017 of the Palatine Park District, Cook County, Illinois. The motion was unanimously approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the Approval of Easement Agreement for Baldwin Greens Homeowners Association and Palatine Park District Regarding Dove Park. Commissioner Cozza moved and Commissioner Ruff seconded that the Board of Park Commissioners approve an Easement agreement with the Baldwin Greens Homeowners Association with certain real property known as Dove Park at 1802 Green Lane South, Palatine, IL 60074 as presented. Discussion ensued on the Park Board's consideration of the soccer goals; Supt. William is waiting for the attorney's letter to confirm the complex's ownership of the soccer goals. The Park District does not want ownership of the soccer goals; the Park Board supports the renovation of the Dove Park's playground for the community to enjoy and use. The motion was unanimously approved by a roll call vote as follows:

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

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary for the Approval of 2018 Employee Merit Pool. Commissioner Cozza moved and Commissioner Ruff seconded that the Board of Park Commissioners approve the 2018 Merit Pool for salary increases for full-time staff in the amount of 3% and direct staff to allocate this level of funding in the 2018 annual operating budget request. The motion was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report (EDR). Director Clark highlighted his excitement about the baseball merger which Supt. Williams has been working on for many years. Those organizations (PYBS and PBA) will both be represented within one organization; more unified. Williams added that Randy Kochanski took the lead in this collaboration; currently they are working on bylaws and specifics. Clark recapped the TIF meeting, which went well; very preliminary at this time; although, open to hear what the Park District has to say; Clark thanked Elliot in joining him at the meeting. Director Clark gave thanks to Supt. E Tynczuk regarding his work with Rotary on the trees donation. Clark gave a brief update on the meeting with Harper to confirm that everyone is working on the same page. Also, a reminder of the Clayson House visit prior to the next Park Board Meeting on December 12, 2017 at 6:00 p.m. Other upcoming events mentioned included the NWSRA holiday luncheon; and, the staffs' retreat in preparation of 2017 goal recapping; revisiting the Compensation Master Plan's action strategy; and, setting 2018 goals for the District. Lastly, Clark and Supt. Williams commented on the recent Turkey Trot event, which had one of the best years with participation numbers, just short of 2,000 registered runners; the event is a team effort; every department is involved. Also, thanks to Harper College staff, Dana Tenenbaum with helping the Park District. Dana is the Harper Facility Coordinator/Manager; she attended our event planning meetings and helped with setup; we appreciated Dana's diligence with helping the Park District throughout the entire process.

Commissioners' Comments

Commissioner Gould thanked everyone for supporting the R.A.H. fundraiser; the Foundation raised over \$42,000 to assist homeless high school students in need. The event's attraction of hosting the band 7th Heaven was fun; Commissioner Gould appreciated everyone's support.

Commissioner Ruff responded to Fitness, Health and Wellness Coordinator Krueger's request for feedback regarding the Turkey Trot event.

Commissioner Rogers will be out of town traveling and not able to attend the staff holiday party this year. And, Commissioner Rogers will be attending a recognition night at her own Park District in Arlington Heights and will not be at the Palatine Park District's December Park Board meeting.

President Sawyer gave compliments to everyone involved with annual Turkey Trot; big round of applause to all the staff and volunteers which made it a successful event for the community.

Regarding future agenda items, President Sawyer reported that no items for future Board discussion were mentioned.

EXECUTIVE SESSION

President Sawyer requested a motion to close the public portion of the meeting and convene in executive session for Section 2(c)(1) of the Opening Meetings Act (the discussion of employment matters pertaining to specific employee of the District) and Section 2(c)(5) Open Meetings Act (discussion of the acquisition or lease of real property for the use of the District). Commissioner Cozza moved and Commissioner Ruff seconded the motion, which was unanimously approved by a voice vote. The result of which follows:

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

NAY: None

ABSENT: None

Motion passed at 8:07 p.m.

RETURN TO OPEN SESSION

The Board reconvened in open session at 9:23 p.m.

ACTION ON MATTERS CONSIDERED IN CLOSED SESSION

President Sawyer said that the Board met in executive session for several items: personal and property. There is no action at this time.

Adjournment

There being no further business to come before the Board on this date, Commissioner Ruff moved that the regular meeting be adjourned. Commissioner Cozza seconded the motion which was unanimously approved by a voice vote.

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

NAY: None

ABSENT: None

Motion carried 9:23 p.m.

Respectfully submitted,

Trish Feid, Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Nicholas Sawyer
President

Next scheduled Park Board meetings:

December 12, 2017
January 9, 2018
January 23, 2018



Minutes of a Regular Meeting of the Board of Park Commissioners of the Palatine Park District, Cook County, Illinois, held at the Village of Palatine Community Center Building, in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday, December 12, 2017 at 7:00 p.m.

President Sawyer announced call to order at 7:00 p.m.

Commissioners Present

Nicholas Sawyer, President
Susan Gould, Treasurer

John Cozza
Terry Ruff

Commissioner Absent

Jennifer Rogers, Vice President

Staff Present

Michael Clark, Executive Director
Keith Williams, Supt. of Recreation
Ed Tynczuk, Supt. of Parks & Planning
Steve Nagle, Supt of Facilities
Elliott Becker, Supt. of Finance
Cheryl Tynczuk, Supt. of District Services & Projects

Tina Becke, Asst. Supt. of Finance
Jim Holder, Asst. Supt. of Parks & Planning
Joshua Ludolph, Asst. Supt. of Facilities
Phil Riskin, Human Resource Manager
Michael Noens, Digital Marketing Coordinator
Trish Feid, Park Board Secretary/Executive Assistant

Citizens and Guests Present

Greg Sammons
Brent Larson, Palatine Youth Baseball/Softball (PYBS) Board President

Approval of Agenda

Commissioner Gould moved and Commissioner Ruff seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of December 12, 2017 was approved.

AYE: Terry Ruff, John Cozza, Susan Gould, Nicholas Sawyer

NAY: None

ABSENT: Jennifer Rogers

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 as submitted. By a roll call vote, the following items under the consent agenda were approved: Regular Meeting Minutes of November 28, 2017; Approval; Closed Session Minutes of November 28, 2017; Approval of the District's Organizational Chart; and Approval of Warrant #23—including Expenses for Travel Expenses. The result of the roll call vote follows:

AYE: Terry Ruff, John Cozza, Susan Gould, Nicholas Sawyer

NAY: None

ABSENT: Jennifer Rogers

Motion carried.

Matters from the Public

No comments were presented.

Presentation

Director Clark presented Park Board President Sawyer with the 2017 Palatine Pride Award. Director Clark highlighted that the Palatine Area Chamber of Commerce acknowledged Palatine Park District's support, various networking events and volunteering throughout the year within the community.

Supt. Williams introduced Mr. Brent Larson of Palatine Youth Baseball and Softball Organization. Mr. Larson previously distributed the 2017 Palatine Youth Baseball/Softball (PYBS) Annual Report for the Park Board to review. PYBS provides baseball and softball programs as an affiliate of the Palatine Park District for kids from pre-school through 6th grade age levels. The registration numbers for the younger groups remain steady; although, the older grade levels are slightly declining. The forthcoming merger of the two Palatine baseball/softball groups, PYBS and Palatine Baseball Association (PBA) will bring awareness of continuous play within the Palatine program; therefore, perhaps keeping the older group in house and not finding neighboring travel teams to join. Mr. Larson and Supt. Williams briefly highlighted the collaboration of the two leagues, which is expected to be a smooth transition as both groups are working well together. Another partnership was mentioned, both Hoffman Estates Park District and Rolling Meadows Park District have joined PYBS's 5th and 6th Bronco league, which is a good benefit for fields sharing, especially without the use of Fuller Field. The park district trio will continue working together on another year of neighborhood ball play. Mr. Larson reported on his research of registration fees involving neighborhood leagues and Palatine Park District is one of the lowest in the area. Other topics mentioned: 2017 season was another good year with sportsmanship throughout the entire organization; many former PYBS and PYB players are now umpires for the league including 9 Illinois Licensed Official (patched) umpires; and, the joint efforts of fall ball leagues which brings another opportunity of play and success to the organization. The Park Board thanked Mr. Larson for his presentation and for all that he does for the baseball/softball associations.

Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. C. Tynczuk highlighted that there is a meeting scheduled with the District's Wellness Committee and the new health insurance vendor, IPBC, to discuss working together with collaborative wellness incentive programs. Tynczuk noted that 43 staff members are participating in the District's flexible spending program, a nice benefit to employees' pre-tax money. In response to Commissioner Cozza's question regarding the new health care program and provider, Tynczuk said that currently things are going well with hopes that the transition will be smooth for staff. The Risk Manager's assessment report is underway with a lot of thorough collaborative information. Tynczuk mentioned that the Park District received support from a group of D15 students stuffing goodie bags for Turkey Trot. Regarding Commissioner Gould's question of the electronic sign board by Family Aquatics Center, Tynczuk said that the existing electric signboard was not a good product and the company is no longer in business. Being pro-active, staff wants to replace the electronic workings of the signboard before it totally terminates.

The Board reviewed the previously distributed Recreation Department Report. Supt. Williams reported on a couple of great special events. Turkey Trot was successful and the participants appreciated receiving medals at the finish line. The annual gymnastics meet was two days of showcasing, which went well for gymnastics staff; Williams mentioned that facilities staff was instrumental during the two day event; thanks to both gymnastics and facilities staff for their efforts running the popular event.

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. E. Tynczuk mentioned the additional estimate received to correct the leak at Eagle Pool; staff plans to schedule the

repair this winter. The replacement of the Carriage House’s heating unit is underway; staff will be installing an electric unit and a new air conditioner.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle highlighted the additional golf play during the unseasonably nice weather; golf staff has plans to open the golf course when weather permits. Staff received the draft report on the customer service improvement plan from Heller and Heller, the findings will be presented to the Park Board in January. Commissioner Ruff inquired about Fitness Center’s televisions, noting that a couple of the units were not working properly including the unit which displays District’s programming information.

The Board reviewed the previously distributed Finance Department Report. Supt. Becker reported that the District is busy with final preparations for 2018 budget; the process is a very consuming effort for many. Becker said that he attended two TIF meetings and provided the Park Board with details for Village of Palatine’s expiring TIFs. In response to Commissioner Ruff’s inquiry on e-budgeting development, Director Clark said that staff has the process started and once the District has completed a full year under the new software system of Incode, the progression should be smoother.

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

New Business

The Board reviewed a previously distributed board summary regarding the Award of Bid for Palatine Hills Irrigation Phase 2 Project. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners approve the lowest responsible bidder, Halloran & Yauch, Inc. from Lake Forest, Illinois and enter into a contract in the amount not to exceed \$67,450 for Phase 2 Irrigation Renovation. The motion was unanimously approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary regarding the Award of Contract for the Pool Concession Operator. Commissioner Gould moved and Commissioner Cozza seconded that the Board of Park Commissioners awards the Pool Concession Operator contract to Pizza Bella of Palatine, Illinois for a fee provided to the District of 12% of gross sales. In regard to Commissioner Cozza’s questions, Asst. Supt. Ludolph mentioned the requirements of the health department’s state wide codes to have qualified managers at each facility site and the financial difficulty of having such appropriate individuals to operate the seasonal business of pool concessions. Regarding inquiries from Commissioner Cozza and Mr. Sammons, who attended the Park Board Meeting, Ludolph confirmed that the Pizza Bella has a system in place to produce financial reports and that the contract’s terms provides a clause if the Park District needs to cancel due to failure to perform. Concerning the idea of cross marketing to advertise, staff will look into options. Director Clark, Asst. Supt. Ludolph, Supt. Nagle and other staff commented that Pizza Bella has an outstanding reputation within the community for quality cuisine, dependability and also their generosity; Pizza Bells operates an exceptional business and gives back to the community. The motion was approved by a roll call vote as follows:

- AYE: Terry Ruff, John Cozza, Susan Gould, Nicholas Sawyer

NAY: None
ABSENT: Jennifer Rogers

Motion carried.

The Board reviewed a previously distributed board summary for the review and approval of Safety Policy and Procedures Manual Sections 4.15 and 4.23. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners review and approve Sections 4.15 and 4.23 of the Safety Manual as presented. In reply to Commissioner Cozza's comments, Clark said that it is a very comprehensive manual. Director Clark is pleased with Risk and Safety Coordinator Giannetti's efforts on creating a comprehensive program and identifying where the District was deficient; staff will have multiple training sessions on the an all-inclusive manual. The motion was unanimously approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the review and approval of Honor Roll Nominations. Commissioner Cozza moved and Commissioner Ruff seconded that the Board of Park Commissioners approve accepting the Honor Roll Nominees as submitted by the Honor Roll Committee. The motion was unanimously approved by a roll call vote as follows:

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

Motion carried.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report along with various clippings, attachments and correspondence material. Director Clark highlighted the upcoming Library Storywalk Cooperative Project. Supt. E. Tynczuk and Communications and Marketing Manager Scovic will represent the Park District in coordination with the Library and the Library Foundation. The idea is a series of platforms and stations; good idea of short book story to promote reading while walking; it is a good community project with the Library and Library Foundation for reading and fitness. Currently, the committee groups are currently working on logistics. Clark complimented the golf staff with the winter campaign to offer golf during the typical off-season play; it was great to have golfers on the course during the nice long weekends around Thanksgiving when weather permitted; staff will continue the plan as weather allows. Regarding the preparations for Harper College Building M, the process of planning is ongoing with staff; Clark mentioned the recent in-house meeting with Park District staff for planning the operations which went great, staff identifying key milestones and other issues; it was overall a very good meeting. Clark and Supt. Williams met with Dr. Ender to address such concerns. In regard to another staff meeting, Clark said that the 2018 work plan retreat to review goals and the accomplishments in 2017, which was a great recap of the year; and, staff also set the stage for 2018 with setting forth goals and the review of the new items identified in comprehensive plan of the District. Concerning the IMET's trolling

agreement, Clark confirmed with Tressler, District's legal firm, to extend the option. Lastly, Director Clark wished everyone a merry Christmas and great New Year; Clark added comments that 2017 was a great year.

Commissioners' Comments

Commissioner Ruff thanked staff for the Holiday Party, the set up was perfect for all to enjoy the dinner and evening. Commissioner Ruff wanted to reiterate his concern to remove the impaired goals from Dove Park; brief discussion steered to Park Board consensus and direction. Supt. Williams and Director Clark confirmed that the goals will be removed. Commissioner Ruff wished everyone happy holidays.

Commissioner Cozza said that the holiday party was great and complimented Director Clark on his 5 years anniversary at Palatine Park District. Commissioner Cozza said that the park district has come into the century with administrating a lot of policies, internet advancements, financial software implementations, etc. Director Clark said it was a team effort. Commissioner Cozza wished everyone happy holidays.

Commissioner Gould thanked staff for the wonderful holiday party and everyone had a good time. Regarding a recent question addressed to Commissioner Gould concerning the term 'pocket parks', Commissioner Gould suggested adding information in the park districts catalogs which would be helpful to the public.

President Sawyer wished everyone happy holidays and he is looking forward to a big 2018!!

Regarding future agenda items, President Sawyer reported that no items were presented.

Executive Session

President Sawyer requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Ruff moved that the Board of Park Commissioners go into closed session for discussion of Section 2(c)(21) Open Meetings Act for discussion of minutes of prior meetings lawfully closed under the Open Meetings Act, for the purpose of review, approval or release of such minutes; Commissioner Gould seconded. This was unanimously approved by a roll call vote. The result of which follows:

AYE: John Cozza, Susan Gould, Nicholas Sawyer, Terry Ruff

NAY: None

ABSENT: Jennifer Rogers

Motion carried at 8:01 p.m.

Return to Open Session

Commissioner Gould moved to come out of closed session and return to the regular meeting of the Board of Park Commissioners; Commissioner Ruff seconded the motion which was unanimously approved by a voice vote as follows:

AYE: John Cozza, Susan Gould, Nicholas Sawyer, Terry Ruff

NAY: None

ABSENT: Jennifer Rogers

Motion carried at 8:07 p.m.

Action on Matters Considered in Closed Session

Regarding Section 2(c)(21) Open Meetings Act for discussion of minutes of prior meetings lawfully closed under the Open Meetings Act for the purpose of review, approval or release of such minutes, Commissioner Ruff motioned and Commissioner Gould seconded that the Board of Park Commissioners approve Resolution #17-11; Determining the Confidentiality of Closed Sessions Minutes. Director Clark reminded the Park Board that this semi-annual review of closed session minutes is an Illinois Park District Code mandating following the Open Meetings Act. The motion was approved by a roll call vote as follows:

AYE: John Cozza, Susan Gould, Nicholas Sawyer, Terry Ruff

NAY: None

ABSENT: Jennifer Rogers

Motion passed.

Regarding Section 2(c)(21) Open Meetings Act for discussion of minutes of prior meetings lawfully closed under the Open Meetings Act for the purpose of review, approval or release of such minutes, Commissioner Ruff motioned and Commissioner Gould seconded that the Board of Park Commissioners approve Resolution #17-12; Determining the Destruction of Certain Verbatim Recordings of Closed Sessions Meetings. Director Clark mentioned that this state statute requirement is a formality; the destruction of recording of closed session meetings is permitted and authorized when recordings are 18 months old or older; there are no known imminent or existing legal situations; and, minutes have been reviewed and approved. The motion which was approved by a roll call vote as follows:

AYE: John Cozza, Susan Gould, Nicholas Sawyer, Terry Ruff

NAY: None

ABSENT: Jennifer Rogers

Motion passed.

Regarding the Library's Storywalk development, Commissioner Ruff inquired about the locations considered to host the joint project. Director Clark responded that Doug Lindberg and Hamilton were two of the grounds mentioned, which are being analyzed by the project committee. The Library Foundation is looking for a location that can provide a loop path and a straight shot for the intentions of the project. In response to questions, Clark said that they will change the story periodically; Commissioner Gould suggested adding a mini-mobile library like the unit the Park District installed at Falcon Park. It was agreed that this is a good partnership and it is important to involve and attract different groups at the parks, mixing reading with physical activity.

Clark said that he may have a connection to bring in the ninja warrior circuit in combination with healthcare and insurance industries promoting fitness in the community; potential opportunity to extend programming within Palatine, Schaumburg, Arlington Heights, etc. as partners with providing fitness and health awareness.

Also, there was a brief conversation regarding the Village of Schaumburg's TIFs and the significance of creating more synergy during the meetings with various local government agencies.

Adjournment

There being no further business to come before the Board on this date, Commissioner Ruff moved that the

regular meeting be adjourned. Commissioner Cozza seconded the motion which was approved by a voice vote.

AYE: John Cozza, Susan Gould, Nicholas Sawyer, Terry Ruff

NAY: None

ABSENT: Jennifer Rogers

Motion passed at 8:21 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Nicholas Sawyer
President

Next scheduled Park Board meetings:

January 9, 2018
January 23, 2018
February 13, 2018