



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 9, 2018 at 7:00 p.m.

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
Steve Nagle, Supt of Facilities
Elliott Becker, Supt. of Finance

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 Asst.

Approval of Agenda

Commissioner Gould 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 9, 2018 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. Commissioner Rogers asked to remove item #3D from the consent agenda and moved item #3D to New Business. By a roll call vote, the following items under the consent agenda were approved: Regular Meeting Minutes of December 12, 2017; Closed Session Minutes of December 12, 2017; Rooftop HVAC Unit Replacement; Ordinance #18-01 for Adopting a Non-Discrimination and Anti-Harassments Policy; Warrant #24-including Expenses for Travel Expenses; and Warrant #1-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 as amended.

Matters from the Public

No comments at this time.

New Business

Commissioner Ruff moved and Commissioner Gould seconded the motion that the Board of Park Commissioners approve the Employment Agreement for the Executive Director's Contract. Commissioner

Rogers requested a voice vote action due to having an issue with the compensation part of the contract. Regarding Commissioner Cozza's question on the amount of vacation carryover, Director Clark responded that according to the contract, the Executive Director can carryover 2 times the amount of vacation accrual; staffs' carryover amount is 1 ½ times. The motion was approved by a voice vote, the result follows:

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

NAY: Jennifer Rogers

ABSENT: None

Motion passed.

Departmental Reports

The Board reviewed the previously distributed Recreation Department Report. Asst. Supt. Danz highlighted the popular North Pole Express event and explained some of the registration issues that developed. The successful special annual event offers 2 time slots and both time slots were completely full within minutes upon open registration. Staff plans to review the current process to improve better customer service. Danz and the Park Commissioners complimented Mr. Robert (Dutch - "Santa") Schultz for volunteering to make the day extra special for the children and their families; the visit from Santa is definitely the highlight of the day. Continuing with the Recreation Department Report, Danz also commented on the great turnout for "It's A Wonderful Life" a live radio-play at Cutting Hall and highlighted the generous response with the annual donation drive, which supports the Susannah Kist Scholarship Fund. Staff responded to Commissioner Cozza's questions about the role of Communications and Marketing's new morning assistant and inquired about the change to fulltime status for the Graphic Arts' position. Continuing, Asst. Supt. Danz and Director Clark explained the process the District goes through when replacing a full time position to best serve the direction of the Park District. Therefore, after the former Sponsorship Coordinator resigned, the Communications and Marketing Division confirmed the need of a community relations outreach position to be involved with partnerships; sponsorships; scholarships; community outreach; helping out with the Park Foundation and the Living Tributes program. The new position will overlap many areas where there is a community need.

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

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark and the Park Board of Commissioners acknowledged the special award that the Palatine Jaycees recently received; they congratulated the group on being awarded the top chapter. Clark reminded the Park Board of several upcoming events including state conference next week in Chicago; Palatine Township Senior Citizens Council's annual gala; Park District's Volunteer of the Year recognition/ luncheon; and Partners for Our Community (POC) fundraiser event. Clark announced that the badly rundown soccer goals have been removed from Dove Park; fearing that someone could easily be injured, the Park Commissioners thanked the Parks Department for quickly removing the potentially dangerous apparatus. In response to Commissioner Gould's inquiry, Director Clark said that he reached out to the legislatures in request to join the Palatine Park District at the state conference's award luncheon. Lastly, Supt. Becker added a reminder to the Park Board to review the budget in preparation for January 23, 2018 special meeting presentation. The special meeting will start at 6 p.m. with the regular scheduled Park Board Meeting to follow at 7 p.m.

Commissioners' Comments

Commissioner Ruff commented on the fantastic new hires in the Fitness Center and he noticed the patrons

are enjoying the new televisions, which are wonderful. Regarding Eagle Park, Commissioner Ruff said that there have been tire tracks on the park grounds when cars deliberately cut across the field; also mentioned was issues of 'fly dumping'; staff will look into these concerns including the excess dropping of people's garbage into the Park District's garbage cans. Commissioner Sawyer said that Willowwood Park is also having the same problem with cars driving on the field.

Regarding future agenda items, no 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 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 7:20 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Trish Feid
Secretary

Approved:

Nicholas Sawyer
President

Next scheduled Park Board meetings:

January 23, 2018 6:00 p.m. Special Meeting
January 23, 2018
February 13, 2018
February 27, 2018



Minutes of the Special Meeting and 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 23, 2018 at 6:00 p.m. and 7:00 p.m.

Special Meeting of the Board of Park Commissioners: Call to order at 6:00 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

Tina Becke, Asst. Supt. of Finance

Joshua Ludolph, Asst. Supt. of Facilities

Jim Holder, Asst. Supt. of Parks & Planning

Joan Scovic, Communications and Marketing Manager

Christine Rice, Customer Service Manager

Michael Noens, Digital Marketing Coordinator

Mario Bialek, Asst. Customer Service Manager

Cathy Lagealer, Parks Dept. Administrative Assistant

Jessie Feid Hankner, Payroll Specialist

Ellen Drahos, Payables Specialist

Trish Feid, Park Board Secretary/Executive Asst.

Approval of Agenda

Commissioner Cozza moved and Commissioner Gould seconded that the agenda for the special meeting be approved. By a voice vote, the agenda for the special meeting of January 23, 2018 was approved.

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

NAY: None

ABSENT: None

Motion carried.

The Board of Park Commissioners participated in a special meeting to review and discuss the 2018 District Budget. Supt. Becker stated that the intention of tonight's special meeting of the Board of Park Commissioners is for consensus of the budget's approval permitting the proposed budget to be available for public review during the 30 day inspection period. Then on February 27, 2018, the Board of Park Commissioners will have a public hearing prior to adoption of the 2018 Park District Budget at that regularly scheduled Board Meeting. Continuing with the special meeting, Supt. Becker thoroughly reviewed the budget in great detail highlighting the new structure of the District's Budget. Becker went over each financial fund section; he explained the 4 tier levels indicated for capital items, which is an organized hierarchy of prioritized order; and summarized the appendices exhibiting special budget detail. The Park Board provided helpful feedback and identified some areas of corrections; Supt. Becker will make the suggested changes and email the Park Board with the final draft. Becker complimented diligent efforts and the substantial amount of time by every department with compiling data. Becker also complimented Communications and Marketing Department for assembly and production of the budget. Director Clark recognized Supt. Becker with the amount of work that Becker dedicated on the comprehensive budget. The Park Board concurred with the presented budget and thanked Supt. Becker for his presentation of the District's 2018 Budget.

Adjournment

Commissioner Gould moved that the special meeting be adjourned. Commissioner Cozza seconded the motion which was unanimously approved by a voice vote. Motion passed at 6:59 p.m.

Regular Meeting of the Park Board of Commissioners: Call to order at 7:17 p.m.

Commissioners Present

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

Staff Present

Michael Clark, Executive Director	Joan Scovic, Communications and Marketing Manager
Keith Williams, Supt. of Recreation	Christine Rice, Customer Service Manager
Ed Tynczuk, Supt. of Parks & Planning	Michael Noens, Digital Marketing Coordinator
Steve Nagle, Supt of Facilities	Mario Bialek, Asst. Customer Service Manager
Elliott Becker, Supt. of Finance	Cathy Laegeler, Parks Dept. Administrative Assistant
Cheryl Tynczuk, Supt. of District Services & Projects	Jessie Feid Hankner, Payroll Specialist
Tina Becke, Asst. Supt. of Finance	Ellen Drahos, Payables Specialist
Joshua Ludolph, Asst. Supt. of Facilities	Trish Feid, Park Board Secretary/Executive Asst.
Jim Holder, Asst. Supt. of Parks & Planning	

Citizens and Guests

Randy Kochanski, PBA	Barbara Heller, Heller and Heller Consulting, LLC.
Tim Thompson, PBA	

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 23, 2018 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 January 9, 2018; Adoption of Ordinance #18-02 for Surplus Property; and Warrant #2-including Expenses for Travel Expenses. In response to Commissioner Rogers’ question regarding certain trivial items listed on the surplus ordinance list, Supt. Becker said that staff is following required protocol. 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

Supt. Williams welcomed Mr. Randy Kochanski to the Park Board meeting. Palatine Baseball Association (PBA) Board President Kochanski thanked everyone for their time tonight, stating that there is value and benefit of having affiliate group representatives attend annual park board meetings. Mr. Kochanski reviewed the different league levels in the PBA program including regular season baseball and softball; travel and fall ball for the 13 year old through young adult players. PBA has seen an increase in participation within some areas of the program. Mr. Kochanski acknowledged Supt. Williams, PBA liaison, and Asst. Supt. Holder, lead Park associate, for their continuous support and diligence; also, he praised the entire Parks Department expressing that PBA receives compliments on all of Palatine Park facilities throughout the season. Mr. Kochanski highlighted the forthcoming collaboration of the two affiliate organizations: Palatine Youth Baseball and Softball (PYBS) and Palatine Baseball Association (PBA). The leagues reached a tentative agreement to combine programs, the merge of partnership and board transitions are underway with many upcoming subcommittee meetings to work out the details for the start of the 2019 season. Continuing with the report, Mr. Kochanski mentioned a few of PBA's challenges this season; PBA experienced technical and website platform issues with the Park District field online application. Mr. Kochanski said that one of the PBA board members has found a solution to switch to an application called "SI Play" for a better user experience for coaches and league participants. Asst. Supt. Ludolph explained some of the concerns that the Park District has with the proposed application of SI Play; Director Clark suggested to have PBA talk with Park District's IT Department. Another concern is with the successful Fall Ball Program, which is very popular and attracting players from other towns to join the Palatine fall ball league; therefore, it is difficult to have enough field support to accommodate. The PBA program continues to set goals that shape the program and continue to develop opportunity of training, clinics, learning new skill sets and life lessons. Mr. Kochanski thanked Palatine Park District Board and staff for the time and support helping PBA to make the program successful. President Sawyer and the entire Board thanked Mr. Kochanski for the great report.

Regarding the Customer Service Delivery System Assessment Report, Supt. Becker welcomed Ms. Barbara Heller to the meeting. Supt. Becker reviewed the process, which started 2 years ago with staff's Customer Service Committee initiating the direction to improve both external and internal customer service of the District. Staff researched consultants and received Board Approval of the Customer Service Delivery System Program last fall. Tomorrow, the District will meet with Ms. Heller to set 2018 goals for customer service improvement. Ms. Heller told the Park Board that it is a pleasure to attend tonight's meeting and complimented the Board and staff for their awareness on the importance of customer service. This is an advantage, not only for the Park District, but it improves community communications; therefore, it is a revenue driver. The need of consistency with customer service builds a higher level of service. Ms. Heller highlighted the complex levels of various staff with the substantial amount of seasonal and regular part-time staff members along with full time staff positions. The Palatine Park District's results of assessment were very respectable; though, building a higher level of customer service and guidance to reach and exceed the current level is important for the customer experience. Ms. Heller reviewed her presentation of identifying a customer delivery service system program; she reviewed the assessment process including using the comprehensive study survey data; online survey results; customer/participant focus groups; and, employee focus groups. Ms. Heller highlighted the defined standards to provide consistencies; she will provide a tool for internal communications and shared thoughts on improving part-time staff connectivity. Ms. Heller will present staff with guidelines and an action plan. Regarding the performance excellence tool for measuring standards, Ms. Heller said that the top 2 areas are the customers and market knowledge. Additionally Ms. Heller will provide training on improving and developing customer loyalty via a PowerPoint

presentation. Ms. Heller is also in the process of creating a reference manual for the District. Supt. Becker added that Ms. Heller will be following through on the District's customer service delivery system program's implementation with staff by coming back to review every 30 days over the next 3 upcoming months. In response to Commissioner Ruff's question, Ms. Heller compared results from different industries in the private sector as well as other park districts. In regard to Commissioner Rogers' question, Ms. Heller will provide specific examples on ideas and how to guidelines with part-time staff. Ms. Heller reiterated that tonight's presentation reviewed the areas that need concentration; overall results of the Park District's customer service delivery system were very positive. The Park Board and staff thanked Ms. Heller for her assessment and presentation.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. E. Tynczuk highlighted that we have very good ice skating conditions. In preparation for 4th of July parade, Tynczuk asked about the design for hometown fest float; Commissioner Ruff suggested having the float a little wider, which would make it easier to move around; also regarding Sammy's (Park District's mascot) seating area on the float, staff is considering other options this year. Commissioner Rogers liked the float option for the parade; it had many positive benefits with accommodating the entire group. Staff responded to Commissioner Cozza's question regarding field maintenance fees besides the flat fees; the \$9 base package fee per player for maintenance and \$10 capital fee; and also additional fees for the nonresident participants. Clark complimented Asst. Supt. Holder on detailing the expenses and creating the cost recovery model to identify the needs with the actual tracking of expenses for several years. Clark gave direction for other staff to follow the same process with other affiliates groups' expenses. Asst. Supt. Holder said that he is currently working on Soccer with tracking their details. Staff added that the expense of lighting is billed for the hours used, which are invoiced separately.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle highlighted several items including this Saturday's POC/IComplete fundraising event at Durty Nellie's; the facilities' 2016-2017 rentals survey statistics updates are available, which now reflects 2 year trending of information; upcoming retirement celebration for Fred Keller on February 28th; and, new way-finding signage has been posted throughout the facilities. Nagle said that Falcon Park hosted their first cricket tournament; the successful tournament worked out perfectly on the turf fields. Nagle mentioned that unfortunately he has sad news to report from Stables Manager Bruns, the Stables lost 2 horses, Zac and Cuddles, during winter break. Commissioner Ruff mentioned some great ideas he discovered from visiting with Falcon Park management staff during conference; one thought was for an outdoor patio at Falcon Park for hosting outdoor parties, weddings, etc. Commissioner Ruff complimented the creative ideas.

The Board reviewed the previously distributed Finance Department Report. Supt. Becker thanked the Park Board for the opportunity to attend conference; also, Becker had the pleasure to present a session this year. Other highlights mentioned include the District receiving the Government Finance Officers Association (GFOA) award; the new tax rates will be entered into the payroll system this week as a result of the new tax law. Becker said that he will be meeting with Eric Anderson next month in preparations of the rollover bond adoption at February 13, 2018 Park Board Meeting.

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. C. Tynczuk highlighted that the District has started the new plan year for employees' health insurance package and we are working through a few minor adjustments. The District's IT Department is once again busy with many projects; regarding concerns with point of sales operations at the pools this season, IT has created the timeline and a contingency plan, in case there is a need. The Volunteer program continues to grow significantly; please review the specific report included.

President Sawyer 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, Clark thanked staff for a great year with continued alignment of the strategic plan direction. The year-end progress report demonstrates how staff is accomplishing and working towards goals and objectives from the District's Strategic Plan. Clark complimented staff on their determination with keeping on task and updating their progress throughout the year. Clark said that he is pleased with the year-end results, which are highlighted under the 2017 accomplishments' list, an impressive amount of work executed by each department. Clark acknowledged Executive Asst. Feid on her efforts to collect and organize all departmental worksheets and status reports then incorporating data into the document. Clark gave compliments to Graphic Designer Cinquegrani for making it look great! Director Clark complimented the reporting model, which has been working very well for staff on how we are implementing the direction and keeping everyone focused and on the same page as we start the 4th year implementing the Comprehensive Strategic Master Plan.

Executive Director's Reports

The Board reviewed the previously distributed Executive Director Report. Director Clark asked Marketing Manager Scovic to share the breaking news of Digital Marketing Marketing Coordinator Michael Noens' photograph being shown on the ABC 7 News at 6 p.m. tonight to highlight winning the "Wild Life" category for his photography. The Park Board and staff complimented Noens on his special acknowledgement! Director Clark said the Palatine Park District was recognized at the IPRA annual business luncheon meeting for the Oak Park renovation in coordination with the Playcore Group, in recognition of the renovation and the neighborhood surveying data process for the Oak Park Playground resource grant opportunity. With the undesirable winter weather conditions and continuous care of the Park District's facilities along with various HVAC repairs, Clark complimented Supt. Tynczuk, Asst. Supt. Holder and the entire Parks Department for their efforts with the snow removal and HVAC's exterior work. Clark reminded the Park Board of several upcoming events. Director Clark highlighted the impact fee check from the Village of Palatine, in the amount of \$38,000, for the Park District. Tonight, Director Clark said that President Sawyer will be officially signing the letter to apply for the State Accreditation Program for this year. Regarding the Fitness Center's Open House, which was a huge success with 40 new memberships and 14 new personal training signups, staff collected a great amount of survey data on ways to enhance and improve the Park District Fitness Center.

Regarding future agenda items, Commissioner Gould requested to have discussion of Hamilton Park items documented in the 2018 budget.

Commissioners' Comments

Commissioner Gould complimented Horticulture Manager, Corey Zak, regarding his interesting information in the Wood Street Review (WSR); Commissioner Gould added that she could see value in Corey having a column in the annual catalog by sharing his horticulture knowledge and helpful advice. For the month of February, Commissioner Gould's realtor office is collecting cards and lotto tickets for Park Foundation member Jack O'Connor; if interested to be part of the care packages, please bring your cards and various lottery tickets to the next Park Board Meeting.

Commissioner Ruff enjoyed State Conference and conversation with staff. Regarding the next Park Foundation fundraiser event, Commissioner Ruff would like to visit all affiliates prior to the fundraiser to encourage all affiliate groups' support. Director Clark said that Fred Hall has joined the Park Foundation; at

the last Foundation Meeting, Clark promoted an event at the golf course with golf, footgolf and disc golf, a family orientated event; Fred Hall is taking the lead of the event on behalf of the Park Foundation.

Commissioner Rogers said that she enjoyed the IAPD/IPRA State Conference with 3,704 attendees this year and Commissioner Rogers attended the annual business luncheon meeting. Highlighting that Illinois Association of Park Districts (IAPD) will celebrate their 90th anniversary and suggested to recognize the oldest state-wide association in the county with a resolution from the Palatine Park Board of Commissioners.

President Sawyer added that it was another good state conference.

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 passed at 9:31 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Nicholas Sawyer
President

Next scheduled Park Board meetings:

February 13, 2018
February 27, 2018
March 13, 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 February 13, 2018 at 7:00 p.m.

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
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
Brad Helms, Golf Course Supt.
Dan Hotchkin, Head Golf Professional
Erik Klebosits, Asst. Golf Professional
Michael Noens, Digital Marketing Coordinator
Clair Cinquegrani, Graphic Designer
Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests

Eric Anderson, Piper Jaffray Company

Adriane Johnson, Populus XP, LLC; and, IAPD Joint Editorial Committee Chair

Approval of Agenda

Commissioner Gould moved and Commissioner Cozza seconded that the agenda for the meeting be approved. Director Clark requested that the Park Board accept moving item 5A to 5B; and, to move 7A to 5A. Also, with consensus of the Park Board, the closed session item was removed from the agenda. By a voice vote, the agenda for the regular meeting of February 13, 2018 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 Ruff 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: Special Meeting Minutes of January 23, 2018; Regular Meeting Minutes of January 23, 2018; and Warrant #3 – 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.

Comments from the Audience

No comments at this time.

Presentation

The Board reviewed a previously distributed board summary and Power Point presentation in preparation for Adoption of Ordinance #18-03; consideration of an ordinance providing for the issue of \$749,000 taxable general obligation limited tax park bonds of the District for the purpose of providing the revenue source for the payment of certain outstanding alternate bonds of the District, providing for the levy of a direct annual tax to pay the bonds and authorizing the sale of the bonds to the District's Corporate Fund. Director Clark welcomed Mr. Eric Anderson to the Park Board Meeting to present the rates and process for the short-term rollover bond issuance; and, to answer any questions. Concerning the formality of the annual issuance of bond; Mr. Anderson reviewed the process of the annual short-term borrowing action of the District and Park Board as the proceeds from this issue help pay the current debt service of the District regarding the alternate revenue bonds. There were no questions regarding the short-term rollover bond issuance; the Park Board thanked Mr. Anderson for his presentation.

The Board reviewed a previously distributed board summary for the Adoption of Ordinance #18-03; Consideration of an ordinance providing for the issue of \$749,000 taxable general obligation limited tax park bonds of the District for the purpose of providing the revenue source for the payment of certain outstanding alternate bonds of the District, providing for the levy of a direct annual tax to pay the bonds and authorizing the sale of the bonds to the District's Corporate Fund. Commissioner Gould moved and Commissioner Cozza seconded that the Board of Park Commissioners adopt Ordinance #18-03 as presented allowing the District to sell \$749,000 in Taxable Limited Park Bonds, Series 2018.

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

NAY: None

ABSTAIN: Terry Ruff

Motion carried.

Director Clark welcomed Mrs. Adriane Johnson to present Digital Marketing Coordinator Noens with the 2017 Give Us Your Best Shot Photo Award. Noens won first place in the "Wild Life" category at State Conference in January. Mrs. Johnson, who devotes many hours to the park district industry by serving as a Park Commissioner for Buffalo Grove Park District is currently the vice chairperson of the IAPD Board of Trustees and involved with many committees including the Joint Editorial Committee. On behalf of IAPD, Mrs. Johnson said it is an honor and pleasure to present the award to Noens, there are hundreds of entries considered for this category. Digital Marketing Coordinator Noens' picture is a beautiful shot of a butterfly taken in the Monarch Waystation in front of Community Center. Parks Department Horticulture Manager Zak and the Horticulture team created the beautiful butterfly garden providing a perfect setting where Noens captured an awarding winning picture. The Park Board and staff congratulated Noens on his special achievement. The Park Board thanked Mrs. Johnson for coming to the Park Board meeting and presenting the award.

Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. C.Tynczuk asked if there were any questions regarding the department report; no inquiries were presented.

The Board reviewed the previously distributed Recreation Department Report. Supt. Williams introduced Communications and Marketing's new full time hire, Claire Cinquegrani, Graphic Designer. Director Clark added that Ms. Cinquegrani has been outstanding in her recent part-time position and staff is looking

forward to her full-time role at the Palatine Park District. Continuing with the report, Williams thanked Special Interest Coordinator Schroeder and Human Resource Coordinator Riskin for their collaboration of efforts with the recent job fair hosted at Community Center with many avenues of the District employment opportunities including C.A.R.E. and NWSRA programs participating. Staff plans to host another job fair this fall at Falcon Park Recreation Center. Other report items mentioned include an employee wellness agreement for services; Asst. Supt. Holder and Communications and Marketing Manager Scovic are working on two neighborhood campaigns for Dove Park and Hawthorne playgrounds by collecting neighborhood input.

The Board reviewed the previously distributed Annual Golf Course Report. Supt. Nagle introduced Golf Course Supt. Helms, Head Golf Professional Hotchkin and Asst. Golf Professional Klebosits to present some of the annual report highlights including financial statistics, successes, areas where golf course operations can improve, challenges and the future initiatives. Nagle gave thanks to the entire golf course crew for another excellent year. Kicking off the annual report, Head Golf Professional Hotchkin thanked the Park Board for the opportunity to inform them on the operations at Palatine Hills Golf Course. Hotchkin reported on the yearly total number of rounds played including permanent tee times, high school golf play, complimentary golf and the various leagues. Hotchkin highlighted the successful events; and pointed out revenue numbers regarding cart usage; driving range; pro shop; lessons; practice green usage; clubhouse rentals; and, special events. Unfortunately, the weather was poor throughout the entire season causing golf numbers to be down this year and taking a step back from previous years' statistics; also, experienced damage to the golf course during the rain events. Fortunately, staff is seeing interest grow with the practice green area for various activities including private lessons, short game play, foot golf, driving practice, rentals, etc. Golf Course Supt. Helms spoke of the staff transitions when several seasoned staff retired over the last couple of years; he highlighted some of the golf course enhancements including the Clubhouse siding; completion of irrigation phase 1 with 16 satellites installed; also, the front entrance area, main drive culvert replacement and the new gate. Helms gave compliments to Parks staff for support throughout the year and especially for their efforts with the in-house tree (50 trees) removals. The golf course is looking forward to the engineering project which is going out to bid this year. In addition to the report, some of 2017 challenges were mentioned as well as several 2018 initiatives being highlighted. Staff is excited about Palatine Hills Golf Course celebrating their 50th anniversary this year; staff is creating programs and events to celebrate the 50th season of golf at Palatine Hills throughout this next season. Helms thanked the Park Board for the opportunity to review the annual report; the Park Board thanked the golf crew for the complete report.

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 the Award of Bid for Palatine Youth Baseball Softball 2018 Uniform. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners award the PYB/S 2018 Uniform bid to Santo Sport Store Inc. the lowest responsible bidder, and authorize staff to issue a purchase order not to exceed \$43,259 for the team uniforms. 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 the Approval of Grant Agreement with the Illinois Equine Industry Research and Promotions Board (IEPB). Commissioner Cozza moved and Commissioner Ruff seconded that the Board of Park Commissioners accept and enter into the agreement for a grant in the amount of \$8,500 with the Illinois Equine Industry Research and Promotions Board (IEPB) to complete the Stables Arena #2 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 a previously distributed board summary for the Review and Approval of Administrative Manual Policy Section 2.15.0 – 2.15.34. Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners approve Section 2.15.0 through 2.15.34 of the Administrative Policy and Procedure Manual as presented. 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 and work plan pertaining for formal adoption of the 2018 District Work Plan. Commissioner Gould moved and Commissioner Cozza seconded that the Board of Park Commissioners adopt the 2018 Agency Work Plan as presented. Director Clark mentioned that the goal worksheets are intended for internal use; though, the detailed information of each goals is also provided. Clark said that staff continues to do a wonderful job with executing the District Work 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: 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 highlighted many report items including the successful Volunteer of the Year luncheon and recognition event. Director Clark thanked the Park Board for attending the event and complimented the collaboration to execute the successful event, which was shared by Volunteer Coordinator DePue and with Park District staff who coordinate programs and affiliates groups. Director Clark reminded the Park Board of the upcoming Palatine Township Senior Center Council's Gala, the annual fundraiser held at Cotillion. NWSRA Executive Director Crawford will be presenting at the next Park Board Meeting on February 27, 2018; also, Supt. Becker is in the process of receiving bids for the RFP regarding purchasing cards with many potential rebate opportunities for the District with the program.

Commissioners' Comments

Commissioner Rogers said that the Volunteer of the Year Luncheon was great; everyone enjoyed the event. Congratulations to Gary Gray and thanks to all the volunteers. Commissioner Rogers wished everyone a happy Valentine's Day.

Commissioners Cozza talked about naming the Park District Pool in the Health and Recreation Center of Building M at Harper Campus. We want people to know Palatine Park District's involvement, giving the pool a name or having a theme for marketing purposes and identifying PPD's participation in this partnership. Supt. Williams spoke about the joint awareness campaign which is underway and making great progress; Commissioner Cozza said to push awareness, it is important our Palatine Park District residents know our presence at Harper College. Supt. Williams and Director Clark will ask Marketing and Communications Manager Scovic to attend an upcoming Park Board Meeting to talk about the marketing plan and awareness campaign. Director Clark added that the new pool's identity and partnership awareness will be displayed in the program catalogs.

Commissioner Gould complimented staff on the organization of the Volunteer of the Year Luncheon; it was another wonderful event.

Commissioner Ruff talked about the Celtic dinner event, which he attended to commemorate the organization's anniversary. Regarding the recent snow events, Commissioner Ruff complimented the Parks Department on the great job of snow removal. Asst. Supt. Ludolph responded to Commissioner Ruff's thermostat inquiry and informed the Park Board that the device in the Fitness Center at Community has been fixed.

President Sawyer agreed that the Volunteer of the Year Luncheon was wonderful.

Regarding future agenda matters, President Sawyer said that no items were offered for future agendas.

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 passed at 7:53 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Nicholas Sawyer
President

Next scheduled Park Board meetings:

February 27, 2018
March 13, 2018
March 27, 2018
April 10, 2018
April 24, 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, in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday February 27, 2018 at 7:00 p.m.

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
Tina Becke, Asst. Supt. of Finance

Donelda Danz, Asst. Supt. of Recreation
Jim Holder, Asst. Supt. of Parks & Planning
Joshua Ludolph, Asst. Supt. of Facilities
Stables Trainer and Barn Manager Bruns
Stables Asst. Trainer and Asst. Barn Manager Walus
Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests

Tracey Crawford, NWSRA

Joe Petricca, PHGA Liaison

Public Hearing

President Sawyer opened the Public Hearing for the 2018 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 #18-04, 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, 2018 and ending December 31, 2018. Notice of Availability of Proposed Annual Budget for 2018 was published in the Daily Herald on Thursday, January 25, 2018. The notification of the public hearing was published on Wednesday, February 14, 2018. 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 2018 Budget and Appropriations Ordinance #18-04. The motion was approved by a roll call vote and President Sawyer closed the public hearing regarding the 2018 Budget & Appropriations Ordinance. The result follows:

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

NAY: None

ABSENT: None

Motion carried.

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 27, 2018 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 February 13, 2018; Approval of Adoption of Surplus Property Ordinance #18-05; and Warrant #4 – 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.

Comments from the Audience

No comments at this time.

Recognition

President Sawyer acknowledged Fred Keller regarding his retirement from the Park District. On behalf of the Park Board, residents and employees, President Sawyer awarded Resolution #18-01 giving public recognition to Fred's contributions to the Palatine Park District. Continuing, President Sawyer said that this resolution is now part of the permanent record of the Palatine Park District and a copy of this resolution will be presented to Fred as a tribute from the community. Commissioner Rogers moved and Commissioner Ruff seconded that the Board of Park Commissioners adopt Resolution #18-01 for recognition and appreciation of Fred Keller. President Sawyer requested a voice vote; the Resolution was unanimously accepted. The Board and staff acknowledged Fred Keller's years of service and wished him well in his retirement.

President Sawyer acknowledged Illinois Association of Park Districts (IAPD) regarding the 90th Anniversary of the state organization. On behalf of the Park Board, residents and employees, President Sawyer read Resolution #18-02 giving public recognition to the accomplishments of Illinois Association of Park Districts. President Sawyer said that this resolution is now part of the permanent record of the Palatine Park District and a copy of this resolution will be sent to IAPD as a tribute from the community. Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners adopt Resolution #18-02. President Sawyer requested a voice vote; the Resolution was unanimously accepted. Regarding the accomplishments of IAPD over the past 90 years, Commissioner Rogers said that she is pleased that Palatine Park District is acknowledging the Association's success and efforts with supporting park districts in Illinois.

Presentation

Director Clark welcomed Northwest Special Recreation Association (NWSRA) Executive Director to the meeting; Director Crawford greeted the Park Board and staff as she distributed report documents of programming statistics including year-ending review. Before reviewing the reports, NWSRA Executive

Director Crawford invited the Park Board to visit one of the 'Snoezelen Sensory' rooms. The sensory room is a controlled multi-sensory environment supporting a safe place for participants to develop life skills; Directors Crawford and Clark stated that the rooms are incredible. Crawford was excited to share the news that plans for a third Snoezelen Sensory room location is confirmed; Mt. Prospect Park District will be the home for Pursuit 3 accommodating recreational programming space along with the sensory room which will open in the fall of 2018. Continuing with the presentation, Crawford highlighted many topics within the 2017 year-ending report and added that it was another exciting year of what we have done together. Crawford also commented on NWSRA's direction with setting goals for 2018; and, their involvement with legislation and advocacy on behalf of all Special Recreation Agencies for serving people with disabilities and awareness of NWSRA's services and programs. Other items were mentioned regarding financial stability and planning; long range projects; stressed the importance to uphold the best practices and standards by having NWSRA staff members constantly strive to improve their skill sets through trainings, earning certifications and other educational resources. Crawford also highlighted the ongoing and successful collaboration with Clearbrook for adult programming; and, NWSRA growth with social media awareness. Director Crawford mentioned that she was pleased to report that Executive Director Clark is now a member of the Special Leisure Services Foundation Board. In response to Commissioner Rogers' question, Crawford said that through Clearbrook, NWSRA can expand adult programming within this collaboration. The funds for adult programs come from the state program, which follows the individuals. Therefore, pairing with Clearbrook, as they are the administrator for receiving such monies, supports the collaboration and welfare of adult programs. Director Crawford said that Special Recreation Agencies are not allowed to receive those state funds; also state funds can go straight to families. The Park Board thanked Director Crawford for the presentation and Director Crawford recognized the Park Board for the continued support of NWSRA.

Departmental Reports

The Park Board reviewed the previously distributed Parks and Planning Department Report. Supt. Tynczuk highlighted that staff has included ADA compliance assessment reports for Park Board review. 2 reports were distributed: Accomplished ADA Compliance Projects Report and Open ADA Compliance Requests/Projects Report. Referring to the additional reports, Tynczuk said that staff has updated the current ADA transition plan, which was completed in 2010; documenting 281 necessary physical improvements which were identified in the assessment and have been addressed to date. Another 145 service requests remain to be completed and have been scheduled within upcoming years. Regarding the open ADA requests, Tynczuk added that 3 significant ADA projects are on the calendar for this year, which is matched with the District's replacement schedule of asphalt projects including the path to the shelter and the path to the Veteran Memorial at Community Park; and, the path to the playground at Juniper Park. Continuing with the monthly report, Tynczuk mentioned that staff has officially stopped creating ice for the ice rinks. Regarding the float for the 4th of July parade, Parks' staff has widened the platform base and added a cover which will nicely accommodate the Commissioners, staff and Park District mascot, Sammy.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle highlighted the IComplete fundraisers scheduled on March 12 and March 20; flyers were circulated for the 'Dine and Share' events at Culvers. Nagle reported that the District purchased 2 inflatable apparatuses, the obstacle course which will be used at Falcon Park Recreation Center and the bouncy house at Birchwood Recreation Center; both can be used for in-house party rentals and various programming. The inflatable units are not available for use outside District facilities. Nagle complimented the score of 100% regarding customer service at the golf course; also, the golf course was open on the last 2 days and will be open tomorrow as well. Clark said that the golf course had over 40 rounds today; Nagle added that staff sold handfuls of memberships for the practice area; and, staff received a thank you for being open. The Park District is looking forward to Palatine Hills Golf Course's 50th anniversary festivity with many events planned; Nagle handed out commemorative golf balls as one of the celebratory tokens. Another new program at Community Center is the drop-in volleyball open house, as a customer friendly gesture for patrons. In response to Commissioner Rogers'

question, staff used an outside source for the required water testing at the preschools.

The Board reviewed the previously distributed Finance Department Report. Supt. Becker highlighted the Treasurer Report and explained the preliminary financial information; and, mentioned IMET annual meeting on March 20, 2018. Concerning registration numbers as of January 31, 2018, which was noted on the report, Becker said that this is not the final number for winter programming; updates forthcoming. Regarding personnel highlights, Falcon Park's pioneer and long standing part-time employee, Mike Kelley, is retiring; staff held a retirement gathering for Mike this morning. Staff wished Mike well and he will be missed. Good news for Falcon Park's Asst. Customer Service Manager Bialek, at today's revealing party for Bialek and his wife Kim, staff heard in the special announcement that they will be the parents of both a boy and a girl; staff is looking forward to meeting the twins.

The Board reviewed the previously distributed Palatine Stables Annual Report. Supt. Nagle introduced Stables Trainer/Barn Manager Bruns and Asst. Trainer/Asst. Barn Manager Walus. Manager Bruns highlighted items from the annual report including special achievements for 3 of the horse shows, which were hosted at Palatine Stables, being recognized by the Northern Illinois Hunter Jumper Association and the Illinois Short Circuit Association; acknowledgment of Show Team successes, various students receiving awards, and another award for the "Horse of the Year" received on behalf of one of the boarders' horse from Palatine Stables. Bruns thanked Digital Marketing Coordinator Noens on creating and launching the new Stables website; Noens did a great job. Other topics highlighted include success from applying for a grant with the Illinois Equine Industry Research and Promotion Board for an upcoming project; another grant assisting the outdoor arena project; and, installation of new LED lighting fixtures in the upper barn and indoor arena. Commissioner Gould complimented the camp overnight which was a new program for the Stables; Bruns said the outing was a lot of fun with 19 families. In response to Commissioner Gould's question regarding recruitment of additional boarders, Bruns noted that lessons are increasing across the industry and the trend is slowly picking up; however, there are more stalls available than horses in the area. Commissioner Gould mentioned a program she heard about using 'sale' horses for teaching lessons; Bruns said that if a parent expresses interest in purchasing a horse then staff will search and match accordingly. Nagle commented on the ongoing improvements at Palatine Stables to have a better facility providing an attractive appearance with more amenities to attract folks and establish partnerships. Nagle added that great things are happening at the Stables and complimented Stables staff members.

President Sawyer noted there were no other Departmental Reports; the Park Board thanked staff for all of the Department Reports and the Annual Report.

New Business

The Board reviewed a previously distributed board summary pertaining to the Adoption of Budget and Appropriation Ordinance #18-04. Commissioner Rogers moved and Commissioner Cozza seconded that the Board of Park Commissioners adopt Ordinance #18-04 authorizing the fiscal 2018 Palatine Park District Budget and Appropriation Ordinance in the amounts of thirty-two million, three hundred thousand, three hundred seventy-eight (\$32,300,378) dollars and thirty-five million, five hundred thirty thousand, four hundred and sixteen (\$35,530,516) dollars respectively. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion approved.

The Board reviewed a previously distributed board summary regarding the review and approval of Administrative Manual Policy Section 2.11.0 - 2.11.11. Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners approve Section 2.11.0 through 2.11.11 of the Administrative Policy and Procedure Manual as presented. Commissioner Cozza complimented the process of developing the policies and management efforts of maintaining the policy changes. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion approved.

The Board reviewed a previously distributed board summary regarding the review and approval of Administrative Manual Policy Section 2.13.0 - 2.13.21. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners approve Section 2.13.0 through 2.13.21 of the Administrative Policy and Procedure Manual as presented. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion approved.

The Board reviewed a previously distributed board summary for the approval of golf course equipment purchase. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners approve, Reinders Inc. of Franklin Park, Illinois, the lowest responsible bidder through the National IPA bid, for an amount not to exceed \$19,882.84 for the purchase of (1) Toro Sand Pro 5040 Bunker rake. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion approved.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark said that you did not miss much at the Legislative Breakfast which he attended with President Sawyer. Regarding the passing of Park Foundation forefather Jack O'Connor, Clark said that this is very sad news and Jack will be missed. Regarding the affiliate project, Clark is excited about working with the affiliate parent groups to present and get feedback on the development. The employee self-service (ESS) portal is underway, the Finance Department along with IT Manager has done an excellent job with set-up to access employee various payroll information including payroll history; payroll change forms such as W-2 forms and Volunteer Additional Contributions form; and possibly pertinent personal policies for referencing payroll circumstances. Finance staff will continue testing the portal before implementation. This payroll component ties into the Incode financial software system and the ESS portal can be retrieved anywhere via internet connection access.

Commissioners' Comments

Commissioner Cozza thanked staff for the commemorative golf ball honoring the 50th anniversary of PHGC.

Commissioner Rogers informed the Park Board that they missed an excellent NWSRA/SLSF fashion show event and complimented the opening number for the fashion show, which was one of the participants singing a song he wrote.

Regarding the Legislative Breakfast and the speaker, President Sawyer agreed with Director Clark that there is nothing pressing or happening with movement in Springfield until the election cycle.

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 for the discussion of employment matters pertaining to specific employee of the District. Commissioner Rogers moved and Commissioner Gould 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 8:21 p.m.

RETURN TO OPEN SESSION

The Board reconvened in open session at 9:03 p.m.

ACTION ON MATTERS CONSIDERED IN CLOSED SESSION

President Sawyer said that the Board met in executive session regarding personnel. 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 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 passed at 9:03 p.m.

Respectfully submitted,

Trish Feid

Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Nicholas Sawyer
President

Next scheduled Park Board meetings:

March 13, 2018
March 27, 2018
April 10, 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 March 13, 2018 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

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

Commissioner Absent

Terry Ruff

Staff Present

Michael Clark, Executive Director
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
Todd Ranum, Athletic Coordinator
Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests

Michael Spedale, P.A.F.A Board President

Approval of Agenda

Commissioner Gould moved and Commissioner Cozza seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of March 13, 2018 was approved.

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

NAY: None

ABSENT: Terry Ruff

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Gould moved and Commissioner 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 February 27, 2018; Closed Session Minutes of February 27, 2018; and Warrant #5 – including Expenses for Travel Expenses. The result of the roll call vote follows:

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

NAY: None

ABSENT: Terry Ruff

Motion carried.

Comments from the Audience

No comments at this time.

Presentation

The Park Board welcomed Palatine Amateur Football Association (P.A.F.A.) President Mr. Michael Spedale to present the annual report. Previously, Mr. Spedale provided a Power Point to the Park Board in preparation for tonight's presentation. Regarding the yearly report, Mr. Spedale reviewed many highlights of the 2017 P.A.F.A. season; he expressed what the association believes in; and, he provided statistics of the different leagues. Mr. Spedale noted that he is currently serving his second term as the P.A.F.A. Board President and plans to continue his involvement on the P.A.F.A. Board. Mr. Spedale complimented the stable and dedicated P.A.F.A. Board Members, coaches and all other volunteers within the program. Some of the other items mentioned included how the organization is extremely proactive with safety; equipment improvements and training techniques along with practicing concussion management; continue partnership with NovaCare to have trainers onsite at every game; year 2 of the academic/sport honor roll recognition program; and growth in the marketing of the program. Mr. Spedale thanked Park staff and expressed how great the fields are in Palatine; and he gave special recognition to Athletic Coordinator Ranum. Mr. Spedale said that regarding this upcoming season, former and possibly current NFL players may be visiting the P.A.F.A. players during some of their practices; former Palatine High School and Penn State football player Yaccov Yisreal wants to give back to the football association and to the kids in Palatine and is working arrangements for the special visits. Lastly, Mr. Spedale said mentioned that the association is aware of the potential state law to ban tackle football for kids under the age of 12 years old. The Park Board and staff complimented his report and appreciated the presentation.

Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. C. Tynczuk updated the Park Board on the departure of Risk Manager Giannetti, next week Friday is her last day; Tynczuk remarked that the District Services and Projects department will be short 2 full-time staff members at the end of April with the retirement of Human Recourses Coordinator Riskin. Regarding the progress of the District's risk assessment, staff plans to keep the process going and once the replacement is hired, there should be no problem to continue and follow through to completion.

The Board reviewed the previously distributed Recreation Department Report. Asst. Supt. Danz reported that February was a good month for hosting various special events. In response to Commissioner Cozza's question, Danz said that the Palatine Dance company has been established for a quite a while providing dance programs for all age groups. Supt. Williams added that you can find a picture of Communications and Marketing Manager Scovic in the Board folder receiving her diploma from 6 months of Leadership Academy training and graduating with special achievement and recognition in addition to presenting at IAPD/IPRA 2018 State Conference in Chicago.

President Sawyer 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; Palatine Public Library District Partner Agreement. Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners accept and enter into the Partner Agreement between Palatine Park District and Palatine Public Library District accepting the Park District Obligations as presented in the agreement. In response to Commissioner Rogers' question about the reading stations being permanent fixtures at Hamilton Park, Director Clark said that the posts will be permanently displayed in the ground with the storybook changing periodically. Clark said that the concept is introducing and promoting reading outdoors with exercise by walking to different stations. The stations are close to the paths for ADA accessibility. Clark reviewed the library and park district responsibilities listed in the agreement. Commissioner Gould suggested that possibly park district donations relating to the Living Tribute Memorial program could assist

with conservation of the station units; Commissioner Cozza added thoughts to install another permanent structure at Hamilton Park, one of the little library units for children similar to the little library units around town and the one constructed at Falcon Park. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: Terry Ruff

Motion carried.

The Board reviewed a previously distributed board summary for the Approval of Approval; Professional Services Contracts for Hamilton Construction Projects. Commissioner Rogers moved and Commissioner Cozza seconded that the Park Board of Commissioners approve Gewalt Hamilton Associates, Inc. of Vernon Hills, Illinois in the amount not to exceed \$40,550 to provide construction documents and permitting for the budgeted parking lot expansion, pickleball court and Palatine Trail connection to Tom T. Hamilton Reservoir/Ron Gbur Sports Fields. When staff presented the entire master plan of Hamilton Park, Supt. Tynczuk said that the Board gave consensus for improvement of the certain features including the path, pickleball courts and the parking lot as phase-1, which would be part of the 2018 budget in the amount of 1M for capital projects. Commissioner Gould questioned if the Park Board has seen more specific plans regarding this request prior to tonight. Tynczuk said that staff does not have new drawings displaying the identified projects only the original conceptual plans. Commissioner Gould has concerns of not having the specifics to review since the Park Board has not talked about the plan in details; and, Commissioner Gould expressed uneasiness with the placement of the proposed road regarding safety and all the activity between winter sledding, people walking their dogs, etc. Director Clark recalled to back when the Park Board reviewed the site plans initially and reviewed the process to date with Supt. Tynczuk taking direction from Board feedback and consensus of the first priority selection for improvements including the parking lot, path and pickleball courts after discussion to prioritize the amenities into phases; and, then to fund 1M in the 2018 capital budget for Hamilton Park improvements. Discussion ensued regarding the additional access road into Hamilton Park. Commissioner Gould feels that we are getting way ahead of ourselves with the plans since we did not vote on the improvements and Commissioner Gould would like neighborhood awareness before moving forward. Commissioner Cozza added that the parking lot improvements will help current parking issues on the street. Commissioner Gould said that if neighbors complain about northern access of the parking lot and if neighbors have other concerns with their homes since the area get very busy with high school students drivers, the District should have a community meeting for awareness; and also have information on the website for feedback. Commissioner Rogers suggested taking a step back to have actual drawings prepared and also inquired about the process of communicating the proposed projects to the public. Clark said that we can have an open community meeting, similar as staff provided for the indoor needs assessment meeting, for all interested individuals such as neighbors and the various user groups of the Park. Regarding hosting a community meeting, Commissioner Cozza said it could cause questions and maybe some other ideas. The plan is attractive to Commissioner Cozza and he believes it makes sense; and it is a good idea with service garage building; although, he understands the demands and recognizes what people do not want in the backyard. Commissioner Cozza asked for timeline to be presented at the community meeting including when Park Board had discussion of the projects along with full input on the projects with future discussion. Again, Commissioner Gould said that she wants the neighbors to have a chance to express their concerns. Commissioner Rogers inquired about process of tabling this motion with direction to hold the community meeting; and, then vote on the specific projects. Commissioner Gould moved to table the motion, Commissioner Rogers second the motion; there was consensus of the Board of Park Commissioners to table the motion with direction to organize a community presentation with notice to neighborhood residents and park user groups. The following is the result of tabling the motion:

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

NAY: None

ABSENT: Terry Ruff

Motion tabled.

The Park Board reviewed the previously distributed drawings from Pulte Homes, the illustrative site plan for the 77 home development and a sketch of the playground for the proposed Canterbury Crossing at the Loeber Farms' neighborhood development. Director Clark recapped his meeting with Mr. Sagen and Mr. Mastrorocco regarding the site plan. Looking for Board input and feedback on the concept plan presented, Clark noted the Commissioners' comments and feedback including inquiry of the development having a Homeowners Association; request of north emergency access point and on west section for connectivity to other neighborhoods and path access; regarding the perimeter fence perhaps open areas on the west section throughout the trail area, open space preservation and the pond areas; playground maintenance inquiry; etc. Clark will include the feedback on his letter to Mr. Sagen.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark highlighted many report items including the recent Dove Park and Hawthorne Park playground campaigns, staff received over 300 surveys; great job executed by the Park Department and Communications and Marketing Department. At the next Park Board Meeting, the Benefit and Fee Waiver policy is on the agenda for discussion; Clark asked the Park Board to consider a special meeting since it is very complex and will be a lot of information to cover. Clark complimented Asst. Supt. Ludolph on locating the mobile application product that both the baseball organization and the park district can endorse. Regarding the District procedures regarding active shooters and lock-down, the Risk Manager received feedback from various staff on the current policy and inquired where we are at with new protocol; Director Clark said that it will take time to create proper lockdown protocol; staff is putting a packet together and a plan to address some of the concerns. Highlighting the successful communication method which staff used for the recent playground feedback campaigns, Commissioner Cozza said that staff should use a similar method to promote the awareness of the proposed Hamilton Park's community meeting; it is a great way to reach out to individuals.

Regarding the Motorola property TIF and Zoning District meeting at the Village of Schaumburg that Director Clark attended with Commissioner Cozza and Supt. Williams, Commissioner Cozza said that he observed the request for zoning approval was very open and general; therefore, giving flexibility within the project master plan. Commissioner Cozza commented to the Zoning Board that they might want to be more cautious with allowing such flexibility of business and residential zoning restrictions when selling to the developers, which was insightful to the Zoning Board and their attorney. Regarding Commissioner Cozza's remarks, it appeared that the approval was delayed so that the Zoning Board could take time for further consideration to the zoning areas. The attorney mentioned that he wants this proposal to be goals instead of requirements of the agreement. Commissioner Cozza shared other connectivity thoughts regarding the Motorola project with the Park Board and staff.

Commissioners' Comments

Commissioners Cozza mentioned that former Commissioner Wally Degner is home and feeling better after his hospital stay.

Regarding future agenda matters, Commissioner Cozza said that the District should arrange for staff recognition regarding the recent incident at Community Center.

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

NAY: None

ABSENT: Terry Ruff

Motion passed at 8:39 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

/s/ Trish Feid
Secretary

/s/ Nicholas Sawyer
President

Next scheduled Park Board meetings:

March 27, 2018
April 10, 2018
April 24, 2018
May 8, 2018
May 22, 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, in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday, March 27, 2018 at 7:00 p.m.

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

Jim Holder, Asst. Supt. of Parks & Planning

Jessie Hankner, Payroll Specialist

Trish Feid, Park Board Secretary/Executive Asst.

Approval of Agenda

Commissioner Ruff 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 27, 2018 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 Ruff 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 13, 2018; and Warrant #6 – 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.

Comments from the Audience

No comments at this time.

Departmental Reports

The Park Board reviewed the previously distributed Parks and Planning Department Report. Supt. E. Tynczuk highlighted that the playground bids for Dove and Hawthorne Parks will go out tomorrow. Regarding Hamilton's Master Plan, staff is making arrangements for April 17, 2018 community meeting/open house from 5:00 p.m. to 8:00 p.m. in the Community Center's Multipurpose Room. Discussion ensued regarding the community meeting; Director Clark suggested posting the community

meeting as a special Park Board meeting so that the Park Board can attend with the public. Commissioner Rogers said that the Park Board needs to listen and observe residents' feedback. Commissioner Gould would like to attend, and said that it will be good to hear residents' feedback. As an elected official, Commissioner Cozza said that the residents may want to see us at the community meeting.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle highlighted the installation of the skylight fans at Falcon Park Recreation Center; the second half of the fan installation project should be completed next week. In response to President Sawyer, Nagle said that this should resolve the sky lights issues of condensation. Other report items include various grants awarded to the ICompete program; and, this weekend is the first Stables horse show.

The Board reviewed the previously distributed Finance Department Report and Treasurer Report. Supt. Becker highlighted the Treasurer Report and explained the preliminary display of financial information. Continuing, Becker mentioned a few other report items including the upcoming IMET meeting on March 20, 2018; and, the April 10th Park Board item for approval to adopt the MB Financial resolution regarding the District's purchasing-cards. Becker added that the Palatine Park District will be part of consortium with Vernon Hills and Downers Grove Park Districts providing better rebates for the District on purchasing card transitions.

President Sawyer 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 2018 Fleet Vehicle Replacement Bid. Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners approve, Ray Chevrolet, Fox Lake, IL in the amount not to exceed \$28,775 for the purchase of one fleet vehicle. Staff responded to Commissioner Sawyer's question regarding the additional features for the vehicle, Asst. Supt. Holder said that staff plans to add attachments aftermarket. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion approved.

The Board reviewed a previously distributed board summary regarding the Benefit and Fee Waiver Policy Analysis for potential revisions. This item is for discussion only, Director Clark said that staff is not looking for approval tonight. This is a draft outline of changes based on past directive of some Park Commissioners to review current data; along with this initiative being one of Director Clark's goals for the District. From this direction, Clark completed an analysis of the District's policy for complimentary programs, memberships and other facility uses by staff, commissioners and various other eligible beneficiaries, such as past commissioners and staff. A complete comparison report was conducted with other park districts regarding what types and levels of benefits in similar areas that our policy covers; the grid summary of these results was part of the material previously distributed. In addition, a summary memo was included in the materials to provide general background information and next steps in the process of completing this goal and project. Regarding where there are significant differences in our policy to those within the comparison report of the other 14 Park Districts, and potential options towards revision recommendations to consider is outlined in the findings report. Director Clark said that staff is looking for general consensus on what, if anything should be changed for updating and revising the policy, which will bring this benefit

driven practice up to date and within industry standards. Commissioner Rogers asked about consulting legal, Clark agreed that legal process is one of his steps and the District's audit management letter supports feedback for some of the proposed changes. Clark said that this is a sensitive subject. In response to Commissioner Rogers' question regarding the 20 guest passes distributed to commissioners annually, Clark said that staff will continue this practice; although, complimentary rounds within the policy will be clarified. Clark said that many districts use the same rationale as we do; it is useful for receiving public feedback and this is a balance as well as a grey area when it is unlimited. In reply to Commissioner Rogers, Clark agreed that retirees and commissioners no longer have a function under the rationale and therefore, benefits will not apply. In regard to extending benefits to employee's household, Commissioner Rogers said it should not be for everyone who lives in the household; there was brief discussion concerning the question to expand beyond the employee to receive benefits. Regarding some of the potential revisions, Commissioner Cozza said that the elimination of benefits will lead to less usage with less feedback of programs, etc. Commissioner Cozza added that staff needs to provide awareness of policy revisions with an adjustment period before it is enforced. There was consensus of the importance of staff benefits for promoting health and providing program feedback.

The Board reviewed a previously distributed board summary regarding the review and approval of Concussion Response Protocol Section 4.24.0 – 4.24.07. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners approve Section 4.24.0 through 4.24.07 of the Safety Policy and Procedures Manual as presented. Commissioner Cozza said that the policy looks good; Clark added that he likes the partnership with the Park District and Amita Health, providing a resource for staff, coaches and parents. Commissioner Gould asked if the protocol and identifying concussion symptoms material can be posted for onsite awareness at all facilities; staff will look into facility posting. Supt. Williams added that all coaches received the material along with a cheat sheet in their yearly packets and concussion information is included on bag tags for easy access. Staff is in the process of distribution of the bag tags. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion approved.

The Board reviewed a previously distributed board summary for the proposed screening and hiring of the new position of Assistant Superintendent of District Services and Projects. Director Clark said that this is for informational purposes and is seeking consensus of the Park Board to start the job posting and recruitment process. This move within the District's Succession and Re-organizational Plan was part of a future vision (Version 2.0); it is not within the existing strategy of the current 4 year plan. Although, this proposed change in the organizational chart has moved along sooner with Human Resources Coordinator Riskin's upcoming retirement, the main focus is to elevate the current role to a Human Resources Director level with the title of Assistant Superintendent of District Services and Projects. President Sawyer inquired on whom is going to fill in during the gap with Human Resources needs, Director Clark and Supt. C. Tynczuk both motioned that they will be covering until the new Assistant Superintendent is hired. Commissioner Cozza inquired if the District is at plus one with full-time staff; Clark confirmed that it is net 0. Commissioner Rogers added that this is a good direction with elevating the position to superintendent level and reiterated that this change makes sense with not continuing the Human Resources position at a manager or coordinator level. Commissioner Cozza inquired on how much of the position is Human Resources, Director Clark and Supt. C. Tynczuk responded that 70-75% of the job is towards Human Resources and the other time with leading staff as a direct report for IT, Volunteer Coordinator and Risk Manager. Commissioner Cozza provided input on his thoughts regarding the job title and has concerns of the lack of Human

Resources awareness of the position and inquired if Human Resources should be included in the job posting title; staff said that the information is part of the job posting. Clark said that staff can include Human Resources, in parentheses, within the title.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Regarding the Motorola development, Director Clark said he has been in touch with Schaumburg Park District and a meeting is scheduled next week with the Executive Director. Regarding the letter to Pulte Homes, Clark will follow up with Brian Townsend, Schaumburg Village Manager. Director Clark complimented staff on the renderings of Dove and Hawthorne Playgrounds, which were included in the Board packet. Staff is busy with preparation of various job postings. Director Clark said that the Statement of Economics Interest filing's deadline is May 1, 2018 and another reminder to complete the Open Meetings Act training via the State Attorney General's website; Clark said that according to state statute, Park Commissioners need to complete the online training once during each current term.

Commissioners' Comments

Commissioner Cozza thanked Supt. Williams and Director Clark for joining him at Schaumburg Village's zoning meeting and commented that along with one other person, we were the only ones there regarding this significant project development. Commissioner Cozza gave highlights regarding the second zoning meeting that he attended on a subsequent date. At that meeting he asked the zoning committee about the 8-10% additional population which will be added to the Palatine Park District and the impact of not creating any green space/parks within this significant development; and, commented that it would be good to have a set-aside ordinance to secure green space, the site developer did not realize that Schaumburg did not establish an ordinance regarding set-aside parcel for parks. Commissioner Cozza plans to attend Schaumburg Village Board meeting, since he feels it is important to the Palatine Park District. In response to Commissioner Cozza's concern about losing key park employees with several upcoming retirements and thoughts about their replacements having adequate training in those specialty areas, Asst. Supt. Holder said that staff has started and will continue to mentor current park staff or new staff in preparation of the veteran retirees' departures; and, staff also mentioned that some areas of maintenance can be contracted out. Commissioner Cozza complimented the knowledge of the upcoming retirees' regarding Park District's specific needs; Holder agreed that their history of experience at the District is significant.

President Sawyer said that the renovation of Harper College Building M looks good from street view. Director Clark inquired about a tour of Harper. Commissioner Gould suggested visiting Hamilton too.

Regarding future agenda items, President Sawyer 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 Gould 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 passed at 8:03 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

/s/ Trish Feid
Secretary

/s/ Nicholas Sawyer
President

Next scheduled Park Board meetings:

April 10, 2018
April 17, 2018 - Special Community Meeting 5-8pm
April 24, 2018
May 8, 2018 - Harper Tour at 5pm prior to meeting
May 22, 2018
June 12, 2018
June 26, 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 April 10, 2018 at 7:00 p.m.

Call to order at 7:09 p.m.

Commissioners Present

Nicholas Sawyer, President
Susan Gould, Treasurer
Terry Ruff

Commissioner Absent

Jennifer Rogers, Vice President
John Cozza

Staff Present

Michael Clark, Executive Director
Keith Williams, Supt. of Recreation
Ed Tynczuk, Supt. of Parks & Planning
Elliott Becker, Supt of Finance
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
Todd Ranum, Athletic Coordinator
Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests

Carol Reagan, PTSCC

Approval of Agenda

Director Clark informed the Park Board that item 6D regarding the affiliate agreement with Celtic Soccer needs to be removed from tonight's agenda. Commissioner Gould moved and Commissioner Ruff seconded that the agenda for the meeting be approved as amended. By a voice vote, the agenda for the regular meeting of April 10, 2018 was approved.

AYE: Terry Ruff, Susan Gould, Nicholas Sawyer

NAY: None

ABSENT: Jennifer Rogers, John Cozza

Motion carried as amended.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Ruff 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 March 27, 2018; and Warrant #7 – including Expenses for Travel Expenses. The result of the roll call vote follows:

AYE: Terry Ruff, Susan Gould, Nicholas Sawyer

NAY: None

ABSENT: Jennifer Rogers, John Cozza

Motion carried.

Comments from the Audience

No comments at this time.

Presentation

President Sawyer welcomed and introduced Mrs. Carol Reagan to the meeting. Palatine Township Senior Citizens Council (PTSCC) Executive Director Reagan reviewed highlights from the Palatine Township Senior Citizens Council yearly report including many new programs being offered; shared comments from participants on developing friendships and enhancing socialization, which is important towards a healthy well-being and positive outlook. Executive Director Reagan thanked the Park Board and complimented staff; she appreciates staff attendance at various events and for staff help within the Senior Center building and support with social media/marketing. Executive Director Reagan gave a very special acknowledgment of appreciation to Asst. Supt. Danz for her dedicated involvement as liaison and with the PTSCC Board involvement. In regard to challenges, there is funding concerns with delay of state funding; struggle to compete with current market salaries and benefits; and, replacement/repair planning for the aging facility. In response to conversation of the roof replacement, Director Clark asked for a copy of the quarterly inspection roof report to monitor and gauge for replacement planning in support with PTSCC. Park Board and staff thanked Executive Director Reagan for her report.

New Business

The Board reviewed a previously distributed board summary for the Approval of Palatine Township Senior Citizens Council (PTSCC) Funding Request. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners approve the funding request for the 2018 fiscal year by Palatine Township Senior Citizens Council (PTSCC), and that staff disburse the first half of this year’s funds in the amount of \$103,070.47; the motion was approved by a roll call vote as follows:

AYE: Terry Ruff, Susan Gould, Nicholas Sawyer

NAY: None

ABSENT: Jennifer Rogers, John Cozza

Motion carried.

The Board reviewed a previously distributed board summary for the Approval of Assignment of Easements for Flood Control Project for Upper Salt Creek – Palatine Hills Golf Course Watershed Easement with MWRD. Commissioner Ruff moved and Commissioner Gould seconded that the Park Board of Commissioners approve the Assignment of Easements for Flood Control Project for Upper Salt Creek Watershed as presented. Director Clark said that this is a formality and a follow up to the project regarding tonight’s approval of easement for flood control. The motion was approved by a roll call vote as follows:

AYE: Terry Ruff, Susan Gould, Nicholas Sawyer

NAY: None

ABSENT: Jennifer Rogers, John Cozza

Motion carried.

The Board reviewed a previously distributed board summary for the Adoption of Resolution #18-03, a resolution naming MB Financial as a qualified institution to work with the Park District. Commissioner Gould moved and Commissioner Ruff seconded that the Park Board of Commissioners adopt Resolution #18-03, a resolution naming MB Financial as a qualified institution to work with the Park District. Staff confirmed that one Commissioner is required to be signer on the account; thoughts to appoint the Treasurer Officer for that role. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the Approval of Administrative Manual Policy Section 2.16.0 – 2.16.20. Commissioner Ruff moved and Commissioner Gould seconded that the Park Board of Commissioners approve Section 2.16.0 through 2.16.20 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, Nicholas Sawyer
NAY: None
ABSENT: Jennifer Rogers, John Cozza

Motion carried.

The Board reviewed a previously distributed board summary for the Approval of HGAC-Buy Interlocal Contract Commissioner Ruff moved and Commissioner Gould seconded that the Park Board of Commissioners approve the Interlocal Contract for cooperative purchasing to allow the Palatine Park District to become members of the Houston-Galveston Area Council HGAC-Buy cooperative purchasing program. Staff said that this is a typical cooperative purchasing program contract and it will satisfy the bidding requirements and protocol. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the Approval of Land Dedication; Park Donation for Canterbury Crossing. Commissioner Ruff moved and Commissioner Gould seconded that the Park Board of Commissioners approve the park donation and terms and conditions therein from Pulte Homes Group in the proposed Canterbury Crossing subdivision within the Village of Schaumburg. The Park Board reviewed the various drawings from Pulte Homes, various sketches and illustrations of the playground and sidewalk areas for the proposed Canterbury Crossing development. Director Clark included the details of the terms of the negotiation, as indicated in the board summary. Also, Clark explained the cash ordinance differences between the Villages of Palatine and Schaumburg to build and provide playgrounds in new neighborhoods. The motion was approved by a roll call vote as follows:

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

Motion carried.

Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. C. Tynczuk updated the Park Board that the Human Resources Coordinator is very busy with hiring, job postings, and onboard of new staff. In response to Commissioner Gould's question on harassment, Clark said that there are some language changes to update in order to comply with recent legislation, which staff will need to revisit the current policy. Regarding Commissioner Ruff's inquiry, staff may delay the hiring of the Risk Manager until the Assistant Superintendent of District Services and Project is in place.

The Board reviewed the previously distributed Recreation Department Report. Supt. Williams said that the department's recent hire of the Outreach Coordinator position brings valuable tools to the District. This redeveloped position is branching out in a few areas; it is a community outreach based position. Asst. Supt. Danz and staff are in the final round for hiring the new full-time Aquatics Coordinator at Harper; this new position will support other aquatics' areas and oversee the training of the entire program. Unfortunately, staff had to cancel the Hound Egg Hunt event due to strong winds and overall bad weather; this is always a popular event with many supporting and onsite vendors. Williams highlighted many other events and informed the Park Board of the busy weekend of May 19, 2018 including the new Park Foundation event at Palatine Hills; Gymnastics Show; Casey Pohl Memorial Baseball Tournament; Soccer tournaments; Bike Club event; etc. Supt. Williams summarized that it is a program sampler of Palatine Park District.

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

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark highlighted many report items including the upcoming Open House regarding Phase 1 of Hamilton Park, using various notifications via social media, neighborhood letters, publications, etc. staff is expecting a good turnout. Regarding the Benefit and Fee Waiver policy's revisions including tonight's feedback, staff will have discussion to review and then bring before the Park Board for pending approval. Clark reminded the Park Board to complete their OMA and Statement of Economic Interests online filing. Regarding the tour of Harper's renovation of Building M on May 8th, staff can coordinate the drive to Harper using the District bus from Community Center for those interested. On April 24 and 25, Director Clark and President Sawyer will be in Springfield for a Legislative Conference. Lastly, Director Clark reminded the Park Board if available to attend Arbor Day on Friday, April 27 at Sanborn Elementary School starting at 10:00 a.m.

Commissioners' Comments

Commissioners Ruff provided some thoughts on potential facility usage and program ideas.

President Sawyer commented on the snow fall at the golf course and is looking forward to nicer weather.

Regarding future agenda matters, 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 Ruff seconded the motion which was unanimously approved by a voice vote.

AYE: Terry Ruff, Susan Gould, Nicholas Sawyer

NAY: None

ABSENT: Jennifer Rogers, John Cozza

Motion carried at 7:53 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

/s/ Trish Feid
Secretary

Approved:

/s/ Nicholas Sawyer
President

Next scheduled Park Board meetings:

April 24, 2018
May 8, 2018 - 5pm Board Tour before meeting
May 22, 2018
June 12, 2018
June 26, 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 April 24, 2018 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

Jennifer Rogers, Vice President
John Cozza
Terry Ruff

Commissioners Absent

Nicholas Sawyer, President
Susan Gould, Treasurer

Staff Present

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, Asst. Falcon Park Facility Manager
Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests

Greg Post, Celtic Soccer Club Board President

Approval of Agenda

Commissioner Ruff moved and Commissioner Cozza seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of April 24, 2018 was approved.

AYE: Terry Ruff, John Cozza, Jennifer Rogers

NAY: None

ABSENT: Nicholas Sawyer, Susan Gould

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 April 10, 2018; Adoption of Ordinance #18-06 for Surplus Property; Adoption of IPRA Environmental Report Card; and, Warrant 8 - including Expenses for Travel Expenses. The result of the roll call vote follows:

AYE: Terry Ruff, John Cozza, Jennifer Rogers

NAY: None

ABSENT: Nicholas Sawyer, Susan Gould

Motion carried.

Comments from the Audience

No comments at this time.

Presentation

The Park Board welcomed Palatine Celtic Soccer Club Board President Mr. Greg Post to present the annual report regarding the Celtic Soccer Club program. Mr. Post provided many yearly highlights for both the recreational house leagues and travel leagues. The report included participation numbers; volunteer hours of coaches and families; operating budget summary; winter training, new summer camps; and, helpful guidance tools for parents were some of the topics highlighted. Mr. Post reviewed the format behind the 2 seasons of soccer play which is attractive for various reasons; although, the split season created more work for the organization, the split season opportunity is meeting a need which the community families wanted to see formed. Adding compliments of the split seasons, Commissioner Cozza inquired about participation numbers between spring and fall programming; Mr. Post said that spring has less participation. Mr. Post said that there is a credit to registration fees if returning to the fall season; using their spring jersey is a savings of \$10. In response to Supt. Nagle's question, Mr. Post said that all coaches are trained on concussion; the organization is taking the concern of concussion inquiry very seriously. Supt. Williams asked about house registration numbers; Mr. Post confirmed that the total participation numbers for house leagues is just over 1250, and, including the travel number, the total number is approximately 1460 soccer players. Vice President Rogers thanked Mr. Post for his time to the organization. The Park Board and staff complimented his report and expressed appreciation of Mr. Post's efforts within the organization.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. E. Tynczuk said that there were no bids submitted for the Veterans Memorial concrete walk ADA project at Community Park; staff might incorporate this project into asphalt project bid. In response to Vice President Rogers, Tynczuk said that this ADA project is small and many contractors are very busy and not available until after the 4th of July. Regarding the Hamilton Master Plan Open House community meeting that was on April 17 at Community Center, Tynczuk said that it went well. Tynczuk will send the public comments to Park Commissioners prior to next Park Board meeting. Tynczuk will also send notice of meetings regarding Hamilton Master Plan to neighbors.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle reported on the successful horse show at Palatine Stables last weekend, which had the highest attendance from past years. Our show team took many ribbons. The new Facilities Coordinator has been hired and will start his career at the District on April 30. Palatine Hills Golf Course staff is glad to see better weather; also, a reminder to attend Head to the Hills event this weekend at the golf course. On Thursday, May 4, please join us for a Cinco event at Salsa Street in Palatine in support to Partners for Our Community (POC); festivities start at 5:00 p.m. Vice President Rogers asked about the Falcon Park sky light project, Nagle replied that all units are installed and staff will see results come winter; Commissioner Ruff asked about warranty. Regarding the windows around Falcon Park track area, Nagle said that the track windows are part of phased-in plan.

The Board reviewed the previously distributed Finance Department Report. Supt. Becker highlighted many items including IMRF new rate which is a percentage point less than the prior year, which will save the District money. The District audit is going well and the process is half way through; the financial statements to be presented in June. Regarding the District's Levy Edit report, the District anticipates the money received from the levy will exceed the levy by over \$500,000. The Customer Service Committee will have another meeting soon to continue implementation. Regarding the financial statements, Commissioner Cozza complimented staff; Becker asked the Board to inform him on detail they would like to see included on the financial statements.

The Board reviewed the previously distributed Falcon Park Annual Report. Supt. Nagle introduced Falcon Park Recreation Manager Wilhelm and Assistant Falcon Park Manager Repp to highlight the Falcon Park annual report. Nagle mentioned that Falcon Park has a team of 5 to run the facility; along with Wilhelm and

Repp, are Asst. Customer Service Manager Bialek, Falcon Park Family and Youth Program Specialist Lara, and Falcon Building Leader Montoya, together they do great job at the facility. Wilhelm, thanked the Park Board for having them present; it was another good year with many projects to accomplish. Wilhelm and Repp tag-team the report highlights including rentals; banquets and various other bookings; regular programming; pickleball; steady track walkers; facility financials; facility maintenance, improvements and replacement program; etc. New at Falcon Park are adult volleyball programs and Power Lunch, an open gym program, which is the revamped Lunch-Bunch program. Regarding the future of Falcon Park Recreation Center, staff envisions phase 2 of Falcon Park to include an outdoor facility area for banquet/gathering space, there is a strong need to accommodate for a larger banquet/party area. Commissioner Ruff complimented staff on their ideas. The Park Board thanked Wilhelm and Repp for presenting and on their efforts at Falcon Park.

New Business

The Board reviewed a previously distributed board summary for the approval of Palatine Celtic Soccer Labor Day Tournament 2018. Commissioner Ruff moved and Commissioner Cozza 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, August 31 through Monday, September 3, 2018 as presented in the request letter. Commissioner Ruff said that there is a field change for the Labor Day Tournament; it was noted that Osage field was added since Birchwood fields will not be used. The motion was approved by a roll call vote as follows:

AYE: Terry Ruff, John Cozza, Jennifer Rogers

NAY: None

ABSENT: Nicholas Sawyer, Susan Gould

Motion carried.

The Board reviewed a previously distributed board summary for the award of bid for Dove Park and Hawthorne Park Playground Equipment Purchase. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners approve, the lowest responsible bidder, Landscape Structures of Delano, Minnesota in the amount not to exceed \$85,897 for the purchase of playground equipment for Dove Park and Hawthorne Park. The following is the result of the motion:

AYE: Terry Ruff, John Cozza, Jennifer Rogers

NAY: None

ABSENT: Nicholas Sawyer, Susan Gould

Motion carried.

The Board reviewed a previously distributed board summary for the award of bid for 2018 Playground Renovation Project. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners approve the lowest responsible bidder, E. Hoffman Inc. of Lombard, Illinois in an amount not to exceed \$99,394 for the 2018 Playground Renovation Project. The motion was approved by a roll call vote as follows:

AYE: Terry Ruff, John Cozza, Jennifer Rogers

NAY: None

ABSENT: Nicholas Sawyer, Susan Gould

Motion carried.

The Board reviewed a previously distributed board summary for the award of bid for the Hamilton Shade Structure System. Commissioner Cozza moved and Commissioner Ruff seconded that the Board of Park Commissioners approve, the lowest responsible bidder Shade Systems Inc. of Ocala, Florida in the amount not to exceed \$109,962.40 for the purchase and installation of shade structures over the dugouts and bleachers at the five baseball fields at the Gbur Sports Fields. In response to Vice President Rogers' question, Supt. Tynczuk said that installation process could be able to begin tomorrow. Commissioner Cozza expressed concern about potential vandalism with the shades, Tynczuk said that the shade structure is similar to Chickadee Park's shades, the positioning of the shade structure is conducive to avoid such problems. The shades can easily be detached; staff removes the shades for the winter season. The motion was approved by a roll call vote as follows:

AYE: Terry Ruff, John Cozza, Jennifer Rogers

NAY: None

ABSENT: Nicholas Sawyer, Susan Gould

Motion carried.

The Board reviewed a previously distributed board summary for the approval of the Amended Conduct Ordinance #04-05 regarding Section 2.26; Protection of Property. Commissioner Cozza moved and Commissioner Ruff seconded that the Park Board of Commissioners approve the amendment to the District Conduct Ordinance #04-05 adding an additional term under 2.26.A.1 setting forth acceptable use of metal detectors in the parks as presented. Staff responded to Vice President Rogers' inquiry and commented that there has been digging in the middle of Ost Field. The motion was approved by a roll call vote as follows:

AYE: Terry Ruff, John Cozza, Jennifer Rogers

NAY: None

ABSENT: Nicholas Sawyer, Susan Gould

Motion carried.

The Board reviewed a previously distributed board summary for the approval of the Amended Governance Manual regarding the revised Sections 1.00 – 1.10.10. Vice President Rogers asked that the Board of Park Commissioners table the motion for approval of policy revisions until all Park Board Commissioners are present. There was consensus of the Park Board, and the motion was tabled until all Park Commissioners can be present for the opportunity to provide feedback on the Governance Manual changes and updates. The motion was tabled by agreement of the Park Board.

AYE: Terry Ruff, John Cozza, Jennifer Rogers

NAY: None

ABSENT: Nicholas Sawyer, Susan Gould

Motion tabled.

Regarding the consideration of property exchange, Vice President Rogers said that staff is looking for consensus from the Park Board to continue with the proposal. Vice President Rogers has concerns and would like staff to confirm with District's legal counsel on the authority to exchange property; if acceptable, Vice President Rogers has no problem moving forward. Commissioner Ruff stressed the fact that staff should consult with District's legal counsel on the cost, which may be substantially more than what the requester is planning. Commissioner Ruff added that staff needs to be upfront with costs involved to avoid surprises regarding the documents required to make it official including an estimate of legal expenses on Park District's behalf to complete this transaction since the full amount will be entirely covered by requester. Commissioner Cozza commented that the proposed property is under the threshold of 3 acres so that part should not be a problem; although, Commissioner Cozza commented that staff should review the drawing since something does not look right regarding the property line drawn towards the adjacent neighbor's property. Staff will update Director Clark on the Park Board's requests and concerns.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark and President Sawyer are in Springfield participating at the Legislative Conference.

Commissioners' Comments

Regarding the Motorola property project, Commissioners Cozza mentioned that he is pleased that he (on behalf of the Palatine Park District) was acknowledgeable at the meetings. Commissioner Cozza feels very strongly on preserving green space and it appears that the project will be short on such open space. Commissioner Cozza had the opportunity to provide his reasoning at various meetings. Commissioner Cozza also provided an inclusive presentation; although, the Village of Schaumburg Board appears to have given the project developer carte blanche. Commissioner Cozza noted that one of the Trustees is a former Schaumburg Park District Commissioner, and the Trustee commented as a Board, you have to trust. Commissioner Cozza was grateful that he had the opportunity to express his thoughts on green space and importance of connectivity to other community areas. Regarding the presentation authored by Commissioner Cozza, staff will add the material and the newspaper article to the District archives.

Regarding future agenda matters, Vice President Rogers confirmed 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, Jennifer Rogers

NAY: None

ABSENT: Nicholas Sawyer, Susan Gould

Motion carried at 8:19 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:

May 8, 2018-5pm Tour prior to meeting
May 22, 2018
June 12, 2018
June 26, 2018



Minutes of the Special Meeting/Tour and Regular Meeting of the Board of Park Commissioners of the Palatine Park District, Cook County, Illinois, Special Tour held at 5:00 p.m. at Harper College Building M at 1200 West Algonquin Road in Palatine; and following at 7:00 p.m., Regular Meeting of the Board of Park Commissioners of the Palatine Park District, Cook County, Illinois, at the Village of Palatine Community Center in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday, May 8, 2018 at 7:00 p.m.

Special Meeting/Tour of the Board of Park Commissioners: Call to order at 5:00 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
Donelda Danz, Asst. Supt. of Recreation
Joshua Ludolph, Asst. Supt. of Facilities
Jim Holder, Asst. Supt. of Parks & Planning

Joan Scovic, Communications and Marketing Manager
Patrick Griffin, Aquatics Manager
Michael Noens, Digital Marketing Coordinator
Tony Gallagher, Swim Team Coordinator
Anthony DeMichael, Aquatics Coordinator
Trish Feid, Park Board Secretary/Executive Asst.

Approval of Agenda

Commissioner Cozza moved and Commissioner Gould seconded that the agenda for the special meeting/tour be approved. By a voice vote, the agenda for the special meeting/tour of May 8, 2018 was approved.

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

NAY: None

ABSENT: None

Motion carried.

Tour

The Board of Park Commissioners and staff participated in a special tour to view progress at Harper College Building M, Wellness and Health Building including Palatine Park District's indoor pool. No Park Board action was taken during the tour.

Adjournment

Commissioner Gould moved that the special meeting be adjourned. Commissioner Cozza seconded the motion which was unanimously approved by a voice vote. Motion passed at 5:49 p.m.

Regular Meeting of the Park Board of Commissioners: Call to order at 7:00 p.m.

Commissioners Present

Nicholas Sawyer, President
Jennifer Rogers, Vice President

John Cozza
Terry Ruff

Susan Gould, Treasurer

Staff Present

Michael Clark, Executive Director
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
Joshua Ludolph, Asst. Supt. of Facilities
Jim Holder, Asst. Supt. of Parks & Planning

Joan Scovic, Communications and Marketing Manager
Patrick Griffin, Aquatics Manager
Toni Bruns, Stables Manager and Trainer
Michael Noens, Digital Marketing Coordinator
JP McNamara, Community Outreach Coordinator
Tony Gallagher, Swim Team Coordinator
Keith Schmerer, Facility Coordinator
Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests

Erik and Donna Miller, residents
Jack Doherty, resident

Jennifer Bolger, Tiger Shark Swim Team Board President

Approval of Agenda

Commissioner Ruff 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 8, 2018 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 Ruff 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 April 24, 2018; and Warrant #9 – 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.

Comments from the Audience

Mr. Erik Miller, 136 West Cunningham Drive, Palatine, addressed the Park Board with his concerns on the proposed second driveway from Cunningham Drive into Hamilton Park; he added that the additional driveway serves no real purpose for the community and is a negative impact to the area. Continuing, Mr. Miller expressed his safety concerns, highlighting that all grade levels of the community schools including, elementary, junior high and high school all access Cunningham Drive. Also, he inquired about the proposed new maintenance building taking space away from the additional parking lot spaces needed; and, inquired why propose an additional access driveway if staff does not expect any extra traffic into Hamilton with the Master Plan expansion creating more activities and usage. Regarding the Open House for community input

and awareness of Hamilton Park Master Plan development, Mr. Miller said that he wanted to see and review the Master Plan's timeline and entire project costs. Mr. Miller said that he wants his comments, thoughts and ideas to be heard and have discussion before moving forward; and, Mr. Miller said that he realizes the effort of the Park District; although, he added that the Park District needs better ways to communicate. Commissioner Gould asked Director Clark to review the progression; Clark said that tonight is just presentation of the Open House discussion and feedback; the next step is for the Park Board to accept the engineering of the parking lot expansion, pickleball court and Palatine Trail connection; Clark said that the project costs are budgeted and earmarked until the engineering process confirms the proposed plan. Mr. Miller said he would like to see other options, to look at multiple plans to determine the best option; discussion ensued with thoughts to add a second entrance on Smith Road with light for kids to cross the street. The Park Board and staff thanked Mr. Miller for his time and attendance.

Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. C.Tynczuk said that there are a number of other projects out to bid and several projects scheduled with assigned project numbers. C. Tynczuk commented on the number of Park District volunteers working at various events.

The Board reviewed the previously distributed Recreation Department Report. Supt. Williams asked Communications and Marketing Manager Scovic to introduce the department's new full time hire, JP McNamara. Scovic said that JP is the Park District's Outreach Coordinator and staff is excited to have him onboard. The Park Board and staff welcomed him; JP thanked everyone and said that he is looking forward to the future. Regarding the Communications and Marketing Report, Williams said that it was a busy April and May continues to be just as busy. Williams mentioned that the new Aquatics Manager for the indoor pool, Anthony DeMichael, just started yesterday; DeMichael had joined the tour group earlier to view Harper's progress with Building M's renovation. Continuing to highlight the report, Williams mentioned the strong turnout for the children chorus performance; many of the new programs were successful this spring. Regarding the dog park, there have been challenges and difficulties with users self-policing the area. Williams reviewed the procedures regarding the unsupervised park. Director Clark said that staff is reviewing rules and have brainstormed new approaches with following the dog park rules; and information that patrons will receive more formalized procedures. Continuing with the report, Williams said that the Park District Gymnastics Team did a great job at regionals and highlighted a few other report items. Regarding an adult softball league sponsorship request, Williams and Director Clark reviewed the details; there was consensus of the Park Board to allow the Lamplighter's vendor to sponsor many teams the adult league teams.

The Board reviewed the previously distributed Written Swim Team Annual Report. Aquatics Manager Griffin and Swim Team Coordinator Gallagher presented the report. Reviewing the swim team past season, they highlighted many areas including registration numbers; the successful regional meets and positive exposure of the team at National level; reviewed the structure of the program, which allows all levels of interested swimmers to participate; and, the excitement with the new Park District Pool at Harper College. Mrs. Jennifer Bolger, Tiger Shark Swim Team Board President, mentioned the Swim Team Board's role to support the program, coaches and swimmers; together making it a fun experience for the team. Aquatics staff and Swim Team President Bolger thanked the Park Board for the opportunity to review the annual report. Director Clark and the Park Board thanked them for their support and time to the program.

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

New Business

The Park Board began the annual election process, nominations for the position of President for the 2018-2019 year were offered. Commissioner Rogers nominated Commissioner Gould for the position of Board President. There being no further nominations, Commissioner Rogers moved and Commissioner Ruff seconded that the nominations for Park Board President be closed; by a voice vote the motion was unanimously approved. Commissioner Rogers moved and Commissioner Cozza seconded to designate Commissioner Gould for the office of Park Board President. Upon the requested roll call vote approving Commissioner Gould for the office of Park Board President on behalf of the 2018-2019 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 Sawyer for serving and complimented him on a great job. Commissioner Sawyer gave the meeting over to President Gould.

President Gould asked to receive nominations for the position of Vice President for the 2018-2019 year. Commissioner Rogers nominated Commissioner Cozza for the position of Vice President. There being no further nominations offered, Commissioner Rogers moved and Commissioner Ruff seconded that nominations be closed; by a voice vote the motion was unanimously approved. Commissioner Ruff moved that Commissioner Cozza serve as Park Board Vice President for the 2018-2019 year; Commissioner Sawyer seconded the motion. The motion was approved as follows:

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

NAY: None

ABSENT: None

Motion passed.

President Gould moved that the appointment of Commissioner Ruff for Park Board Treasurer for the 2018-2019 year be approved. Commissioner Rogers seconded the motion. By a voice vote, the motion was approved as follows:

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

NAY: None

ABSENT: None

Motion passed.

Commissioner Cozza moved that the appointment of Trish Feid for Board Secretary for the 2018-2019 year be approved. Commissioner Ruff seconded the motion. By a voice vote, the motion was approved as follows:

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

NAY: None

ABSENT: None

Motion passed.

President Gould submitted for Board approval the following appointments for the period of May 22, 2018 through May 14, 2019: 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 Ruff moved to approve the list and Commissioner Cozza seconded. The motion was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: None

Motion passed; all those present agreed to serve.

President Gould said that with the concurrence of the Board, approve the proposed meetings of the Board of Park Commissioner of the Palatine Park District for 2018-2019; 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 Rogers seconded the motion, which was unanimously approved by a voice vote as follows:

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

NAYS: None

ABSENT: None

Motion passed.

The Board reviewed a previously distributed board summary for the Approval of the Amended Governance Manual; revised Sections 1.00 – 1.10.10. Commissioner Ruff moved and Commissioner Cozza seconded the Park Board of Commissioners approve the updated and revised Section 1.00 through 1.10.10 of the Board Governance Policy and Procedure Manual as presented. There was consensus of the Park Board to approve all policies excluding Policy 1.06.9; Director Clark added that it is a matter of timing and logistics with staff, once vetted out, Clark will present to the Park Board for approval. Commissioner Rogers moved and Commissioner Cozza seconded the Park Board of Commissioners approve the updated and revised Sections, 1.00 through 1.10.10 of the Board Governance Policy and Procedure Manual, minus policy 1.06.9 The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried as amended.

The Board reviewed a previously distributed board summary for the Stables Arena #2 Renovation. Commissioner Cozza moved and Commissioner Ruff seconded that the Board of Park Commissioners award Integral Construction, Inc. of Romeoville Illinois, the lowest responsible bidder, in the amount not to exceed \$70,732, the total amount of the Base Bid plus the Alternate A Bid, for the completion of the Arena #2 Renovation Project. Staff commented the references were favorable. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary for the discussion of Hamilton Master Plan 2018 Items. This item is for discussion only; staff is seeking direction regarding the engineering proposal to construct the Hamilton's Pickleball court, expanded parking and pathway. Supt. E. Tynczuk previously sent the comments from the Open House regarding Hamilton Master Plan's public input to the Park Board. E. Tynczuk reviewed the timeline for the 3 asphalt projects along with the formalities required. In response to Commissioner Rogers, E. Tynczuk confirmed the amount of \$40,000 is for the engineering of the projects, documents and permitting included. President Gould has concerns with the plan regarding the second entrance driveway and pathway; President Gould said that the expansion of the trail pathway near the reservoir will be completed invisible and fears it will attract nuisance with kids riding bikes near water. Commissioner Cozza shared his thoughts, stated that the trail behind his house is also invisible; although, with the amount of people using the trail they self-police the pathway area; it is a big amenity to the neighborhood. Commissioner Cozza said that this thought goes both ways and the more people on the pathway, the more visible and safer it becomes. Commissioner Ruff shared his thoughts on the Hamilton parking lot situation since he has spent a lot of time at Hamilton over the years with coaching, etc.; he believes the majority of cars that would be using the proposed Cunningham driveway will be folks leaving the park heading east to their homes within the neighborhood. President Gould would like to look at other options for the second entrance. Discussion ensued; staff will look into other options including one driveway 3-lanes wide (right, left and entering) along with the emergency drive when needed, using the driveway to the proposed Service Building; and, 2 driveways one ingress and egress both options off of Smith Road. Clark will ask the engineer to look at other entrance/exit options and see if they are feasible. Regarding the proposed Hamilton Master Plan amenities, Clark reviewed the progress of completing the District Comprehensive Master Planning back in 2015 which directed the District in moving forward from the input received by the community; Clark reminded the Park Board that this is a plan, which can change.

The Board reviewed a previously distributed board summary for C.A.R.E. 2017 Year End Disbursement of Surplus Funds. Commissioner Gould moved and Commissioner Cozza seconded that the Board of Park Commissioners authorize payment of \$157,519.33 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 confirmed Commissioner Cozza's comment that the term of payment is per the existing agreement of the before and after school care program; Williams added that CCSD15/C.A.R.E. Coordinator Fabjance will come before the Park Board in July and review the plans for the funds; Williams said that the funds typically are invested back to improve the C.A.R.E program. The motion was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Regarding Legislative Conference in Springfield last week, Director Clark commented that attendance was down this year and not much new movement in Springfield; although, there is good news-tax concerning tax freeze, which has lost traction. The auditors completed site work and reported that with the Incode conversion, the audit process was much better; final report will be before the Board in June. Regarding the hiring of Asst. Supt. of District Services and Projects, the interview panel has decided on 4 finalists. Regarding the potential property exchange inquiry, the resident may be considering the lease option. Regarding Arbor Day, Director Clark thanked President Gould for attending. Director Clark thanked the entire Park Board for attending the tour at Harper today; he appreciated the Board adjusting their schedules to arrive much earlier prior to tonight's regular Park Board Meeting. Supt. Williams has done an outstanding job with the preparation and collaboration within the Harper partnership; tomorrow's meeting at Harper is to work through many items. President Gould added that the new addition to the Building M is much larger than she thought; it is an incredible building. Commissioner Rogers inquired on the pre-registration numbers for the new Swing Fling Kick event, staff replied that an estimate of 24 individual are registered; Clark added thanks to staff assisting the Park Foundation with their new event at Palatine Hills Golf Course. Commissioner Cozza suggested that it may be a good idea to have an additional ticket price for non-event participation, perhaps \$20 for individuals who would like to attend; staff agreed and will definitely note the suggestion for next year's event planning.

Commissioners' Comments

Commissioner Rogers thanked Commissioner Sawyer for his service as Board President and for taking time to attend Legislative Conference in Springfield. The entire Park Board added thanks to Commissioner Sawyer. Regarding the tour today, Commissioner Rogers said that Harper's renovation of Building M is amazing and very impressive.

Regarding Commissioners Cozza's inquiry regarding the Palatine Road bike trail planning, staff is in touch with our contact person.

Commissioner Ruff suggested an interesting .5k run idea; staff liked the notion.

Regarding future agenda matters, President Gould noted that no agenda items were offered.

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

NAY: None

ABSENT: None

Motion passed at 8:41 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Susan Gould
President

Next scheduled Park Board meetings:

May 22, 2018
June 12, 2018
June 24, 2018
August 14, 2018
August 28, 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, May 22, 2018 at 7:00 p.m.

Regular Meeting of the Park Board of Commissioners: Call to order at 7:00 p.m.

Commissioners Present

Susan Gould, President

Jennifer Rogers

John Cozza, Vice President

Nicholas Sawyer

Terry Ruff, Treasurer

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

Joan Scovic, Communications and Marketing Manager

Elliott Becker, Supt. of Finance

Trish Feid, Park Board Secretary/Executive Asst.

Cheryl Tynczuk, Supt. of District Services & Projects

Citizens and Guests

Katlyn Tomasetti, Palatine Park District Intern

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 May 22, 2018 was approved.

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

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 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 8, 2018; Ratification of Hamilton Traffic Study; and, Warrant 10 - including Expenses for Travel Expenses. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Comments from the Audience

Asst. Supt. Danz introduced Katlyn Tomasetti to the Park Board; Katlyn was selected to be the park district

summer intern. Ms. Tomasetti of Mt. Prospect, Illinois greeted the Park Board; Katlyn is looking forward to the 12 week internship program with a variety of hands-on experience. In response to President Gould's question, Ms. Tomasetti said that currently her interest is with recreation programming. The Park Board welcomed Katlyn to the park district.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. E. Tynczuk said that with the hiring of 4 employees, the Parks Department is fully staffed again; the new staff members come onboard with having good experience. Tynczuk commented on the upcoming busy weekend due to various events scheduled throughout Palatine.

The Board reviewed the previously distributed Facilities Department Report. Regarding the golf course, Supt. Nagle commented on undesirable weather conditions, he said that April was the coolest month and May the rainiest month; regarding the practice area, 77 passes were purchased; and, staff continues to get ready for several anniversary event festivities to celebrate the 50th anniversary of Palatine Hills Golf Course. Palatine Stables had a great horse show and received many awards. Supt. Nagle thanked Commissioners and staff who were able to attend and support the Partners of our Community (POC) Cinco de Mayo event; the annual fundraiser was close to achieving their goal. Nagle provided updated highlights regarding ICompete, the reconnection with Randgrove is fulfilling programming needs; and, the event at Falcon Park, the "Undernighter" was successful. The pilot of the new indoor turf volleyball program will be forthcoming; in response to Commissioner Sawyer, Nagle said that indoor volleyball played on turf is one of the latest sport trends.

The Board reviewed the previously distributed Written Finance Department Report and April Financial Statements. Regarding items not included within the monthly report, Supt. Becker updated the Park Board that the 'purchase card' vendor name has changed to Fifth Third Bank due to the acquisition transaction. The preliminary budget findings indicate a surplus in operation funds of 2.5M. Regarding the monthly financials, Becker said that it is too early to tell the complete picture, and over the next couple of months will tell; although, the recreation programming numbers are well ahead of where we should be. Commissioner Cozza said that the financial statements are very helpful; and, the story will come together. President Gould provided feedback regarding the phrasing of staff's significant other within the report.

President Gould 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 the award of bid for the Fitness Center carpet replacement. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners accept the bid received for the Fitness Center Carpet Replacement Project received by the most responsible bidder, Central Rug and Carpet of Evanston, Illinois and to sign the contract authorizing the completion of this project in the amount not to exceed \$22,250. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary for approval of payment for 2017 Wood Street Rehabilitation Project regarding the sidewalk and crossing signal. Commissioner Cozza moved and Commissioner Sawyer seconded the Board of Park Commissioners approve payment of \$59,783.07 to the Village of Palatine for the cost to install a sidewalk and a crossing signal along Wood Street.

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

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary intended for the award of bid for Hamilton protective team shelters/structures. Commissioner Cozza moved and Commissioner Rogers seconded that Board of Park Commissioners approve the lowest responsible bidder, Keeper Goals of Butler, Wisconsin in the amount not to exceed \$48,285 for the purchase, assembly and delivery of team protective structures which will be located on the grass fields at the Gbur Sports Complex. Staff referred to the Hamilton Park Master Plan renderings for Commissioner Rogers' request to review the team structures; staff said that the structures are on wheels for easy relocation. The motion was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

For discussion only of Hamilton Traffic Study, staff reported that the written report is delayed due to computer issues. Supt. E. Tynczuk said that the senior engineer's preliminary findings indicate most traffic went North on Smith Road. In his opinion, it would be beneficial to dedicated right/left lane access from Smith Road by widening the ingress and egress lane with adding an addition lane: total of 3 lanes. President Gould said that the news of the preliminary traffic study results is good to hear.

The Board reviewed a previously distributed board summary for the approval of Professional Services Contracts for Hamilton construction projects. Commissioner Rogers moved and Commissioner Ruff seconded that the Park Board of Commissioners approve Gewalt Hamilton Associates, Inc. of Vernon Hills, Illinois, in the amount not to exceed \$40,550 to provide construction documents and permitting for the budgeted parking lot expansion, pickleball court and Palatine Trail connection to Tom T. Hamilton Reservoir/Ron Gbur Sports Fields. Staff confirmed that the request is for engineering and submitting permit applications regarding the 3 items: parking lot; pickleball court; and, trail. The motion was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

Executive Director's Report

The Board reviewed the previously distributed Executive Director’s Report. Regarding the Palatine Park Foundation’s fundraising event at Palatine Hills Golf Course, Director Clark thanked Commissioners Ruff and Cozza for their support and attending the event. Commissioner Rogers inquired if this new event will continue; Clark believes that the Foundation may plan another one next year; it was a good start for the first year and the Foundation plans to include more affiliate groups next year. Clark added thanks to the entire Communications and Marketing staff including Manager Scovic, Digital Marketing Coordinator Noens, Out Reach Coordinator McNamara and Graphic Designer Cinquegrani for their help, great event marketing and onsite set-up, everything looked great! Commissioner Rogers mentioned a fundraising idea called “golf ball drop” Director Clark explained the concept for the clever fundraising attraction. Continuing with the report, Clark said that he is happy to announce the new Asst. Supt. of District Services and Project, Peter Cahill from the Village of Buffalo Grove; Clark also gave thanks to the interview team. Recent retiree Robert Griffin and his wife Linda, another Palatine Park District retiree, expressed that they had a wonderful time at Robert’s retirement party. It was a very special party, as Robert is on the road to recovery; and also, with his sister, Adelle, coming in town from California to attend Robert’s park district retirement celebration. Regarding the resident who may be interested in property, Director Clark responded to Commissioner Rogers’ question by reviewing the process to date; currently, we are waiting on legal counsel to answer additional questions from the resident. Regarding Director Clark’s inquiry of consensus, the Park Board remains to support the homeowner as the option for long term lease is underway to work out the details.

Commissioners’ Comments

Commissioner Ruff attended the Palatine Park Foundation’s Inaugural event at Palatine Hills: Fling Swing Kick. Comments were mentioned that it was a good first attempt; although, for next year it would be good to contact more community folks to join in on the variety of sport options at Palatine Hills. Commissioner Ruff shared his experience back on the soccer field when he was unexpectedly asked to referee an U8 Travel Soccer Game.

Regarding last weekend’s Fling Swing Kick event at PHGC, Commissioner Cozza shared the excitement with many friends and couple of family members; Commissioner Cozza said that the event was a lot of fun and he was glad to see his friends and family having an enjoyable time. Regarding today’s email including a computer generated survey from United Palatine Coalition, there was consensus from the Park Board and staff that it was a little confusing with the survey wording of questions.

Commissioner Sawyer was happy to hear the good news that Marilyn Pedersen, former Clayson House Museum Coordinator, is doing well and returning back home.

In response to staffs’ inquiries, President Gould reported that her husband is out of hospital after having back surgery and is doing better while recovering at a continuing care facility.

Regarding future agenda matters, President Gould noted that no agenda items were offered.

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

NAY: None

ABSENT: None

Motion passed at 7:40 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Trish Feid
Secretary

Approved:

Susan Gould
President

Next scheduled Park Board meetings:

June 12, 2018
June 26, 2018
July 10, 2018
July 24, 2018
August 14, 2018
August 28, 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, June 12, 2018 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

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

Commissioners Absent

Jennifer Rogers
Nicholas Sawyer

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

Pete Cahill, Asst. Supt. of District Services & Projects (HR)
Joan Scovic, Communications & Marketing Manager
Christine Rice, Customer Service Manager
Patrick Griffin, Aquatics Manager
Michael Noens, Digital Marketing Coordinator
Anthony DeMichael, Aquatics Coordinator
Abby Krueger, Fitness, Health & Wellness Coordinator
Alison Shariatzadeh, Fitness Center Supervisor
Trish Feid, Park Board Secretary/Executive Asst.

Approval of Agenda

Regarding the executive session item, Director Clark said that there is no new information to report and suggested removing the item from the agenda. Commissioner Ruff moved and Commissioner Cozza seconded that the amended agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of June 12, 2018 was approved as amended.

AYE: Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: Jennifer Rogers, Nicholas Sawyer

Motion carried as amended.

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 May 22, 2018; Approval of Ordinance #18-07 for Prevailing Wage; and, Approval of Warrant #11 – including Expenses for Travel Expenses. The result of the roll call vote follows:

AYE: Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: Jennifer Rogers, Nicholas Sawyer

Motion carried.

Comments from the Audience

No comments at this time.

Presentation

Regarding the previously distributed Harper College Marketing Plan, the Park Board welcomed Communications and Marketing Manager Scovic and Digital Marketing Coordinator Noens to the meeting. Director Clark said that the presentation is a follow up from Commissioner Cozza's request as we head into the final phase of Building M renovation at Harper College and to see how the Park District is promoting it to our residents and community. Scovic said that the 8 page service marketing plan highlights customer service, physical building appearance, memberships, pricing, process, etc. Regarding Commissioner Cozza's question of the cost of purchasing the fitness membership verses taking 1 credit course which includes fitness center, track and open swim, it was confirmed that it would be less expensive to buy the fitness pass; although, valuable taking credit course classes. Preferably, Director Clark and Supt. Williams both agreed that this would be Harper's goal having students taking classes and receiving fitness benefits. In response to another question, staff confirmed that the park district does not share Harper College registration revenue concerning open pool swim for students. Regarding President Gould's question on pool memberships, the Park District has a separate pricing structure. Staff received compliments on the brochure; staff said that Noens took the nice variety of pictures for the brochure.

The Park Board welcomed Superintendent of Finance to present the 10 Year Projection Model. Commissioner Cozza said that this model is a good tool; it is well thought out and very interesting to review; many assumptions. Director Clark said that he used this model at Batavia, it is a good guidance tool and it reflects a bigger picture of the operating and process for bonding. It is good ball park estimation; net profit and loss, bottom line numbers. Staff confirmed that this model will be updated every year and improved upon. Continuing with review, Supt. Becker said that the first column is data from the audit report. The replacement and repair fund and capital which is heavy next year, does show expense numbers dropping in following years. Regarding Commissioner Cozza's thought to eliminate total of reserves' information since adding fixed dollars can be confusing and it is not accumulative value. Commissioner Cozza also mentioned that the investment income looks interesting, making money off our money; although, possibly something looks off and it might be a little low. Becker will double check that number from bond investment. Regarding future presentations, Becker said that staff plans to have the District Cash Flow Plan on the July 10 agenda. Lastly, Commissioner Ruff inquired about resubmitting the audit assessment form, Becker said it was requested by the auditing committee to resend the Fraud Risk Assessment form to the auditors.

Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. C. Tynczuk introduced Peter Cahill, the District's new hire for the new position of Asst. Supt. of District Services and Projects (HR) to the Park Commissioners. Cahill said that he previously worked for the Village of Buffalo Grove as their Human Resources Analyst; he is interested in the park side and excited to start. C. Tynczuk said that staff has been busy with hiring this past month, including fulfilling the Risk Manager position.

The Board reviewed the previously distributed Recreation Department Report. Supt. Williams reported that staff included the United Palatine Coalition summary update, the community alliance has been under development for the past 1 ½ years. Williams reviewed the summary and mentioned Park District staff involvement. Communications and Marketing Manager Scovic has been active since April when the Community and Marketing committee was formed, now this group has developed into the Engagement Action Team. In the upcoming months, Fitness, Health & Wellness Coordinator Krueger and Preschool/Tots Coordinator Rude will join as part of the Community Health and Academic Readiness Action Teams. Discussion ensued on the community partnership and Commissioner Cozza believes that this alliance may melt into POC/ICompete. Williams said that this is broader; seeing what else is being done and more

partners and services; it is taking in all of Palatine from townships, Community Colleges, etc. It is very interesting. Continuing with the department report, Williams said that it was a perfect day for Big Trucks' event which attracted a huge crowd; Williams also complimented all departments that assisted to make this event successful. Summer activities are in process and overall everything is going well and hectic with weather conditions. Swim Team hosted a successful Shark Frenzy Swim Meet and will be preparing for the meet in July. The Casey Pohl baseball tournament was cut short this year due to weather. Regarding the Communications and Marketing Report, the division report highlights Community Outreach Coordinator McNamara who is getting very involved in the community and recently secured his first big partnership deal in the amount of \$10,000 with Zeigler Automotive of Schaumburg. The Report also illustrates that the Park District is very busy with events and activities daily; our presence is strong in the community.

The Board reviewed the previously distributed Fitness Center Annual Report. Supt. Williams introduced Fitness, Health & Wellness Coordinator Krueger and Fitness Center Supervisor Shariatzadeh to the meeting. Williams added that Fitness Center Supervisor Shariatzadeh is a big part of fitness program all around, she will be working part time as Program Coordinator at Harper College assisting Cultural Arts Coordinator Schiavone and Athletic Coordinator Ranum with various programming. Regarding the annual report, Krueger highlighted many items including the various memberships offered and future initiatives; the Healthy Mind and Healthy Body program for military veterans; personal training statistics; review of January 13, 2018 Fitness Center Open House event; survey results; and, price comparison chart for fitness center memberships and personal training sessions which shows that the Palatine Park District fitness opportunity is a good value for the cost compared against other park districts. Regarding some of the challenges, Krueger included items identified in the Space Needs Assessment; the opportunity for additional space would be helpful for popular partner training classes, and also for more equipment. Krueger said that staff is looking forward to the Ten Year Anniversary Event which has been scheduled for Saturday, October 6, 2018 with many discount opportunities, vendors and sampling of fitness classes on the shelf area. Krueger and Shariatzadeh said that the entire Fitness Center staff is looking forward to the Fitness Center's fresh appearance with new equipment this August; lots of multipurpose pieces.

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

New Business

The Park Board reviewed the previously distributed first trimester progress reporting of the 2018 Agency Work Plan Goals. Director Clark said that this is an ongoing process to give Board update on goals which are set up every year; the reporting tool is for reference and information. Clark responded to President Gould's question and said that the District remains on target with accomplishing goals.

The Board reviewed a previously distributed board summary for the Award of Bid for Fitness Center Strength Equipment Purchase. Commissioner Cozza moved and Commissioner Ruff seconded that the Board of Park Commissioners approves Direct Fitness Solutions, Mundelein, IL in the amount of \$21,365 for the purchase of strength equipment for the Fitness Center. The motion was approved by a roll call vote as follows:

AYE: Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: Jennifer Rogers, Nicholas Sawyer

Motion carried.

For Park Board discussion only, staff previously distributed material and 5 conceptual plans for Community Center indoor track railing improvement. Staff seeks consensus from the Board of Park Commissioners regarding potential improvements to the Community Center indoor track railing and direction for staff to pursue the project in the future. Asst. Supt. Ludolph reviewed the earlier attempts for improvements to the outdated and worn look of the track area; also mentioned the unsuccessful bid process for the previous attempt for the rail project a couple of years ago. For tonight's discussion, staff has provided options to consider for the rail replacement. In response to President Gould's question, Ludolph said that the rail is safe, parts of the lower fence sections has temporary light damage due to fencing getting bent. The vinyl top needs to get replaced; although, it is not a hazard. Commissioner Ruff asked how the price of the rail replacement project had increased so significantly over the years and Ludolph explained that originally the pre-fab panels were considered first; now staff is working with an architect for railings specifically designed for gymnasiums. President Gould asked why there is such a range of prices within each option; Ludolph said that due to variety of material the costs vary. Ludolph said that everything will be new including posts which are part of scope. Concerning the condition of the current concrete foundation, Commissioner Ruff wants to confirm that the company knows what they are working with. Commissioner Ruff questioned the anticipated repair of the concrete holes which may end up being a part of project and but not part of current cost estimates. Staff will confirm. In response to Commissioner Ruff's question, Ludolph said that the project may take at least 2 weeks to complete. There was consensus from the Park Board to include the railing system project in the next budget; and, regarding choice of railing system design, illustration #5 was selected by agreement.

The Board reviewed a previously distributed board summary for the Benefit and Fee Waiver Policy. Commissioner Ruff moved and Commissioner Cozza seconded that the Park Board of Commissioners approve the revised Benefit and Fee Waiver Policy as presented and said policy will become effective on January 1, 2019. Following the Illinois Code, Director Clark outlined and highlighted the changes within the policy. Discussion of tax implementation and benefit changes ensued. Director Clark agreed that some changes are hard to digest. At an earlier Board Meeting, Clark heard Commissioner Rogers' direction to make sure the Benefit and Fee Waiver Policy is lawful and properly administrated. In response to questions, Director Clark and Supt. Becker replied that the policy was reviewed by the Leadership Team with feedback received; then, the final draft was vetted out by Park District Legal Counsel, Tressler LLP. Commissioner Cozza said it is hard to look at it; although, understands. Clark reiterated that this is the best practice and mentioned that he used comparable park districts data when revising the policy. Clark said that it is difficult to be the one to execute the change; however, it is important that the Park District is following best practice and the Illinois Code. Acknowledging Commissioner Cozza's comment, Director Clark will adjust the language in the golf section regarding published rates to avoid confusion. The motion was 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 the Approval of Use of Capital Reserves – VOP IDOT Bike Path Grant. Commissioner Ruff moved and Commissioner Cozza seconded that the Park Board of Commissioners approve the use of \$70,000 in Capital Fund Reserves to participate in engineering cost sharing with the Village of Palatine for the installation of a connecting bike path adjacent to Harper Community College campus in connection to the awarding of a \$400,000 grant through the IDOT. Commissioner Cozza said that this is great; although, it would be nice to have a connection on the south

east corner. Regarding a call that Asst. Supt. Holder received from the Schaumburg Village Engineer a while ago concerning extending the bike trail from Quentin and Algonquin Roads to Plum Grove Park area, Holder directed the engineer to call Metropolitan Water Reclamation District (MWRD); Commissioner Cozza said to contact the engineer and see if they will consider bringing the bike path connection from Roselle Road. The motion was 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 the Approval; Celtic Soccer 2018 Affiliate Agreement. Commissioner Ruff moved and Commissioner Cozza seconded that the Park Board of Commissioners approve and direct staff to execute the Celtic Soccer Club Affiliate Agreement for 2018. The motion was 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 the Access & Utility Easement agreement with Verizon Wireless, Inc. for the Cell Tower at Osage Park. Commissioner Cozza moved and Commissioner Ruff seconded that the Park Board of Commissioners approve the Utility and Access Agreement with Verizon Wireless Inc. as presented. Staff informed the Park Board that this process is the formality to allow utility access on the property; improvement to the grass area will be restored upon completion. The motion was 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 the Approval; Distribution of Palatine C.A.R.E. funds. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners approve the distribution of \$60,000 from the Master C.A.R.E. account reimbursing Community Consolidated School District 15 (CCSD15) for the renovation of the Lake Louise Playground. Supt. Williams confirmed Commissioner Cozza's inquiry that this is the purpose of the funds to support a need; the process to release funds from the accumulated Master C.A.R.E account needs formal approval. C.A.R.E. participants currently use this playground during scheduled C.A.R.E. activity times. The motion was 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 mentioned that many of his report items were well covered during tonight's Board Meeting. Clark reminded the Park Commissioners of the 50th anniversary celebration at Palatine Hills Golf Course on Friday, June 22 from 5:00 p.m. to 7:00 p.m. In response to President Gould's question, Supt. Tynczuk replied that the Hamilton trail project is scheduled for this year; and confirmed some of the trail areas will soften with supplementary landscaping.

Commissioners' Comments

Commissioners Ruff mentioned that Park Foundation event was a nice fundraising event; it is a good start for hosting annual fundraiser events at Palatine Hills Golf Course and enjoying some of the golf course amenities. Commissioner Ruff gave thanks to staff for their time working the event, it was mentioned that the Foundation netted approximately \$2,400 from the new event. Commissioner Ruff said that during his visits at 2 of the park district pools over Memorial Day weekend, he noticed that the pools were well staffed; staff was very visible on site. Regarding a recent Celtic Soccer Board Meeting, Commissioner Ruff noticed a lack of support towards the Park Foundation; overall, it was a good meeting and he was able to answer questions. The Library Story-Walk opening was well attended; Commissioner Ruff had the opportunity to read one of the pages on the walk. The dance recital continues to get better every year; Commissioner Ruff enjoyed another wonderful dance recital. Commissioner Ruff inquired about Community Center's gym having warm temperatures and wanted to confirm that staff is aware of the gym temperature during the early hours.

Commissioner Cozza was glad to hear that the Library Story-Walk ceremony had a good turnout for the gathering; and it was a beautiful morning for reading the story.

President Gould agreed that the Library Story-Walk time was very nice and it was wonderful seeing a great turnout of folks. President Gould gave compliments to Commissioner Ruff on attending so many Park District event, way to go Terry!

Regarding future agenda matters, no items 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 at 8:31 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Susan Gould
President

Next scheduled Park Board meetings:

June 26, 2018
July 10, 2018
July 24, 2018
August 14, 2018
August 28, 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, June 26, 2018 at 7:00 p.m.

Regular Meeting of the Park Board of Commissioners: Call to order at 7:00 p.m.

Commissioners Present

Susan Gould, President

John Cozza, Vice President

Terry Ruff, Treasurer

Jennifer Rogers

Nicholas Sawyer

Staff Present

Michael Clark, Executive Director

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

Pete Cahill, Asst. Supt. of District Services & Projects

Joan Scovic, Communications and Marketing Manager

Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests

Dan Berg, Sikich

Andrew Paine, Park District Counsel

Donald Stopka, Palatine Jaycees

Approval of Agenda

Commissioner Ruff moved and Commissioner Cozza seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of June 26, 2018 was approved.

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

NAY: None

ABSENT: None

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 June 12, 2018; Annual Treasurer's Report; and, Warrant 12 - including Expenses for Travel Expenses. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Comments from the Audience

No comments were presented.

New Business

The Board reviewed a previously distributed board summary for the Acceptance of the Annual Audit and Management Letter. Commissioner Rogers moved and Commissioner Cozza seconded that the Board of Park Commissioners accept the Audit Report for the fiscal year ending December 31, 2017; and the Management Letter. Supt. Becker acknowledged that principal auditor Mr. Dan Berg of Sikich is in attendance to answer questions regarding the 2017 Palatine Park District Audit. Mr. Berg and his audit team started the initial work back in early January of this year for preliminary findings, review of policies/procedures and the routine interviews with various staff; and, returned mid-April for 2 weeks to test cash accounts and invoices; and, perform substantive procedures for the results of final work product of the District's comprehensive audit. Becker thanked the audit team for assisting with the timely audit and to the entire Finance staff for their support and efforts during the audit development. Becker added that we are near completion of items indicated in the Management Letter and anticipates that the District will have an overall cleaner auditing process next year. Mr. Berg agreed that progress is being made and that it was hard on staff with the new software systems, which appears to be coming along, still a work in progress; although, staff is closing-in on the loops. Discussion of the few comments noted within the Management Letter and the success of implementation of previous years' comments were highlighted. Regarding Park Board communication of the required information to disclose, you will find that there were no issues noted. Commissioner Rogers asked about the auditor's comments to the Board with deficiency within the budget, and inquired if revenue funds were in their correct fund ('budget') account; Supt. Becker said that in the end numbers were reconciled, there has been a lot of recreation data to clean up due to the old system not being able capture and transfer data automatically into the new registration and financial software systems. Continuing, Supt. Becker said that 2016 was not good; 2017 was better; and now we are getting as close as we can in 2018. Commissioner Ruff inquired about the appropriate amount of adjusted journal entries that the Park District would like to see noted; Mr. Berg said that it can vary and there is consideration with larger organizations; moving forward perhaps shooting for 5 or less journal entries; the preliminary work prior to April's audit visit can circumvent such adjusted journal entries. Mr. Berg also mentioned that some comments cannot be avoided such as the upcoming IMRF adjustment that is required from the result of gaining actuary information; and, there will be another new mandated government accounting standard for statement change, most likely both items will be noted as comments in the next Management Letter. Mr. Berg reminded the Park Board to feel free to reach out to him and thanked the Park Board for their time. The Park Board thanked Mr. Berg for the audit presentation. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary for Approval of Request; Jaycees Fall Back Brew Fest 2018. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners authorize approval for the Jaycees use of Family Aquatic Center Parking lot on Saturday, November 3rd with the hours on the attached letter. Staff shall be directed to coordinate assistance for the fest as listed in the request. Supt. E. Tynczuk said that this is the second year for this fund-raising event with the Palatine Jaycees; and he has reviewed the details of the festival with the event coordinators. Tynczuk added that staff time and resources for the event will be minimal. Mr. Stopka, Jaycees event coordinator, reviewed their request of resources needed from the Park District; highlighted the successful event last year; and, commented that the Jaycees are looking forward to this year's event on November 3, 2018. Commissioner Ruff asked about the parking at last year's event; Tynczuk said that there were no problems

and expects no parking concerns for this year's fall event. Tynczuk confirmed that he can talk with personnel from St. Paul's Church for additional parking, if available. The motion was approved by a voice call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary intended for the Review and Approval of Administrative Manual Policy Sections 2.11.12-2.11.28. Commissioner Cozza moved and Commissioner Rogers seconded that the Board of Park Commissioners approve Section 2.11.12 through 2.11.28 of the Administrative Policy and Procedure Manual as presented. There was consensus of the Park Board to table this item since there was a problem reviewing the policies in advance of tonight's meeting. The motion to table agenda item 5C was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: None

Motion tabled.

Regarding the Palatine Trail Bridge Replacement Project, the Park Board previously reviewed the material in preparation for discussion. Tonight, there will not be formal action taken; staff is seeking input on the options available for the replacement of the two bridges along the Palatine Trail west of Hicks Road for budgetary planning in 2019. Since this project is one of the biggest items and staff wanted to show the Park Board what we are considering; staff has been working with Christopher Burke Engineering to perform preliminary engineering on replacing the two bridges west of Hicks Road. The ideal project would entail straightening the approaches to both bridges and installing longer bridge structures; this solution is also the most expensive. Supt. Tynczuk said that one of the hurdles with this solution involves receiving permission from the office complex to the south of the first bridge in order to stage equipment and position a crane to lift the bridge onto the foundations. The estimated cost of the restoration of the parking lot has been calculated into that option; Commissioner Ruff suggested replacing that area with grass instead of repaving since it is in such bad shape, staff will inquire. Discussion ensued regarding options and equipment needed for both replacement needs, required permits, etc. The Board of Park Commissioner gave consensus to plan for both. Tynczuk said that staff will move forward on the preliminary steps.

The Board reviewed a previously distributed board summary for the Award of Bid regarding Birchwood Lap Pool and Diving Well painting project. Commissioner Cozza moved and Commissioner Sawyer seconded that the Board of Park Commissioners approve the lowest responsible bidder, Absolute Home Improvements, Inc., of Highland Park, Illinois in an amount not to exceed \$27,000 for the Birchwood Lap Pool and Diving Well painting project. Commissioner Gould said that this proposal seems like a good price; Supt. E. Tynczuk said that there is less prep work required for the Birchwood pool painting project. The motion was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. E. Tynczuk said that staff included the BIBA report which is a small sampling of who is using the playground equipment and times of such activities and usages of the playground equipment at the Family Aquatic Center; staff installed the BIBA mobile play system last fall, this was a trial program. The data was compiled over the past year, staff thought it would be interesting to perform this study at all parks. Regarding the 4th of July float, Tynczuk said that the trailer is looking very nice; also, staff will have a golf cart for President Gould in the parade. Prior to the parade, Supt. E. Tynczuk said that he is available to meet at Community Center for dropping off any interested Commissioners to the parade start location. Referring to the 2 illustrations of the conceptual design to expand the maintenance and storage garage at Hamilton, staff is looking for feedback on this item which was identified in the Strategic Master Plan and the Space Needs Assessment. Discussion began, Asst. Supt. Holder mentioned that Option A limits what staff can store in the building; some vehicles will not fit. Option B is very versatile with the flat roof allowing staff to store the backhoe and other larger equipment inside the building. Regarding Commissioner Rogers' inquiry, staff will check on cost and options for the less expensive pre-cast panels. Staff plans to complete the look of the building with color and landscaping. Discussion ensued. In response to questions, Holder said that some areas of the building will have forced air/heat, keeping specific zones operational year round; and, the emergency doors are part of the design. President Gould asked if staff considered installing solar panels; and, Commissioner Cozza asked staff about the determination for location of the building. Asst. Supt. Holder said that Hamilton is the centralized location of all Park District's facilities; Tynczuk added that it was noted in the space needs study too. Also, some of the golf course equipment can be stored there as well, which is a convenient place. Palatine Youth Baseball/Softball (PYB/S) and Palatine Baseball Association (PBA) affiliate groups will have space in the building; lacrosse also, since they need a place for storing goals. After discussion and inquiries, there was Park Board consensus of Option B and to explore pre-cast panels.

The Park Board reviewed the previously distributed Facilities Department Report. Regarding the 50th Anniversary event at the Palatine Hills Golf Course, Supt. Nagle commented on the soggy weather conditions for the event, which did not stop folks from having a nice time. Staff continues to hear what a wonderful venue the Palatine Hills Golf Course and Clubhouse makes for hosting; a great place for the variety of event and for family uses. Regarding the hiring interview process, staff has been busy with employing positions for Falcon Park's Assistant Facility Manager and Stables' Assistant Trainer/Barn Manager. Continuing with the report, Nagle said that phase 2 of the Stables arena project is almost finished; staff is already hearing compliments. President Gould asked about the location for the canopy, Nagle said that it will be placed in the northwest corner of arena #2. Regarding Facilities' staff, Nagle wanted to give compliments to the team as they are always watching for ways that the District can save money such as looking into group purchasing options for custodial needs with significant cost savings. Lastly, Nagle highlighted the back of the report which showcases the remembrance walk.

The Board reviewed the previously distributed Written Finance Department Report. Supt. Becker said that the recent dollar amount for the IMRF buyout will potentially save the Park District 1.6M over time; on July 24, Bob Louis of PMA, will come before Park Board and review the bond for the IMRF buyout. Regarding another upcoming item for the Board, staff will present an authorization form regarding Principle Financial; the company is selling their stocks and approximately \$11,000 will be awarded to the Park District. Regarding the updating of signature cards and the procedure of receiving funds, Asst. Supt. Becke will contact the insurance institution for direction. Supt. Becker distributed an illustration of the registration new gift certificates for purchases. Becker said the Finance Department has several staff member with great news; Asst. Customer Service Manager Bialek and his wife had twins; everyone is doing well. Payables

Specialist Drahos's daughter was married over the weekend; and, Customer Service Manager Rice has been admitted into IPRA's Professional Development School. Regarding the additional reports previously issued: Monthly Financial Report and the Trimester Benchmark Report, both documents had synopses attached. In response to Supt. Becker, no questions were presented.

President Gould 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. Regarding the Palatine Hills Golf 50th event at Palatine Hills Golf Course, Director Clark thanked Supt. Nagle and the entire golf staff; and, Clark gave thanks to the Commissioners who were able to attend the event. Director Clark mentioned that most of his report items were previously addressed during the meeting.

Commissioners' Comments

Commissioner Sawyer said the Palatine Hills Golf Course 50th Anniversary Celebration was very nice.

President Gould added the same thoughts regarding the 50th Anniversary event at Palatine Hills Golf Course.

Regarding future agenda matters, President Gould noted that no items were proposed.

Executive Session

President Gould 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 Rogers seconded. This was unanimously approved by a roll call vote. The result of which follows:

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

NAY: None

ABSENT: None

Motion passed at 8:30 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 Cozza seconded the motion which was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: None

Motion carried at 10:00 p.m.

Action on Matters Considered in Closed Session

President Gould 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 Gould 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 Cozza motioned and Commissioner Sawyer seconded that the Board of Park Commissioners approve Resolution #18-05; Determining the Confidentiality of Closed Sessions Minutes. The motion which was approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

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 Cozza seconded the motion which was unanimously approved by a voice vote.

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

NAY: None

ABSENT: None

Motion passed at 10:01 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Susan Gould
President

Next scheduled Park Board meetings:

- July 10, 2018
- July 24, 2018
- August 14, 2018
- August 28, 2018
- September 11, 2018
- October 9, 2018
- October 23, 2018
- November 13, 2018
- November 27, 2018
- December 11, 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, July 10, 2018 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

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

Commissioner Absent

Nicholas Sawyer

Staff Present

Michael Clark, Executive Director
Keith Williams, Supt. of Recreation
Steve Nagle, Supt of Facilities
Elliott Becker, Supt. of Finance
Donelda Danz, Asst. Supt. of Recreation

Tina Becke, Asst. Supt. of Finance
Jim Holder, Asst. Supt. of Parks & Planning
Pete Cahill, Asst. Supt. of District Services & Projects (HR)
Michael Noens, Digital Marketing Coordinator
Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests

Cathi Fabjance; CCSD15 C.A.R.E. Coordinator

Tim Matthew, PMA Financial

Approval of Agenda

Commissioner Ruff 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 10, 2018 was approved as presented.

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

NAY: None

ABSENT: 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 June 26, 2018; Approval of Resolution #18-06 for Appointment of new Authorized Signers for Principal Financial Group, Inc.; and, Approval of Warrant #13 – including Expenses for Travel Expenses. Regarding Corporate Resolution #18-06, Supt. Becker along with the Park Board gave compliments to Asst. Supt. Becke with investigating the procedure for selling stocks directly with Principal Financial Group earning the District an additional \$2,200, bringing the estimated proceeds to \$12,900. The result of the roll call vote follows:

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

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

Comments from the Audience

No comments at this time.

Presentation

Regarding the discussion of the Palatine Park District Cash Flow Assessment, the Park Board welcomed Mr. Tim Matthew, PMA Financial to the meeting. Finance staff previously distributed various materials regarding the District's cash flow analysis; cash flow schedule which displays revenue, expenditures, maturities and investment dates; proposed investment summary; and, total portfolio report. Mr. Matthew mentioned his prior visit before the Park Board 18 months ago with the onset of the cash flow plan; continuing, Mr. Matthew reported on the progress to date with Asst. Supt. Becke managing the investments with PMA Financial. Mr. Matthew reviewed the assessment documents with the Park Board and gave thanks to Park District staff, Supt. Becker, Asst. Supt. Becke and Payable Specialist Drahos for their assistance with collecting data history and working with PMA Financial Group on this development. The Park District has a steady increase of short term investment revenues. Discussion ensued regarding protocol of investment choices; consideration of investment amounts; and, the competitive bidding process. Straightforwardly, Commissioner Cozza stressed his skepticism to invest with some agencies especially since the unfortunate fraudulent incident with IMET; the Park Board takes it very seriously when investing tax payers' monies. Commissioner Cozza emphasized being safe and keeping the investments plain and simple. Regarding Commissioner Cozza's concerns and knowledge, President Gould suggested a special meeting for further discussion and input; staff will coordinate the cooperative meeting with Commissioner Cozza, Mr. Matthew, Director Clark, Supt. Becker and Asst. Supt. Becke. After this meeting staff may be making revisions to the investment policy. It was mentioned that PMA Financial did not charge to create the District's cash flow plan; PMA's interest is to be part of bid process. In response to Commissioner Cozza's earlier comment, staff will make corrections and changes with projections; Supt. Becker will send revised worksheets to the Park Board. The Park Board thanked Mr. Matthew for his report.

Supt. Williams introduced C.A.R.E Coordinator Ms. Cathi Fabjance to the meeting. Supt. Williams wanted to give special acknowledgements to C.A.R.E Coordinator Ms. Cathi Fabjance and Assistant C.A.R.E. Coordinator Ms. Heidi Linehan, together they work to organize and manage the before and after school care program. Williams was pleased to announce the onset of the new full-time position for the C.A.R.E. Secretary; Pamela Gibson has joined the team, this should help give the Coordinators more time to be onsite and work on the program's development. There was special acknowledgment to Park District's C.A.R.E. Associate, Donna Orr; Williams said that Ms. Orr handles all the registration needs for the Palatine based District 15 C.A.R.E. Program sites; Ms. Orr also handles the participants' switches and manages the program payment process. Regarding the annual report, Ms. Fabjance provided a summary of the child care program, which serves District 15 students. This was another good year and Ms. Fabjance said that the demand for a before and after school care program continues to grow. The highest number of students within the program during the year was at 797 participants; unfortunately, at end of year, there were still 160 students on the wait list. Supt. Williams said that this is a unique Intergovernmental Agreement, Ms. Fabjance, Ms. Linehan and Ms. Gibson are employees of School District 15, who oversees our Palatine Park District staff of childcare providers within the C.A.R.E. Program; and, then we have Ms. Orr as our Park District employee, together they make this huge undertaking successful. Ms. Fabjance mentioned the challenges of maintaining childcare provider staff with the demanding program; and, the ever-growing waitlist of children to enter the program. President Gould has concerns of childcare staffing numbers being down with opening up additional spots for kids to be in the program and thought that we need to stop accepting kids for safety reasons. Ms. Fabjance reviewed the program's structure, 1 childcare staff to 10 students is the ratio; although, more staff is on hand, if needed, due to unexpected circumstances. More staff members are hired to pad the program for those unforeseen situations; unfortunately, there is turnover and it is difficult to find staff to work the various hours. Regarding Commissioner Cozza's question, Ms. Fabjance said that many childcare staff are hired from word-of-mouth; staff incentive program (staff

recommending new hires); job advertisement via Palatine Park District website; Harper College website; various job fairs; email notice to parents; etc. Responding to President Gould's inquiry of Palatine Park District offering incentives to potential new hires, Supt. Williams and Ms. Fabjance said that we have started brainstorming ideas with many great ideas to implement. Ms. Fabjance mentioned some of top goals for the program, having more staff and more training; eventually including CPR training as a requirement of all staff. President Gould shared hearing comments of relief with single moms who needed the childcare program for their children. Supt. Williams said that the program is financially strong and no significant fee changes; Ms. Fabjance added that in comparisons to other providers, we are at the low end of the market. President Gould said that she would like to see monies go towards C.A.R.E. staff; Ms. Fabjance added that we gave staff increases with CPR training certificates. Various highlights of the program which were mentioned included providing more healthy food for children; good projects to work on; apparel for staff; safety lock down procedures to mirror District 15 in process; and, new procedure of providing various trainings. Ms. Fabjance gave thanks to Supt. Williams for his support throughout the year. The Park Board and staff thanked Ms. Fabjance for attending tonight's meeting and providing an update of the C.A.R.E. program.

New Business

The Board reviewed a previously distributed board summary for the Approval of Administrative Policy Manual Sections 2.11.12 - 2.11.28. Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners approve Sections 2.11.12 through 2.11.28 of the Administrative Policy and Procedure Manual as presented. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

Departmental Reports

The Board reviewed the previously distributed Recreation Department Report. Supt. Williams informed the Park Board that Harper's save the date notices have been sent and the grand opening invitations will follow; mark your calendars for Monday, September 10 for Building M's dedication. Regarding Harper's Building M's cooperative undertaking, Supt. Williams gave appreciation for everyone involved including all program coordinators; staff from Communications and Marketing; Finance; and IT. Currently, staff is preparing for move-in day; the operations/procedure manual is ready; and, now staff continues working out details. Commissioner Ruff inquired about Centers' management; Director Clark complimented Supt. Williams, saying that he has done a great a job working with Centers' fitness manager. Clark has kept in touch with Dr. Ender throughout the process, especially when clarification was essential. Again, Director Clark gave accolades towards Supt. Williams. Williams has done a phenomenal job with the partnership; working together with Harper College staff and Centers staff. Commissioner Ruff has concerns with the long term relationship when Dr. Ender leaves; presently, Park District staff is working well with the many divisions of Harper College involved with the collaboration; and has developed good relationships. Continuing, staff said that the pioneering is behind us; currently, the age stipulation is the big obstacle in which staff is working on. Harper College has significant concern with kids being in areas outside their dedicated space; staff is addressing this situation. The partnership vision is a worry for Commissioner Ruff; Director Clark understands and will foster relations with the new president of Harper and the 25 year IGA. Regarding the fall catalog, Commissioner Cozza provided a functional suggestion to combine both Palatine Park District and Harper's fitness programs on one grid and display all fitness classes within one section. Staff understands and responded that keeping them separate since this is a new process which is different

with a separate registration process; although, the concern for patrons looking at two places within the catalog for fitness information was noted. President Gould is excited about number of swim lessons offered. Commissioner Cozza gave a suggestion to add Harper College on the map in the back section of the catalog. Commissioner Cozza said the catalog looks great, what a roaring start of programming! Continuing with the Recreation Report, Supt. Williams highlighted a few other items including the busy pools that are in full swing with the warm temperatures; one of the biggest summer concert shows had to be rescheduled due to weather; a successful Swim Team meet; and, the new math camp is doing well.

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

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark wanted to thank the Park Commissioners for participating in the 4th of July parade; special thanks to Asst. Supt. Holder and Supt. E. Tynczuk for setting up the fan and mister station, which worked out very well. Regarding Dove Park's playground, the structure is completed, mulch process and inspection is underway, staff is planning for Dove Park to be open by Saturday. Hawthorne Park is also ongoing; although, staff is waiting on receiving replacement hardware for tire swing. Clark complimented staff with many adjustments implemented for everyone's wellbeing during the heat wave. Regarding the 2 recent fraudulent payroll checks, Director Clark gave thanks to Supt. Becker and the finance group; fortunately, no money was exchanged; the new system of Positive Pay Program through the bank stopped the mobile banking deposits.

Commissioners' Comments

Commissioners Ruff mentioned kudos to Asst. Supt. Holder and Supt. E. Tynczuk with the enhanced 4th of July trailer; and, for the addition of fans and water mister to help keep everyone cool during the very extreme temperature; the parade was successful with a lighter turnout from past years.

Commissioner Cozza commented that he was glad he watched the 4th of July fireworks from Cutting Hall area; great view and a good time. Regarding the Sounds of Summer, Commissioner Cozza commented that they are great concerts and encouraged fellow Park Board Commissioners to join him at the summer concerts; he gave special acknowledgment to the Band called Catch, which is a very good band. Commissioner Cozza mentioned his recent bike ride adventure including his visit to Three Oaks Recreation area in Crystal Lake; the converted quarry area was very impressive, this was the Village of Crystal Lake's project.

President Gould agreed that the 4th of July parade was very nice and thanked staff for the golf cart.

Regarding future agenda matters, no items were mentioned.

Executive Session

President Gould 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 Rogers supported the motion. The result of which follows:

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

NAY: None

ABSENT: Nicholas Sawyer

Motion passed at 8:29 p.m.

Return to Open Session

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

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

NAY: None

ABSENT: Nicholas Sawyer

Motion carried at 9:42 p.m.

Action on Matters Considered in Closed Session

President Gould said the Board of Park Commissioners met in closed session to discuss Section 2(c)(1) Open Meetings Act for discussion of personnel, President Gould said that there is no action at this time.

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

NAY: None

ABSENT: Nicholas Sawyer

Motion passed at 9:42 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Susan Gould
President

Next scheduled Park Board meetings:

July 24, 2018
August 14, 2018
August 28, 2018

September 11, 2018
October 9, 2018
October 23, 2018
November 13, 2018
November 27, 2018
December 11, 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, July 24, 2018 at 7:00 p.m.

Regular Meeting of the Park Board of Commissioners: Call to order at 7:00 p.m.

Commissioners Present

Susan Gould, President
John Cozza, Vice President
Jennifer Rogers

Commissioners Absent

Terry Ruff, Treasurer
Nicholas Sawyer

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
Pete Cahill, Asst. Supt. of District Services & Projects
Brad Helms, Supt. of Golf Course
Joan Scovic, Communications and Marketing Manager
Barb Dunne, Gymnastics Coordinator
Ashley Schiavone, Cultural Arts Coordinator
Crystalyn Boyer, Palatine Children’s Chorus
Katherine Siegle, Palatine Dance Company
Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests

Bob Lewis, PMA

Jason Pinkerton, PMA

Approval of Agenda

With the agreement of the Park Board, Commissioner Rogers moved and Commissioner Cozza seconded that the agenda for the meeting be approved as amended. By a voice vote, the agenda for the regular meeting of July 24, 2018 was approved with the removal of the executive session item.

AYE: Jennifer Rogers, John Cozza, Susan Gould

NAY: None

ABSENT: Terry Ruff, Nicholas Sawyer

Motion carried as amended.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Rogers 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 July 10, 2018; Closed Session Meeting Minutes of June 26, 2018; Closed Session Meeting Minutes of July 10, 2018; Revision of Administrative Policy Section 2.11.12; and, Warrant 14 - including Expenses for Travel Expenses. In response to Commissioner Cozza’s warrant item question, Communications and Marketing Manager Scovic said that various amounts were for printing assignments through the bill-back system for advertising, the “charge-back” amounts to Action Advertising Company totaled \$31,000. The result of the roll call vote follows:

AYE: Jennifer Rogers, John Cozza, Susan Gould

NAY: None

ABSENT: Terry Ruff, Nicholas Sawyer

Motion carried.

Comments from the Audience

No comments were presented.

Presentation

Regarding the discussion of the UAAL (Unfunded Accrued Actuarial Liability) IMRF Buyout, the Park Board welcomed Mr. Robert Lewis and Mr. Jason Pinkerton of PMA Financial to the meeting. Supt. Becker wanted to share that Mr. Lewis and PMA staff were also instrumental with financial processes of both Harper Building M and IMRF. Regarding the UAAL presentation, Supt. Becker previously distributed various materials regarding IMRF (District's net pension Liability) UAAL analysis and the District's Capital Project Financing. Mr. Lewis thanked the Park Board for the opportunity to present the findings and welcomed questions. Regarding IMRF, the pension fund performs very well and IMRF does a good job managing; Mr. Lewis explained the process for each entity's contribution to the fund; and, details of the 2017 portfolio. Due to the employer portion shortage, Mr. Lewis reviewed various pay down examples and then discussion followed. If bond monies were considered as mentioned, Commissioner Cozza inquired on what items the District would be spending bond dollars on versus the District making the IMRF payment and keeping an eye on market opportunities on our own. Commissioner Rogers asked if the District would have to do this again in another 5 years, Mr. Lewis said it depends on IMRF investments; it could develop due to funding percentages from the stock market. President Gould responded to Supt. Becker's inquiry, and said that the Park Board needs to have further conversation before considering. The Park Board thanked Mr. Lewis for his report.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. E. Tynczuk reported on several projects including the completion of 2 replacement playgrounds at Dove Park and Hawthorne Park; the ADA path project has broken ground at the Veterans Memorial at Community Park; and, staff installed 2 benches which were donated by Palatine Rotary Club. There is an upcoming meeting with the engineer regarding the lighting system replacements at Community Park, we are switching to LED lighting and installing new poles; and, staff has been working on the Ost track repair plans due to the water main breaking the night of the fireworks display.

The Park Board reviewed the previously distributed Facilities Department Report. Supt. Nagle highlighted staff announcement of 2 new facilities' members: Jonathon Seidenzahl, Falcon Park Assistant Manager and Meghan Shahinian, Assistant Stables Manager. Staff will be introduced at a future meeting. Continuing with the report, Nagle mentioned the sizable increase with Falcon Park rentals including volleyball rentals; many ICompete participants and families are using the community garden; and, the community garden has new and useful amenities including the compost bins.

The Board reviewed the previously distributed Written Finance Department Report. Supt. Becker highlighted that many staff went live with using their purchase cards, totaling \$17,000 in the first week; regarding the new purchase cards' processes and staff questions, Becker complimented Accounting Assistant Receivables Zeman for filling in while Payables Specialist Dahros was on vacation. Staff can use the master card company website to submit their detailed receipts with selecting from the drop down menu their allocation numbers to match expenses; the purchase card program is a cash rebate system which can produce substantial funds for the Park District. Director Clark added that at another Park District, they use the purchase card to buy playgrounds; also, the vendors may provide additional savings towards the purchase knowing they will have quick payment in return. Regarding the follow-up of Resolution #19-06

regarding authorized Signer for Principal Financial Group, Inc. and the selling of stocks; as of today, Asst. Supt. Becke calculated an estimate amount of \$13,271 from District's stocks to be sold. Regarding the monthly financials statements in the new format, Supt. Becker replied to Commissioner Cozza's question and said that the financial statements will continue to be distributed monthly.

The Board reviewed the previously distributed Written District Services and Projects Department Report. Supt. C. Tynczuk said that staff has been busy with hiring new staff and onboarding for the employees. Other items mentioned include the Living Tributes' projects; the safety manual training schedule is under development and soon to be distributed; and staffs' Certificate of Insurance (COI) training.

The Park Board reviewed the previously distributed Written Gymnastics Annual Report. Asst. Supt. Danz welcomed Gymnastics Coordinator Dunne to the meeting. Dunne gave the Park Board a brief history regarding her long-time status as an employee of the Park District. Regarding the annual report, Dunne reviewed the gymnastics program's yearly highlights; activities of team levels and recreation programs including boys' gymnastics opportunities; gymnastics meets and annual end of year performance for recreation gymnastics; history of the parent club; enrollment status; and vision for the gymnastics program and future new facility prospect. Dunne provided a comprehensive report of the 2017/2018 gymnastics season.

The Board reviewed the previously distributed Written Palatine Children's Chorus Annual Report. Supt. Williams introduced Cultural Arts Coordinator Schiavone to the meeting to review the program and present the annual report. Schiavone started the presentation with commenting on the program's history and last year's 30th season with many anniversary celebrations. Schiavone provided a very detailed report with recapping highlights; program events; program enrollment numbers; and, summer camp. Schiavone said that the chorus group's postcard greetings from Disney are in the mail; the destination to Florida for this year's chorus educational trip was great opportunity for some of the Chorus group participants. Schiavone also introduced Ms. Crystalyn Boyer, the Assistant Artistic Director of the Children's Chorus, to share in presenting the variety of programs and activities of the Children Chorus program.

The Board reviewed the previously distributed Written Dance Company Annual Report. Again, Supt. Williams presented Cultural Arts Coordinator Schiavone to the meeting to review the report. Schiavone also introduced Ms. Katherine Siegle to share in presenting the activities and undertakings of the dance program. Siegle is the Assistant Dance Manager and one of the dance program instructors. Schiavone provided an in-depth yearly report with many highlights including the variety of programs for all ages with wonderful instructors; a few program challenges; and many program events from the 2017/2018 dance program season.

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

New Business

The Board reviewed a previously distributed board summary for the Award of Bid for Palatine Hills Golf Course Phase 3 Irrigation Project. Commissioner Cozza moved and Commissioner Rogers 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 \$104,975 for Phase 3 Irrigation Renovation. The motion was approved by a roll call vote as follows:

AYE: Jennifer Rogers, John Cozza, Susan Gould

NAY: None

ABSENT: Terry Ruff, Nicholas Sawyer

Motion carried.

The Board reviewed a previously distributed board summary for Approval for Change Order #1 regarding Palatine Hills Golf Course Phase 3 Irrigation Project. Commissioner Cozza moved and Commissioner Rogers seconded that the Board of Park Commissioners approve Change Order #1 to reduce the contract awarded amount by \$5,500 for a payment amount not to exceed \$99,475 to fall within the budgeted amount of \$100,000. The motion was approved by a voice call vote as follows:

AYE: Jennifer Rogers, John Cozza, Susan Gould

NAY: None

ABSENT: Terry Ruff, Nicholas Sawyer

Motion carried.

Executive Director's Report

The Board reviewed the previously distributed Executive Director’s Report. Regarding tonight’s staff presentations, Director Clark said that it is wonderful staff highlights what we do, which brought Clark to mentioning the ongoing parent group project; staff has reviewed the process of the new program of where we are headed. Concerning the T-shirt bid’s breach of performance, the company’s equipment had substantial damage; although, they have caught up on fulfilling orders as of now. Regarding potential property for the District, Clark received the email from the potential seller’s lawyer; Clark forwarded information within his recent board alert memo including their listing price. Director Clark thanked Commissioner Cozza for his time at the in-house meeting, which was very productive with many things accomplished. Director Clark said that his family vacation and out of the office time will start on Friday, July 27 and back in the office on Tuesday, August 7.

Commissioners’ Comments

Commissioner Cozza commented on a great PALs meeting and highlighted that the redevelopment process is evolving. Commissioner Cozza added that the volunteer positions are important for the Park District and affiliate organizations.

Regarding future agenda matters, President Gould noted that no items were proposed.

Adjournment

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

AYE: Jennifer Rogers, John Cozza, Susan Gould

NAY: None

ABSENT: Terry Ruff, Nicholas Sawyer

Motion carried at 9:06 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Trish Feid
Secretary

Next scheduled Park Board meetings:

Approved:

Susan Gould
President

August 14, 2018
August 28, 2018
September 11, 2018
October 9, 2018
October 23, 2018
November 13, 2018
November 27, 2018
December 11, 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, August 14, 2018 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

Susan Gould, President

Terry Ruff, Treasurer

Jennifer Rogers

Nicholas Sawyer

Commissioner Absent

John Cozza, Vice President

Staff Present

Michael Clark, Executive Director

Keith Williams, Supt. of Recreation

Ed Tynczuk, Supt. of Parks & Planning

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

Pete Cahill, Asst. Supt. of District Services & Projects (HR)

John Wilhelm, Falcon Park Manager

Jon Seidenzahl, Falcon Park Assistant Manager

Megan Shahinian, Stables Assistant Manager

Michael Noens, Digital Marketing Coordinator

Trish Feid, Park Board Secretary/Executive Asst.

Approval of Agenda

Commissioner Rogers 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 14, 2018 was approved as presented.

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

NAY: None

ABSENT: John Cozza

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Through Board consensus, there was direction from the Park Board that the warrant item be removed from the consent agenda and moved to new business as item VI E. Commissioner Rogers moved and Commissioner Ruff 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 July 24, 2018; Northwest Special Recreation Association (NWSRA) Annual Member Contribution; Intergovernmental Agreement by and between the Village of Palatine, and the Palatine Park District, for the Combined Internet Access; and, Intergovernmental Agreement by and between the Village of Palatine, and the Palatine Park District, for the use of High Speed Communications System. The result of the roll call vote follows:

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

NAY: None

ABSENT: John Cozza

Motion carried as amended.

Comments from the Audience

No comments at this time.

Departmental Reports

The Park Board reviewed the previously distributed District Services and Projects Department Report. Human Resources Department is having difficulties with the hiring process since it is a tight market with less candidates; and, candidates negotiate their job offers. In response to Commissioner Rogers, various opportunities are being used for advertising. Commissioner Rogers suggested that the Daily Herald may be worth a try for some positions. President Gould added the idea to post job announcements on the Nextdoor, neighborhood social network. Commissioner Ruff recommended getting the word out via the affiliate groups; suggested adding Park District's job openings information on the PALs agenda. Asst. Supt. Danz said that the District has a lot on social media to inform the public of hiring needs. Asst. Supt. Cahill said that the hiring difficulty is a trend; marketing is a huge help for the District.

The Park Board reviewed the previously distributed Recreation Department Report. Supt. Williams informed the Park Board that staff is working in the newly renovated Building M at Harper; staff training is ongoing every day with a different training to learn; registration for aquatics is over 257; at the moment, aquatics membership numbers are low along with classes in fitness and dance programming. Williams said that this is expected at the beginning; and, once the instructors have a following of participants, numbers will change. Regarding the recent special event, the Canine Carnival had some challenges since more neighboring towns do not require a village dog license, and the Village of Palatine enforces residents to purchase an animal license; therefore, this created issues at the event check-in with residents without proof of the VOP animal license were having difficulties entering and seeing the non-residents getting in to the event without an animal license because their hometown does not enforce the license. Discussion ensued regarding this situation and staff will confer with the Village on a solution. Other monthly report topics include updates from the Chorus group, which toured and performed at Disney; outdoor pool usage report looks good for the month of July and for August at the moment. The weather makes folks feel like its summertime; therefore, closing of one of the three pools is always a challenge. The District puts forth the best effort to provide swimming during the remaining weeks after school has started; unfortunately, the Family Aquatics Center needs more man power. Also, now there is staffing needs at Harper to fulfill. Understanding the situations, Commissioner Ruff directed staff to have concerned residents talk to him. With seasonal staff returning to college and high school, it is not unreasonable to close down one of the 3 pools. It is a good opportunity to market the new indoor pool at Harper. Regarding Communications and Marketing Division promoting the 2 re-openings of Dove and Hawthorne Playgrounds, everyone had a great time. During the Dove Playground event, some of the police officers were playing with the neighborhood children; both openings were feel good events of the District. The Communications and Marketing Division is still looking for Claire's replacement; President Gould might have a lead on someone for the Graphic Designer position.

The Park Board reviewed the previously distributed Winter Program Evaluation Report. Supt. Williams thanked Asst. Supt. Danz for creating and bringing the former evaluation report before the Park Board between the various new software update systems and difficulties with accumulating and reconciling data. Asst. Supt. Danz began with happy news from the Tiger Sharks, Coaches Gallagher and Thompson are very happy with the opening of the Park District's new pool on Harper Campus, the swim team group have been traveling to Streamwood and a lot of other different places for the past 5 years so they are very excited. Commissioner Sawyer inquired about the hours for the swim team, Asst. Supt. Danz responded that the hours of swim time is what we needed between the high schools and the new pool at Harper, the program is in great shape. Regarding the report highlights, Danz mentioned that all Preschool facilities have Wi-Fi access and are now able to hold registration onsite during preview events; special thanks to IT Manager Mangum and Aquatics Manager Griffin. Concerning the reported challenges, staff struggles with

maintaining teen's programs and staff continually tries to generate more new classes; also, getting community teens involved in the development and input. Danz said that Visual Arts programming has the same problem. President Gould mentioned HGTV Pinterest with a massive collection of craft project ideas. Climate control in classrooms is a challenge for programming situation when the room set-up switches between different types of classes such as tranquil (warmer temperate) yoga and active children classes. The long awaited Piano purchase regarding District use for room 1B programming is secured this month; President Gould mentioned if there are other interests in obtaining pool tables and pianos, to check-in with her. Regarding the chart on page, which is new in the report, the revenues is on point; although, the anticipated expenses are not always promptly turned in, sometimes expenses are turned in at one time of the year for some; continuing, the participations numbers are good; staff will build upon the data in future reporting.

New staff members were introduced to the Park Board, Falcon Park Asst. Facilities Manager Jon Seidenzahl and Stables Assistant Manager, Megan Shahinian. The Park Board welcomed the new employees.

President Gould 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 Award of Bid for the 2018 Asphalt Project. Commissioner Ruff moved and Commissioner Sawyer seconded that the Board of Park Commissioners approve the lowest responsible bidder, Chicagoland Paving of Lake Zurich, Illinois in an amount not to exceed \$934,481.50 for the 2018 Asphalt Project. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the Award of Bid for the 2018 Asphalt Maintenance (Sealcoating) Project. Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners accept the lowest responsible bidder, Hastings Asphalt Services of Harvard Illinois, in the amount not to exceed \$27,749 for the 2018 Asphalt Maintenance Project. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for Approval of the 2018 Playground Project Change Order #1. Commissioner Ruff moved and Commissioner Sawyer seconded that the Board of Park Commissioners approve Change Order #1 in the amount of \$4,000 to add curbing and additional walk replacement to Dove Park and install a new drinking fountain at Hawthorne Park. The motion was approved by a roll call vote as follows:

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

Motion carried.

This item is for information purpose and for Park Board update regarding the Palatine Celtic Soccer Labor Day Tournament amended field use request. Asst. Supt. Holder said that Park District staff has suggested and recommended the use of two additional fields, Falcon Park and Osage Park, for the Palatine Celtic Soccer Labor Day Tournament being held Friday, August 31 through Monday, September 3, 2018; in lieu of Palatine High School field space which is no longer available. The Park Board thanked staff for update.

The Board asked to have the warrant moved to new business for approval; discussion; and, for clarification on the warrant to include vendor name details regarding MB Financial Bank Transactions. Commissioner Rogers moved and Commissioner Ruff seconded that the Park Board of Commissioners approve Warrant #15 – including Expenses for Travel Expenses, minus all MB Financial Bank Transactions until the Park Board can thoroughly review the MB Financial Bank transactions’ vendors associated with the purchases. President Gould said that the vendor name is not showing up on the MB Financial bank transitions, it is not showing where or who the items were purchased from. From an earlier Park Board inquiry, Supt. Becker ran a few different reports; although, still not enough information is being shown on the warrant. Regarding the suggestion of an additional detailed document to use along with the warrant was disregarded by the Commissioners, Commissioner Ruff stressed that it is the Board’s responsibility to review warrant items including such detailed information and having 2 documents to look over and try to reconcile is not an efficient way to examine the numerous warrant items. There was consensus that the Park Board would like the warrant to look the same as the previous structure. Director Clark said that staff will go back to MB Financial and have the vendor names included; Becker replied that staff will look into a solution. Once the revised warrant format is confirmed, staff will request an email vote from the Park Board with ratification of the warrant’s MB Financial Bank Transactions at the next Park Board Meeting on August 28, 2018. The result of the roll call vote follows:

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

Motion carried as directed.

Executive Director's Report

The Board reviewed the previously distributed Executive Director’s Report. Director Clark gave thanks to Supt. E. Tynczuk and Asst. Supt. Holder regarding Community Park’s Veterans walk; also, Director Clark recognized the Rotary Club for the donation of the bench and trees along the parkway; staff is continuing the finish the look with more restoration with turf and landscaping. Regarding the current collaboration, Clark wanted to acknowledge Supt. Williams for the idea and arrangement of the ‘meet and greet’ with Palatine Youth Baseball/Softball (PYBS) and Palatine Baseball Association (PBA) at the clubhouse; lots of new friendships and relationships formed; this was a great idea as the 2 groups are in the process of molding into one.

Commissioners’ Comments

Commissioners Sawyer commented on the golf course and halfheartedly inquired about the back 4 holes.

Regarding future agenda items, President Gould stated that no matters were presented at this time.

Executive Session

President Gould 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)(5) Open Meetings Act for discussion of the acquisition or lease of real property for the use of the District; Commissioner Rogers supported the motion. The result of the roll call vote follows:

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

NAY: None

ABSENT: John Cozza

Motion carried at 7:50 p.m.

Return to Open Session

Commissioner Rogers moved to come out of closed session and resumed 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: Nicholas Sawyer, Jennifer Rogers, Terry Ruff, Susan Gould

NAY: None

ABSENT: John Cozza

Motion carried at 8:17 p.m.

Action on Matters Considered in Closed Session

President Gould said the Board of Park Commissioners met in closed session to discuss Section 2(c)(5) Open Meetings Act for discussion of real property for the use of the District, President Gould 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 Rogers seconded the motion which was unanimously approved by a voice vote.

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

NAY: None

ABSENT: John Cozza

Motion carried at 8:18 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Susan Gould
President

Next scheduled Park Board meetings:

August 28, 2018
September 11, 2018
October 9, 2018
October 23, 2018
November 13, 2018
November 27, 2018
December 11, 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, August 28, 2018 at 7:00 p.m.

Regular Meeting of the Park Board of Commissioners: Call to order at 7:00 p.m.

Commissioners Present

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

Commissioners Absent

Nicholas Sawyer
Jennifer Rogers

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
Pete Cahill, Asst. Supt. of District Services & Projects
Joan Scovic, Communications and Marketing Manager
Trish Feid, Park Board Secretary/Executive Asst.

President Gould started the meeting with a moment of silence in remembrance of Marilyn Pedersen, Palatine Park District recent retiree and dear colleague.

Approval of Agenda

With the agreement of the Park Board, Commissioner Ruff moved and Commissioner Cozza seconded that the agenda for the meeting be approved as amended. By a voice vote, the agenda for the regular meeting of August 28, 2018 was approved with the removal of the Closed Session Minutes of August 6, 2018 and discussion and recommendation regarding potential buyout options for Palatine Park District Net Pension Liability.

AYE: Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: Jennifer Rogers, Nicholas Sawyer

Motion carried as amended.

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 August 14, 2018; Closed Session Meeting Minutes of August 14, 2018; Ratification of Remaining Warrant 15 regarding MB Financial Bank Transactions- including Expenses for Travel Expenses; and, Warrant 16 - including Expenses for Travel Expenses. The result of the roll call vote follows:

AYE: Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: Jennifer Rogers, Nicholas Sawyer

Motion carried.

Comments from the Audience

No comments were presented.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. E. Tynczuk reported on upcoming soccer tournament details, which is coming together with help of Facilities Department along with Parks staff. The remaining 2 outdoor pools will be official closed this weekend. Parks department has many projects planned at the pools during the off season. Other comments included maintenance responsibilities scheduled for fall.

The Park Board reviewed the previously distributed Facilities Department Report. Supt. Nagle highlighted that golf numbers improved in July; unfortunately, August's golf participation numbers were down, there was an increase with the number of users for the practice area and driving range. Regarding Stables' new canopy at the arena, please see the attached picture. The canopy was put to good use this weekend. Cutting Hall had a solid month of bookings; the shows were planned out successfully. There was brief discussion of the 90th Anniversary celebration plans at Cutting Hall scheduled for Saturday, September 8th.

The Board reviewed the previously distributed Written Finance Department Report. Regarding Commissioner Cozza's question, Supt. Becker said that the financial statements will continue to be distributed monthly. Updates on items not on report, staff received a check in the amount of just under \$14,000 from Principal Financial Group, Inc. regarding the selling of stocks; and, if confirmed, the schedule of the District's legal deadlines is moving forward on the calendar since it is of a timely matter to complete the Supplemental Budget Ordinance. The Village of Palatine's meeting will be scheduled in mid-September for updates on the retiring TIFs over next 5 years; Commissioner Cozza said that this is exciting to see as he recalled some of the old parcels. With the recent implementation of procurement cards, staff can provide a Board presentation to review the process for submitting transactions and approval procedure.

President Gould 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 Rejection of Bid for Falcon Park Recreation Center Window Replacement for Track Area. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners reject the bid received for the Falcon Park Vertical Window Replacement Phase 1 provided by Whited Brothers, Inc. The motion was 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 Community Park and Ost Field Lighting. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park

Commissioners approve the lowest responsible bidder, Musco Sports Lighting of Batavia, Illinois in the amount not to exceed \$810,000 for the purchase and installation of sports field lighting for two fields at Community Park and Ost field. In response to questions, Supt. E. Tynczuk said that all electric will be replaced and the project includes a 25-year warranty on all LED lighting. The motion was approved by a voice 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 the approval of Administrative Policy Manual Sections 2.14.1 - 2.14.19. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners approve Section 2.14.1 through 2.14.19 of the Administrative Policy and Procedure Manual as presented. The motion was 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 congratulated the entire Communications and Marketing Division on hosting the annual Chamber event at Palatine Hills Golf Course this month, good job on the event with great cross marketing opportunities. Regarding Harper updates on security camera locations, Clark mentioned his meeting with Dr. Ender and his tour of the new building; the new facility at Harper College is a busy place and the pool looked great. Concerning Commissioner Cozza's key fob inquiry of mandatory use at Harper College, staff responded that this process will become habit as folk's check-in at the facility; fobs monitor the activity of who is entering the building and respectively their access point of entry. This process of facility check-in is a standard procedure at Falcon Park Recreation Center. The District is set for state accreditation review and the date of Thursday, October 4 is confirmed for the evaluation team; staff is working on the final punch list. IT Manager Dan Mangum has been wonderful with setting up the viewing process via laptops for each team member with access to the Park District's State Accreditation site to view the entire content of evidence for each standard. This process is very impressive; and again, immense compliments to IT Manager Mangum! Director Clark also thanked departmental staff involved throughout the process too with special acknowledgment to the internal team: Feid, Ludolph and C. Tynczuk. Invitations will be going out to the entire Park Board and involved staff to attend the IAPD's The Best of the Best Gala Awards to receive several honors: President Gould's 25-year anniversary as Park Commissioner; Best Green Practices; and Partnership with POC. Another thank you goes out to Supt. Williams on his collaboration efforts with the 2 baseball/softball associations of Palatine Park District which is now one organization, this has been a long-term goal and now it is official. Also, staff may investigate fostering relationships with other outside travel teams; it may be worth concerning.

Commissioners' Comments

Commissioner Cozza commented on a great PALs meeting and highlighted that the redevelopment process

is evolving; Commissioner Cozza added that the volunteer positions are important for the Park District and affiliate organizations.

Regarding future agenda matters, President Gould noted that no items were proposed.

Executive Session

President Gould 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)(5) Open Meetings Act for discussion of the acquisition or lease of real property for the use of the District; Commissioner Cozza supported the motion. The result of the roll call vote follows:

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

Motion carried at 7:46 p.m.

Return to Open Session

Commissioner Cozza 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
- NAY: None
- ABSENT: Jennifer Rogers, Nicholas Sawyer

Motion carried.

Action on Matters Considered in Closed Session

President Gould said the Board of Park Commissioners met in closed session to discuss Section 2(c)(5) Open Meetings Act for discussion of real property for the use of the District, President Gould said that there is no action at this time.

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
- NAY: None
- ABSENT: Jennifer Rogers, Nicholas Sawyer

Motion carried at 8:00 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Trish Feid
Secretary

Approved:

Susan Gould
President

Next scheduled Park Board meetings:

- September 11, 2018
- October 9, 2018 5:30 p.m. - Special meeting
prior to 7:00 p.m. Regular meeting
- October 23, 2018
- November 13, 2018
- November 27, 2018
- December 11, 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, September 11, 2018 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

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

Staff Present

Michael Clark, Executive Director	Jim Holder, Asst. Supt. of Parks & Planning
Keith Williams, Supt. of Recreation	Joshua Ludolph, Asst. Supt. of Facilities
Ed Tynczuk, Supt. of Parks & Planning	Pete Cahill, Asst. Supt. of District Services & Projects (HR)
Elliott Becker, Supt. of Finance	Michael Noens, Digital Marketing Coordinator
Cheryl Tynczuk, Supt. of District Services & Projects	Trish Feid, Park Board Secretary/Executive Asst.
Donelda Danz, Asst. Supt. of Recreation	

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 September 11, 2018 was approved as presented.

AYE: Nicholas Sawyer, Jennifer Rogers, Terry Ruff, John Cozza, Susan Gould
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 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 28, 2018; and, Warrant #17 – including Expenses for Travel Expenses. The result of the roll call vote follows:

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

Motion carried.

Comments from the Audience

No comments at this time.

Departmental Reports

The Park Board reviewed the previously distributed District Services and Projects Department Report. Supt. C. Tynczuk said that staff is very creative with adding new fancy objects within the report; Commissioner Rogers added that she liked the addition of the Capital Projects' list. President Gould reminded everyone about former Park Foundation member Jack O'Connor's special memorial dedication on Saturday. Regarding Commissioner Cozza's email inquiry on trainings, Tynczuk will check in with IT Manager Mangum.

The Park Board reviewed the previously distributed Recreation Department Report. Supt. Williams thanked the Commissioners for attending Harper's Opening Dedication Ceremony. Williams provided various updates on current operations at Harper College Building M; he also mentioned that pool staffing remains to be a challenge; Aquatics Manager Griffin and Aquatics Coordinator DeMichael have been filling in as needed. Regarding the recent Feet Fest event, Williams complimented every division and department of the Park District in assisting with the success and planning of the annual event; the new plan of family fun stations received positive feedback, staff plans to add more features next year. Many very ecstatic swim team folks regarding the indoor swim time at Harper. Regarding the expense for event sponsors with being encouraged to also provide goodie bag items, President Gould commented that it is getting very expensive to support and has concern it may turn away sponsors; Williams and Noens will pass it on. Concerning Commissioner Ruff's inquiry, Digital Marketing Coordinator Noens is working on mobile app text which is hard to read on the mobile application. Noens added that the mobile application interest is growing with new users.

The Park Board reviewed the previously distributed Parks and Planning Department Report. Supt. E. Tynczuk provided many highlights including the pre-construction update for Hamilton with the engineer and paving company informing us they are behind schedule; staff is looking at April. Tynczuk highlighted that Juniper and the bike path is top priority. President Gould shared a concern that staff will follow up on.

The Park Board reviewed the previously distributed Facilities Department Report. Supt. Nagle gave compliments to the crew on minimizing the damage control at the golf course. The golf rounds played utilization report is new and from the report staff put together a plan during soft time, which is like the "Groupon" approach. Significant results with participation, and, staff will continue to look at soft spots. Rentals continue to show increase overall; Falcon Park Recreation Center is up over 40% from last year.

The Park Board reviewed the previously distributed Finance Department Report. Supt. Becker is happy to see staffs' collaboration of information about Capital; the process is coming along. There have been many opportunities for training sessions regarding budget entering with the new software system. Staff has been giving substantial input with suggested improvements; staff is requesting information and the finance department is providing it. Becker updated the Board on fraudulent purchasing cards items and the resolution.

The Park Board reviewed the previously distributed Spring Program Evaluation Report. Supt. Williams thanked Asst. Supt. Danz for creating and bringing the former evaluation report before the Park Board between the various new software update systems and difficulties with accumulating and reconciling data. Asst. Supt. Danz reviewed many highlights from the evaluation report regarding spring programs and events.

President Gould noted there were no other Departmental Reports. The Park Board thanked staff for the Department Reports and Annual Spring Program Evaluation Report.

New Business

The Board reviewed a previously distributed board summary for the Approval of Administrative Manual Policies. Commissioner Ruff moved and Commissioner Rogers seconded that the Park Board of Commissioners approve policies 2.12.33 and 2.15.35 of the Administrative Policy and Procedure Manual as presented. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the Approval of Construction Services Contracts for Hamilton Construction Projects. Commissioner Ruff moved and Commissioner Rogers seconded that the Park Board of Commissioners approve Gewalt Hamilton Associates, Inc., Vernon Hills, IL. in the amount not to exceed \$28,400 to provide construction services, project layout and as-built for detention for the parking lot expansion, pickleball court and Palatine Trail connection to Tom T. Hamilton Reservoir/Ron Gbur Sports Fields. The motion was approved by a roll call vote as follows:

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

Motion carried.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark congratulated Celtic Soccer on their Labor Day Tournament, despite the weather they had a successful event; unfortunately, they canceled all Monday games; Clark thanked Supt. Tynczuk; Asst. Supt. Holder; Falcon Park Manager/Soccer Liaison Wilhelm; Asst. Supt. Ludolph; and all the Parks staff who assisted with the event. Clark mentioned that our staff will be providing Celtic Soccer with a post event evaluation. Regarding Harper's dedication and opening ceremony, Clark was excited to see the outcome of the vision. Next item, Clark said to look at your schedules to attend the Best of the Best Gala event, acknowledging President Gould's 25th anniversary of serving as Park Board Commissioner. Clark provided updates on several other report items including drone use in the parks and changes in state regulations; and, the upcoming National Recreation and Park Association's Congress in Indianapolis, Indiana. Commissioner Rogers shared her thoughts and suggestion with direction of purchase cards rebates; consensus was determined to have rebate money credited into corporate funds.

Commissioners' Comments

Commissioner Rogers said that Harper's opening ceremony was very nice; congratulations to all the park district staff.

Commissioner Ruff also said thank you to staff for all the hard work at Harper. Commissioner Ruff mentioned that the Celtic Cup was challenging, and he appreciated staffs' hard efforts towards the success of the tournament. Regarding the Fitness Center, Commissioner Ruff said the new carpet is nice as well as the new equipment; he recommended everyone to stop by and see.

Regarding Harper's opening day of Building M Health and Recreation Center, Commissioner Cozza said that he is so proud of everything that Palatine Park District accomplished. It is going to be a long-term community resource; so many people will use the facility from what the Park District designed the facility to do. Commissioner Cozza said that the Recreation Center is successful today with the number of students signed up to use the facility; and, it was clearly mentioned that it was successfully put together. Highlighting Cutting Hall 90th Anniversary celebration, Commissioner Cozza said that Cutting Hall looked great and Theatre Coordinator Greene gave many tours; also, new ticket buyers were present, and the Mary Poppins' show was sold out for that evening. Rotary's Oktoberfest is this weekend; staff mentioned the various ways that the Palatine Park District is involved with event.

Commissioner Sawyer agreed with the previous comments and congratulated staff.

President Gould commented that the last time visiting Harper on the Board tour when it was under construction and then seeing it at the opening ceremony, the facility is very impressive and the pool looks very inviting.

No future agenda items were presented.

Executive Session

President Gould 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)(5) Open Meetings Act for discussion of the acquisition or lease of real property for the use of the District; Commissioner Rogers supported the motion. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried at 7:54 p.m.

Return to Open Session

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

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

NAY: None

ABSENT: None

Motion carried at 8:08 p.m.

Action on Matters Considered in Closed Session

President Gould said that the Board of Park Commissioners met in closed session to discuss Section 2(c)(5) Open Meetings Act for discussion of real property for the use of the District, President Gould 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 Rogers seconded the motion which was unanimously approved by a voice vote.

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

NAY: None

ABSENT: None

Motion carried at 8:08 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Susan Gould
President

Next scheduled Park Board meetings:

October 9, 2018-5:30pm Special Meeting
October 23, 2018
November 13, 2018
November 27, 2018
December 11, 2018



Minutes of a Special Meeting and 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 9, 2018 at 5:30 p.m. and 7:00 p.m.

Call to order at 5:30 p.m. - Special Meeting of the Palatine Park Commissioners

Commissioners Present

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

Staff Present

Michael Clark, Executive Director
Keith Williams, Supt. of Recreation
Ed Tynczuk, Supt. of Parks & Planning
Elliott Becker, Supt. of Finance
Cheryl Tynczuk, Supt. of District Services & Projects
Steve Nagle, Supt. of Facilities
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
Pete Cahill, Asst. Supt. of District Services & Projects (HR)
Michael Noens, Digital Marketing Coordinator
Trish Feid, Park Board Secretary/Executive Asst.

Approval of Agenda

Commissioner Rogers moved and Commissioner Cozza seconded that the agenda for the special meeting be approved. By a voice vote, the agenda for the special meeting of October 9, 2018 was approved as presented.

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

NAY: None

ABSENT: None

Motion carried.

Discussion

The Park Board reviewed the previously distributed proposed 2019 Capital Budget. Director Clark said that the purpose of the informal meeting is to receive feedback from the Commissioners and for the Park Board to have conversation with staff regarding the proposed Capital items for 2019 budget. Clark reminded the Board that the Repair and Replacement items are incorporated into the plan as tier #3. Clark handed the meeting over to staff. Supt. E. Tynczuk explained the tier levels and their classifications, tier #1 are the required items such as ADA and Intergovernmental Agreement project items. Tier #2 include projects not started or completed; and tier #3 is the Repair and Replacement items and the timeline cycle of every item we own which is reviewed each year. Tier #4 are the new items such as projects identified from either the Master Plan, Space Needs Assessment, residents, etc. Tynczuk also described the budget process over next 5 years and potential referendum action. Various capital items were reviewed and discussed. The review of the proposed budgeted items over the next 5 years sparked the opportunity to have a future special Board Meeting dedicated for discussion of the Palatine Stables; this unique facility of Palatine Park District offers a rare specialty for our residents and community neighbors to use. The Palatine Stables' facility needs

continuous renovation, some projects are competed; although, there are many other significant projects remaining and some of the Park Board Commissioners voiced concern of the total amount dedicated to the Stables' renovation expenses. Staff will gather the requested information and prepare for a future meeting. Commissioner Rogers asked if Director Clark needed any action from the Park Board regarding tonight's discussion of the proposed 2019 Capital Budget; Clark said that this meeting is regarding Board feedback for staff. President Gould asked if there is anything that staff would like to see on the capital list, Supt. E. Tynczuk believes that staff was very thorough with including all items; and, Supt. Becker added tier #4 specifically for such requests. Clark said that staff will implement this review/discussion process every year for Park Board feedback regarding the upcoming year's proposed budget.

Adjournment

There being no further discussion regarding the Special Meeting of the Palatine Park Board of Commissioners, Commissioner Sawyer moved that the special meeting be adjourned. Commissioner Ruff seconded the motion which was unanimously approved by a voice vote. President Gould said that the motion was approved; meeting adjourned at 6:43 p.m.

Call to order at 7:00 p.m. - Regular Meeting of the Palatine Park Commissioners

Commissioners Present

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

Staff Present

Michael Clark, Executive Director	Joshua Ludolph, Asst. Supt. of Facilities
Keith Williams, Supt. of Recreation	Pete Cahill, Asst. Supt. of District Services & Projects (HR)
Ed Tynczuk, Supt. of Parks & Planning	Joan Scovic, Marketing & Communications Manager
Steve Nagle, Supt. of Facilities	Karen Rude, Preschool Coordinator
Elliott Becker, Supt. of Finance	Michael Noens, Digital Marketing Coordinator
Cheryl Tynczuk, Supt. of District Services & Projects	JP McNamara, Outreach Coordinator
Donelda Danz, Asst. Supt. of Recreation	LoriAnne Nelson, Graphic Designer
Tina Becke, Asst. Supt. of Finance	Trish Feid, Park Board Secretary/Executive Asst.
Jim Holder, Asst. Supt. of Parks & Planning	

Citizens

Bob Lewis, PMA Securities, Inc.

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 October 9, 2018 was approved as presented.

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

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 Sawyer seconded that the consent agenda be approved. By a roll call vote, the following items under the consent agenda were approved: Regular Meeting Minutes of September 11, 2018; August Financial Statement; Ratification of Warrant #18 – including Expenses for Travel Expenses; and, Warrant #19 – including Expenses for Travel Expenses. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Comments from the Audience

No comments at this time.

New Business

Supt. Becker said that Mr. Lewis, of PMA Securities, Inc., has been asked to return tonight to answer any questions and to continue the discussion with the entire Park Board on whether or not to pay-off the net pension liability; and, for consensus of a proposed recommendation. Mr. Lewis thoroughly reviewed each segment of his presentation including various repayment options and funding summary information; early pay-off risk considerations; and, the timeline of the District’s estimated capital needs over the next 5 years. Regarding the upcoming Supplemental Budget and Appropriation Ordinance, Supt. Becker said that the timing of the Board’s direction is important. Discussion ensued, and after significant conversation regarding multiple scenarios to fund the net pension liability, there was Board consensus. The Park Board gave direction to take a phased in approach using funds on hand for the District’s \$3.7 million net pension liability pay-off; first payment to start in December of 2018. Commissioner Cozza offered a formula to pay down the liability over time using Districts funds and stressed not to borrow and create debt to pay debt. Commissioner Ruff suggested to revisit and calculate the debt payment every year based on District’s financial position. Therefore, paying off the liability of \$3.7m over 7 years; calculating the new payment every January, by taking the unfunded liability dividing by 7; and then add the new payment amount to the budget; staff to revisit this process every year until debt is repaid. With Park Board consensus, Commissioner Cozza motioned to pay down the net pension liability of \$3.7 million in a phased in process that in every January, the District calculates the new amount and takes funds out of District cash fund to make a payment towards its unfunded liability with the ability to budget for each year. Commissioner Ruff concurred with the motion. The modified motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried as amended.

The Board reviewed a previously distributed board summary for 2018 Trimester 2 Agency Work Plan Progress Reporting. Director Clark said that staff continues to provide trimester reports and maintains the check-in intervals to stay on target with department goals. Clark said that he is pleased with the progress. Next month staff is scheduling a retreat to set 2019 goals.

The Board reviewed a previously distributed board summary for the Award of Bid for Family Aquatic Center Filter Media and Lateral Replacement. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners approve the lowest responsible bidder, Aqua Pure Enterprises, Inc., of Romeoville, Illinois in an amount not to exceed \$55,901.52 for the Family Aquatic Center Filter Media and Lateral Replacement Project. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary for the Award of Bid for 2019 Park District Program Brochure Printing Bid. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners accept the bid from Action Printing of Fond du Lac, Wisconsin, the lowest responsible bidder, in an amount not to exceed \$118,176 per year for the printing of the 2019 program brochures. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

Departmental Reports

The Park Board reviewed the previously distributed District Services and Projects Department Report. No additional highlights were mentioned and Supt. C. Tynczuk inquired if there were any questions.

The Park Board reviewed the previously distributed Recreation Department Report. Supt. Williams introduced Communications and Marketing's new hire, LoriAnne Nelson. Graphic Designer Nelson said that she is glad to be at Palatine Park District and part of the team. The Park Board and staff welcomed Ms. Nelson aboard. William thanked Commissioners and staff who attended the sponsorship appreciation dinner; it was a very nice event.

The Park Board reviewed the previously distributed Annual Preschool Report. Preschool Coordinator Rude, thanked the Park Board for letting her present the yearly program information. Rude highlighted that the preschool program celebrated their 50th anniversary this year and then Rude provided a brief history of the timeline and development of the 4 preschools. Other report items include many staff changes and the difficulty with hiring new staff; the relicensing cycle process for the 4 preschools; the unpredictable enrollment each year although steady registration; and, challenges with DCFS compliance obligations and aging preschool buildings.

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

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark highlighted a few items including the renewing of the District's auditor contract and Clark would like to know the Park Board

thoughts; President Gould asked about having the same auditor for such length of time; Becker reviewed the other appropriate firms and suggested that perhaps rotate partners among the current firm; there was consensus to stay with present auditors. Clark thanked the Park Board for the opportunity to attend NRPA Congress; it was a good conference. Clark reminded the Commissioners that Friday is the Best of the Best Gala and the District will be recognized for 2 categories; and, also President Gould on her 25th anniversary as a Park Commissioner. Lastly, Clark was happy and proud of the District in earning the status for state accreditation (unofficially); Clark thanked staff for their efforts.

Commissioners' Comments

Regarding Supt. Williams' request for Coalition Committee involvement, Commissioner Ruff welcomed the position. Commissioner Ruff gave thanks to staff regarding the sponsorship appreciation dinner.

After visiting many areas when traveling throughout the country, Commissioner Cozza stressed his appreciation for what we have around our community and he is very happy to be part of the Palatine Park District and community.

Commissioner Sawyer added congratulations to staff regarding the informal announcement of being State Accredited.

Regarding future agenda items, Commissioner Rogers asked for a meeting for discussion regarding the Palatine Stables' future and to decide as a Park Board if we are committed to this amenity with making the needed improvements or look for another direction. In preparation to this special meeting, staff will provide material from various past reports and thoughts regarding the entire parcel of Meadowlark/Palatine Stables.

Executive Session

President Gould requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Rogers 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; and, Section 2(c)(5) Open Meetings Act for discussion of the acquisition or lease of real property for the use of the District; Commissioner Ruff supported the motion. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried at 8:28 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 Cozza seconded the motion which was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: None

Motion carried at 10:05 p.m.

Action on Matters Considered in Closed Session

President Gould said that the Board of Park Commissioners met in closed session to discuss Section 2(c)(1) Open Meetings Act for discussion of the appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District; and, Section 2(c)(5) Open Meetings Act for discussion of the acquisition or lease of real property for the use of the District, President Gould 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 Rogers seconded the motion which was unanimously approved by a voice vote.

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

NAY: None

ABSENT: None

Motion carried at 10:05 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Susan Gould
President

Next scheduled Park Board meetings:

October 23, 2018
November 13, 2018
November 27, 2018
December 11, 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, October 23, 2018 at 7:00 p.m.

Regular Meeting of the Park Board of Commissioners: Call to order at 7:00 p.m.

Commissioners Present

Susan Gould, President
John Cozza, Vice President
Jennifer Rogers
Nicholas Sawyer

Commissioner Absent

Terry Ruff, Treasurer

Staff Present

Michael Clark, Executive Director
Ed Tynczuk, Supt. of Parks & Planning
Steve Nagle, Supt. of Facilities
Elliott Becker, Supt. of Finance
Tina Becke, Asst. Supt. of Finance
Jim Holder, Asst. Supt. of Parks & Planning

Joshua Ludolph, Asst. Supt. of Facilities
Pete Cahill, Asst. Supt. of District Services & Projects
Joan Scovic, Communications & Marketing Manager
Patrick Griffin, Aquatics Manager
Keith Schmerer, Facilities Coordinator
Trish Feid, Park Board Secretary/Executive Asst.

Citizens

Jamul Wadru, Student

Manuel M. Martinez, Student

Approval of Agenda

Commissioner Rogers moved and Commissioner Cozza seconded that the agenda for the meeting be approved as amended. By a voice vote, the agenda for the regular meeting of October 23, 2018 was approved as Executive Director stated that item 3D needs to be moved into New Business as item 6H.

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

NAY: None

ABSENT: Terry Ruff

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items which are posted on the amended consent agenda. With consensus of Park Board, the Supplemental Budget and Appropriation Ordinance #18-08 was removed from the consent agenda to item 6H under new business. Commissioner Rogers moved and Commissioner Cozza seconded that the consent agenda be approved as amended. By a roll call vote, the following items under the consent agenda were approved: Special Meeting Minutes of October 9, 2018; Regular Meeting Minutes of October 9, 2018; 2019 IAPD Annual Meeting Delegate/Alternates Credentials Certificate; Approval of September Financials; and, Warrant #20 – including Expenses for Travel Expenses. The result of the roll call vote follows:

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

NAY: None

ABSENT: Terry Ruff

Motion carried as amended.

Comments from the Audience

No comments were presented.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. E. Tynczuk reported on the asphalt projects which are moving along. Regarding the lighting project at Ost, the District recently was awarded energy grant savings of approximately \$30,000 in direct costs; there is not a lot of official involvement regarding this project. E. Tynczuk acknowledged Director Clark and Village Manager Ottesen on the waiver of permit fees.

The Park Board reviewed the previously distributed Facilities Department Report. Supt. Nagle highlighted the new attractive sign at Stables and last weekend's Fall Fest. The annual fest which takes most of the Park District staff to run was well attended; Nagle gave special thanks to Stables staff. The event netted \$5,000 and received good feedback from attendees. President Gould added that it was great to see so many families at the stables fall event. The year to date golf rounds summary shows the numbers have gone down; unfortunately, regarding Commissioner Rogers' inquiry on the yearly comparison data, Nagle said it was all about unfavorable weather conditions. Supt. Nagle said that revenue is up with other areas; staff continues to make golf more appealing to general public and to have additional revenue. Nagle added that staff is planning winter golf play again when suitable.

The Board reviewed the previously distributed Written Finance Department Report. Supt. Becker said that staff continues to work hard on budgets; the budget process is evolving and the finance team appreciates the efforts. Becker said that there was another fraudulent payroll check attempt, which 'Positive Pay' monitors very closely. The Service Committee presented material at a recent Leadership Team meeting which was well accepted and, received the team's feedback; this first phase of the action plan will be shared shortly with the Park Board. Becker distributed the sample of the new Park District's gift card. Customer Service Manager Rice, Communications & Marketing Manager Scovic and Aquatics Manager Griffin worked on creating the gift card. Regarding Commissioner Rogers' question concerning staff reconciling purchase card transactions, Becker said that staff is pleased with the change regarding with credit card transactions reports process/cycle to now being once a month. Regarding monthly financial reports, early in the week, President Gould said that Commissioner Ruff had sent an email inquiring on the monthly report titles which are currently hand written in the title on the report heading. Clark reported that he has not yet addressed this with staff.

The Board reviewed the previously distributed Written Community Center/Birchwood Annual Facility Report. Asst. Supt. Ludolph welcomed Facilities Coordinator Schmerer to present the inaugural facility report. Schmerer said that it was a pleasure preparing the report in more depth and gaining additional insight on operations of the 2 facilities as a first-year hire of the District. Schmerer highlighted programming; activities; room rentals for meetings of various groups including affiliates; data on daily users and individuals participating in open gym activity. The rental survey results indicated that facilities' cleanliness appearance ranked highly among the patrons, staff takes pride in providing this important component of District facilities. Other highlights include projects; challenges; and, success with the District acquiring new office space to expand and accommodating storage needs. Concerning Commissioner Cozza's question, staff said that the space within the Village is already 85% full; and, the acquired storage space is more functional. In response to challenges, staff continues to address them. Schmerer said that the focus of the 2 facilities is greatly for park district programing, not as much for rental opportunities; staff is analyzing hours to explore time-usage to open rental options. President Gould said that the report is very comprehensive.

President Gould noted there were no other Departmental Reports. The Park Board thanked staff for the various Departmental Reports and for the inaugural Community Center/Birchwood Annual Facility Report.

New Business

The Board reviewed a previously distributed board summary for Approval of Renewal Contract; 2019 Employee Health Insurance. Commissioner Rogers moved and Commissioner Sawyer seconded that the Board of Park Commissioners approve the health insurance premium increases of 4.27% for the PPO Plans, 3.8% for the HMO plan and 3.73% for the Dental plan and maintain the employee contribution rates at the current percentages. Responding to Commissioner Rogers' question, staff explained the availability of funds in reserves, if needed, since IPBC has a different calendar year, which will confirm premium amounts. In response to President Gould, Asst. Supt. Cahill said that the breakdown of insurance premiums will be provided to staff. Brief discussion ensued regarding comparisons; and the cost benefit to the employees was noted as a highlight in part of their compensation package. From Commissioner Cozza's direction, staff will provide the total cost amount to the Park District for 2019 employee insurance premiums cost; and make note to include the District's cost with next year's (2020) board packet material regarding renewal of employee health insurance. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: Terry Ruff

Motion carried.

The Board reviewed a previously distributed board summary for approval of 2019 Merit Pool Recommendation. Commissioner Rogers moved and Commissioner Sawyer seconded that the Board of Park Commissioners approve the 2019 Merit Pool for full-time staff in the amount of 3% and approves adjusting the District's salary ranges by 3%. The motion was approved by a voice call vote as follows:

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

NAY: None

ABSENT: Terry Ruff

Motion carried.

The Board reviewed a previously distributed board summary for the Approval of Resolution #18-08 regarding Truth in Taxation. Commissioner Rogers moved and Commissioner Cozza seconded that the Board of Park Commissioners approve Resolution #18-08, a Resolution providing an estimate for the 2018 property tax levy. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: Terry Ruff

Motion carried.

The Board reviewed a previously distributed board summary for the approval of Change Order #1 for 2018 Community Park Sports Field Lighting project. Commissioner Rogers moved and Commissioner Cozza

seconded that the Board of Park Commissioners approve Change Order #1 in the amount of \$5,088 to add security lighting to the sport field lighting poles on the west side of the park. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: Terry Ruff

Motion carried.

The Board reviewed a previously distributed board summary for the approval of IMRF Net Pension Liability (NPL) Strategic Plan for Paydown. Commissioner Cozza moved and Commissioner Rogers seconded that the Park Board approve a payment of \$523,953 to the Illinois Municipal Retirement Fund (IMRF) in December of 2018. This payment will be the first of the annual paydowns to eliminate the liability. Commissioner Cozza stressed the importance of calculating the new payment amount each year by the process of dividing by 7 and continue this obligation every year. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: Terry Ruff

Motion carried.

The Board reviewed a previously distributed board summary for approval of an Intergovernmental Agreement with the Village of Palatine regarding the purchase of a preowned aerial truck. Commissioner Rogers moved and Commissioner Cozza seconded that the Board of Park Commissioners approve the terms within the Intergovernmental Agreement with the Village of Palatine for the purchase of a pre-owned 2006 65-foot aerial truck. There was consensus of the Park Board and positive feedback on the purchasing situation for all parties within the agreement. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: Terry Ruff

Motion carried.

The Board reviewed a previously distributed board summary for consensus and approval of Resolution #18-09 regarding First Bank of Highland Park. Commissioner Rogers moved and Commissioner Cozza seconded that the Board of Park Commissioners approve First Bank of Highland Park as a qualified institution for the District to invest its funds. Discussion of Certificate of Deposits (CDs) on behalf of District investing was mentioned; also, staff will confirm the development of eliminating the third party. The motion was approved by a voice vote as follows:

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

NAY: None

ABSENT: Terry Ruff

Motion carried.

The Board reviewed a previously distributed board summary for consensus of Supplemental Budget and Appropriation Ordinance #18-08. Staff is looking for consensus of the ordinance, which will be available for public inspection until presented to the Park Board for formal approval at the November 27, 2018 Park Board Meeting. Staff received Park Board consensus for the draft of the Supplemental Budget and Appropriation Ordinance #18-08.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Regarding the property inquiry, Director Clark did not hear back from other party. Clark highlighted the 3 Park District acknowledgements received from IAPD's the Best of the Best Awards event and that he plans to have staff at an upcoming Park Board meeting for recognition. Director Clark thanked staff for the efforts regarding Customer Appreciation Week and Staff Appreciation Week; great job. Clark reminded everyone that the Park Foundation fundraiser event is tomorrow night at the clubhouse from 6:00 - 9:00 p.m. and Clark thanked staffs' involvement and Foundation member Dutch Schultz for taking the lead in organization the event. Commissioner Rogers asked about member turnover and would like to invite a Foundation Board representative to attend a Park Board Meeting to hear about future ideas of the Foundation. Clark mentioned another reminder that on November 15, 2018, the Park District is co-hosting the Intergovernmental Social with the Palatine Library at Palatine Hills Clubhouse. Lastly, Clark reminded the Commissioners to save the date of Saturday, December 8, 2018 for annual staff holiday party at Emmett's.

Commissioners' Comments

Commissioner Cozza share his comments for recreation staff regarding Park District programming at Harper College in Building M; and he suggested that it might be nice to offer the flex pass with various options for programs from 6:00 p.m. to 8:00 p.m. Commissioner Cozza said that the program rooms were empty and he would like to see activity during those hours. Although, Commissioner Cozza added the new pool at Harper College was being enjoyed by many, which was wonderful to see. Director Clark said that staff has incorporated affordable mini sessions to attractive folks and for the opportunity to try new Park District programs at Harper College.

President Gould commented on the lovely time at the IAPD/IPRA event; staff congratulated President Gould on her 25th Anniversary Award and for being acknowledge for her service as Park Commissioner of the Palatine Park District at the annual Best of the Best Gala Award event. The Fall Fest provided a good time for President Gould's grandchildren, they had a good time at the petting zoo and taking pony rides. President Gould reminded the group of R.A.H. fundraiser event on Wednesday, November 7, 2018 at Stonegate Conference & Banquet Centre, off Higgins and Barrington Roads in Hoffman Estates. This year there is an option to reserve a table; President Gould hopes you can attend the fundraiser from 5:00 p.m. – 9:00 p.m. with the band 7th Heaven performing.

Regarding future agenda matters, President Gould noted that no items were proposed.

Adjournment

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

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

NAY: None

ABSENT: Terry Ruff

Motion carried at 8:15 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Susan Gould
President

Next scheduled Park Board meetings:

November 13, 2018
November 27, 2018
December 11, 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 13, 2018 at 7:00 p.m.

Call to order at 7:00 p.m. - Regular Meeting of the Board of Park Commissioners

Commissioners Present

Susan Gould, President

John Cozza, Vice President

Terry Ruff, Treasurer

Jennifer Rogers

Nicholas Sawyer

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

Pete Cahill, Asst. Supt. of District Services & Projects

Corey Zak, Horticulture Manager

Brad Helms, Golf Course Supt.

Patrick Griffin, Aquatics Manager

Michael Noens, Digital Marketing Coordinator

Bryan Duffey, Parks Department

Pat Okonek, Parks Department

Dan Kelley, Parks Department

James Roti, Parks Department

Caleb Johnson, Parks Department

Tom Dionne, Parks Department

Trish Feid, Park Board Secretary/Executive Asst.

Approval of Agenda

Commissioner Sawyer moved, and Commissioner Ruff seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of November 13, 2018 was approved as presented.

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

NAY: None

ABSENT: None

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Ruff 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 23, 2018; Adoption of Surplus Property Ordinance #18-09; Resolution for Approval to Close Dormant BMO Harris Bank Accounts; and Warrant #21 – including Expenses for Travel Expenses. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Matters from the Public

No remarks were noted.

Presentation

Regarding the IAPD/IPRA Award Recognitions received at the Best of the Best Award Gala on October 12, 2018. Director Clark said that the Park District received several awards at the gala. Clark thought it was important for folks behind the scenes to be recognized for their dedication with their colleagues. Clark introduced Horticulture Manager Zak and his crew who leads the parks' beautification, improvements and conservation efforts and, along with Supt. Nagle, Asst. Supt. Ludolph and other Facilities Department staff for their work with grants, etc. Horticulture Manager Zak said that this was a group effort and thanked the Park Board along with the Management Team. Zak highlighted his crew members: Bryan Duffey, Pat Okonek, Dan Kelley, James Roti, Caleb Johnson and Tom Dionne. Zak also wanted to mention crew member Bill Jones who was not able to attend tonight's meeting. The Park Board complimented the crew and thanked them. President Gould suggested a pizza lunch for the crew in recognition of tonight's award presentation and attendance.

Regarding Palatine Hills Golf Association report, PHGA President Mike Bower had to cancel tonight and plans to attend an upcoming Park Board Meeting in January or February to present.

Departmental Reports

The Park Board reviewed the previously distributed District Services and Projects Department Report. Supt. C. Tynczuk highlighted many report items including the completion of many Living Tributes and IT projects; and, the Volunteer Program had a significant increase in Park District volunteers.

The Park Board reviewed the previously distributed Recreation Department Report. Supt. Williams said that it was unfortunate with the timing of Fitness, Health and Wellness Coordinator Krueger's resignation and previously scheduled vacation time of both Recreation Superintendents, during this busy time with Turkey Trot preparations. Fortunately, Krueger will still help with the Turkey Trot event. Regarding Harper Aquatics, the programming is still going well and as of today over 1,000 registrations were processed; Williams noted that 62% of those registrations were Palatine residents and the 38% mix is from neighboring communities. With the opening of the new fitness center located by Quentin and Euclid Roads, Park District's fitness memberships are slightly down. Also, this new local competition has slightly affected the adult fitness classes; staff will continue to monitor the numbers.

The Park Board reviewed the previously distributed Annual Pool Report. Aquatics Manager Griffin highlighted that this year's Memorial Day weekend was one of the hottest holidays with all 3 days having temperatures over 90 degrees. Staff is looking forward to summer 2019 aquatics planning including Harper's year-round swim program. Discussion ensued regarding Commissioner Cozza's inquiry of closing all 3 pools at the same time; Commissioner Cozza said that it is disappointing for residents, especially since the weather had many favorable days for swimming. Staff reiterated the strong staff-power needed to run the pools and the difficulty of finding qualified staff with the seasonal pool staff returning to school and/or college; and, it was noted that the pool season opening/closing information was advertise and provided to folks at the time of registration; staff will look at alternating options.

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

New Business

The Board reviewed a previously distributed board summary for Approval of Change Order #1 regarding the 2018 Birchwood Pool Painting project. Commissioner Rogers moved and Commissioner Ruff seconded that the Board of Park Commissioners approve Change Order #1 in the amount of \$5,280 to do additional removal of loose paint to prepare the surface for painting. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary for the Award of Bid for Palatine Hills Golf Course Pond Dredging and Seawall Project. Commissioner Rogers moved and Commissioner Ruff seconded that the Board of Park Commissioners approve the lowest responsible bidder, R. E Hummel Construction Inc. of Island Lake, Illinois and enter into a contract in the amount of \$230,648 for Golf Course Seawall replacement and dredging. Commissioner Cozza asked if the plan is to replace the entire wall, staff responded that the project includes the southside; the northside is fine. In reply to President Gould's question, staff said that we have not dredged other areas of the District. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary for the Approval of Change Order #1 for 2018 Pond Dredge and Seawall Project Material. Commissioner Rogers moved and Commissioner Ruff seconded that the Board of Park Commissioners approve Change Order #1 in the amount of \$34,380.60 for the Pond Dredge and Seawall Project. Director Clark added that the project remains under budget. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

Executive Director's Report

The Park Board reviewed the previously distributed Executive Director's Report. Director Clark reported that Palatine Senior Township Citizens Council's Executive Director Carol Reagan is retiring; Reagan is going to miss the folks at PSTCC and helping the senior population. Asst. Supt. Danz informed Director Clark that PSTCC is securing a firm for the hiring search and the process is underway. In response to President Gould, Danz said that the Senior Center is their own entity. Regarding appraisal updates, Clark plans to schedule a closed session after the next Park Board Meeting; therefore, giving time to review and prepare for

discussion. Regarding the Quentin Road study meeting, which Commissioner Cozza, Supt. E. Tynczuk and Supt. Williams attended today, 2 options were discussed and they are looking for public opinions via online for the 2022-2023 projected start date. This is a significant project. Commissioner Cozza said that we need to make an appeal for safety and go with the 4 lanes with option 5C, it is common sense with the constant stream of cars. The wetland mitigation is part of the plan. Discussion ensued; Commissioner Cozza said that we need to plan and budget regarding the proposed concept for future planning on behalf of the Park District; Commissioner Cozza suggested looking at grant opportunities too; subsidized resources as well. Continuing with the EDR Report, Director Clark reminded everyone of the annual Staff Holiday Party on December 8, 2018 at Emmett's Brewing Company in Palatine and this Thursday's Intergovernmental Social at the clubhouse. Also, Clark complimented all Assistant Superintendents with executing the annual appreciation party for part-time staff, the party was a success.

Commissioners' Comments

Commissioner Ruff attended the Suburbanization of Poverty Impact Seminar with Supt. Williams last Friday and he said that it was very interesting. Williams remained for the "hands-on" simulation component of the seminar, which was attention grabbing. Commissioner Ruff said that it hit home when learning since 2008, Palatine's poverty numbers are up 15% and less than 7% are immigrants. Palatine has the most affordable housing and most units; therefore, the poverty number is higher in Palatine than any other local suburban area. The city is set up to handle the need; unfortunately, suburban areas are not as conducive. Commissioner Ruff anticipates assisting the Coalition Group with support.

Commissioner Cozza stressed that we need to response to the Quentin Road proposal and highlighted that option 5C concerning safety is favorable; we should submit a letter from the Park District. Commissioner Ruff suggested promoting individual responses too. Commissioner Cozza said that the Park District thoughts need to be summarized and conveyed before the deadline of November 30, 2018. Commissioner Cozza highlighted that he led a group of 25 folks for a Harper Facility tour of Building M which was an eye opening to his colleagues; they were impressed with the nice facility and now have awareness of the community facility. President Gould added that there is a nice sign for clinic visible on Algonquin Road; and highlighted that information regarding Building M should be posted on all media avenues.

President Gould thanked everyone who supported the R.A.H. fundraising event; Commissioner Rogers enjoyed the fundraiser and suggested that it would be nice to have additional sitting areas at the event. President Gould warned everyone about deer darting out on the roads during this time of the year, just a reminder to be careful.

Regarding future agenda items, currently no new matters were suggested.

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

NAY: None

ABSENT: None

Motion carried at 8:00 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Susan Gould
President

Future scheduled Park Board meetings:

November 27, 2018
December 11, 2018
January 8, 2019
January 22, 2019
February 12, 2019
March 12, 2019
March 26, 2019
April 9, 2019
April 23, 2019