



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

Call to order at 7:00 p.m.

Commissioners Present

Terry Ruff, President

Nicholas Sawyer, Vice President

Jennifer Rogers, Treasurer

Susan Gould

John Cozza

Staff Present

Keith Williams, Supt. of Recreation

Steve Nagle, Supt. of Facilities

Elliott Becker, Supt. of Finance

Jim Holder, Asst. Supt. of Parks & Planning

Joshua Ludolph, Asst. Supt. of Facilities

Toni Bruns, Stables Manager/Trainer

Joanna Walus, Stables Assistant Trainer

Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests

Billy Stewart, Palatine Park District Intern

Approval of Agenda

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

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

NAY: None

ABSENT: None

Motion carried.

Approval of Consent Agenda

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

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

NAY: None

ABSENT: None

Motion carried as amended.

Comments from the Audience

No comments at this time.

Departmental Reports

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

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

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

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

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

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

New Business

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

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

NAY: None

ABSENT: None

Motion carried.

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

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

NAY: None

ABSENT: None

Motion carried.

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

AYE: John Cozza, Nicholas Sawyer, Terry Ruff

NAY: Susan Gould, Jennifer Rogers

ABSENT: None

Motion carried.

Executive Director's Report

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

Commissioners' Comments

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

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

fence removed.

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

Regarding future agenda items, no items were mentioned.

Adjournment

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

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

NAY: None

ABSENT: None

Motion passed at 8:26 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

/s/ Trish Feid
Secretary

/s/ Terry Ruff
President

Next scheduled Park Board meetings:

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