



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