



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

Call to order at 7:00 p.m.

Commissioners Present

Terry Ruff, President

Nicholas Sawyer, Vice President

Jennifer Rogers, Treasurer

Susan Gould

John Cozza

Staff Present

Keith Williams, Supt. of Recreation

Ed Tynczuk, Supt. of Parks & Planning

Steve Nagle, Supt of Facilities

Cheryl Tynczuk, Supt. of District Services & Projects

Donelda Danz, Asst. Supt. of Recreation

Tina Becke, Asst. Supt. of Finance

Jim Holder, Asst. Supt. of Parks & Planning

Joshua Ludolph, Asst. Supt. of Facilities

Phil Riskin, Human Resource Manager

Patrick Griffin, Aquatics Manager

Michael Noens, Marketing Coordinator

John Wilhelm, Falcon Park Facility Manager

Ashley Schiavonce, Cultural Arts Coordinator

Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests

Molly Sicher and family, resident

Graham Nelson, Tiger Sharks

Jennifer Bolger, Tiger Sharks

Jennifer DeFranco, Celtic Soccer

Greg Post, Celtic Soccer

Carol Reagan, PTSCC

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

Approval of Agenda

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

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

NAY: None

ABSENT: None

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Gould moved and Commissioner Rogers seconded that the consent agenda be approved. By a roll call vote, the following items under the consent agenda were approved: Regular Meeting Minutes of March 28, 2017 and Warrant #7. Staff thanked Commissioner Gould and will make note of the description correction regarding one of the warrant items. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

### Comments from the Audience

No general comments were presented.

### Recognition

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

### Presentation

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

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

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

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

#### New Business

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

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

NAY: None

ABSENT: None

Motion carried.

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

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

NAY: Susan Gould

ABSENT: None

Motion carried.

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

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

NAY: None

ABSENT: None

Motion carried.

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

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

NAY: None

ABSENT: None

Motion carried.

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

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

NAY: None

ABSENT: None

Motion carried.

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

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

NAY: None

ABSENT: None

Motion carried.

#### Departmental Reports

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

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

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

Executive Director's Report

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

Commissioners' Comments

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

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

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

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

Adjournment

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

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

NAY: None

ABSENT: None

Motion carried at 8:27 p.m.

Respectfully submitted,

Trish Feid, Park Board Secretary

Attest:

/s/ Trish Feid, Secretary

Approved:

/s/ Terry Ruff, President

Next scheduled Park Board meetings:

April 25, 2017

May 9, 2017

May 23, 2017