



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 4<sup>th</sup> 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