



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 April 25, 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

Michael Clark, Executive Director

Keith Williams, Supt. of Recreation

Ed Tynczuk, Supt. of Parks and 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

Joshua Ludolph, Asst. Supt. of Facilities

Todd Ranum, Athletic Coordinator

Abby Krueger, Fitness, Health & Wellness Coordinator

Trish Feid, Park Board Secretary/Executive Asst.

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 April 25, 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 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 April 11, 2017; Approval of Change Order #01; Hamilton Playground Safety Surfacing; and, Approval of Warrant #8. 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 comments at this time.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Regarding Oak Park's previous playground, Supt. Tynczuk said that the equipment is now with Kids Around the World; the organization removed the apparatus today. Hamilton's 'pour in place' product installation is close to being finished; the playground area will be open next week. In response to Commissioner Sawyer, Tynczuk informed the Park Board that the product dries very quickly. The Parks pool crew is working hard on all the aquatic centers in preparations for Memorial Day weekend pool openings. In response to Commissioner Cozza's questions, Tynczuk provided updates on the new enhancements to Ost Field including the 5-tier bleacher; the new asphalt pad to support the trailer's permanent location for concessions; and, added a walkway from the track to press box, a pathway which is used for players' weigh-in process for the P.A.F.A. football games. Also, Tynczuk replied that the renovated work on Palatine Trail is from Hamilton to Palatine Hills Golf Course entry drive; the renovation project includes many major repairs.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle highlighted and encouraged the Park Board to join-in with supporting the upcoming POC event. The annual Cinco de Mayo festivity will take place at Falcon Park Recreation Center on Thursday, May 4, 2017 from 5:00 p.m. until 8:00 p.m. Continuing with the Facilities Department Report, Nagle mentioned the successful dance recital hosted at Cutting Hall; the annual Falcon Park turf cleaning; and, POC's fundraising program called the 'Dine and Share' at Deer Park's Chick-fil-a restaurant, which is scheduled for tomorrow night.

The Board reviewed the previously distributed Finance Department Report. Supt. Becker highlighted two areas that the Finance Department has been busy with, the audit and implementation of the new finance software. Finance staff is chipping away at punch list items with Incode; the biggest item remaining is importing January and February's data into the system, which should be completed this week. Commissioner Cozza asked about the length of the auditor's stay and the demand on staff during that time. In response, Becker said that the new software will help cut down staffs' time since the biggest problem with the audit processing is the existing/outgoing software. The auditors arrived last Wednesday and plan to leave on Friday. Commissioner Cozza expressed concern of staff needing to allow 10 of their work days annually for the audit team; Becker said that the length of time will get smoother. Director Clark added that the fieldwork process will more efficient next year with Incode, the new finance software.

The Board reviewed the previously distributed Fitness Center Annual Report. President Ruff introduced Fitness, Wellness and Health Coordinator Krueger to the meeting. Krueger reviewed many of Fitness Center Report items. Regarding the addition of Fitness Center's suggestion box Krueger has compiled the comments and thoughts of participants, gaining an understanding of the members' needs. The personal trainer program is underdevelopment; creating a formal process to be consistent with procedures; and, Krueger highlighted the popular 12-month fitness membership pass. Regarding future forward changes, staff is working on creative pass incentives; Krueger said there are challenges with the lack of space for additional desired equipment; and, the consideration of membership pricing adjustments. President Ruff inquired about ways to expand the fitness area; staff is looking at the print shop downstairs and the adjacent staircase areas; potential thoughts of a 2-story fitness center.

The Board reviewed the previously distributed annual Tennis and Pickleball Report. President Ruff introduced Athletic Coordinator Ranum to the Park Board. Ranum reviewed the background regarding the pickleball and tennis programming providers over the last several years; staff brought on First Serve of Palatine for the start of 2015 season because of the number of complaints and significant concerns of former provider's service. With the new provider, the program has grown substantially over the last two years and participants' numbers continue to climb; most growth is with the youth programming. The First Serve staff is great and easy to work with and we are not receiving complaints. Regarding the popular pickleball program averaging 41 players attending the program at Falcon Park, Ranum said the growing

sport is expanding and offering lessons for youth and adults; including private lessons; the group has formed a club with successfully recruiting pickleball players to the Palatine Park District program. Ranum said that he is looking forward to the project of expanding outdoor pickleball courts. In 2018, Community Park will have 6 pickleball courts and 1 tennis court.

Regarding the Basketball Program Season Report, Athletic Coordinator Ranum highlighted the successful season. Staff is working with Mr. Matt May to coordinate the timing of feeder league determinations and registration of the Park District basketball program. Also, staff is being proactive with D15 on enhancing communications to avoid scheduling issues of the practice cancellations. Ranum said that there is an increase with 1st and 2nd grade participants; he gave compliments to Park District staff Mr. Terry Nelson in assisting with the coordination of the basketball program. Clark added that Terry is doing a great job and the program went well this past season.

President Ruff noted there were no other Departmental Reports; the Park Board thanked staff for the various Department Reports; very nice annual reporting.

New Business

The Park Board reviewed a previously distributed board summary for the Approval of District's Organizational Chart. Commissioner Gould moved and Commissioner Cozza seconded that the Park Board of Commissioners approve the District's Organizational Chart as presented. Director Clark added that this is a State Accreditation standard and complimented staff with new format. In response to Commissioners Rogers' question, Clark said that all the positions posted are fully staff. 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 board summary for the Award of Bid regarding the Golf Course Entrance Gate. Commissioner Rogers moved and Commissioner Cozza seconded that the Board of Park Commissioners approve the lowest responsible bidder, Clauss Brothers Incorporated, in the amount not to exceed \$89,355.44 for the base bid of the entrance gate at Palatine Hills Golf Course. Commissioner Gould mentioned a correction with the vendor name; staff noted and will make the change. 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.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark updated the Park Board on the C.A.R.E. situation, and reiterated that staff is taking matters in hand and we are actively engaged; Supt. Williams has been very diligent. Regarding the April Board Alert Memo on various properties; Clark reviewed the parcels. There was consensus with the potential church property which

could be advantageous to the Park District; President Ruff added that the property should be considered for long term planning of land for open space of the Park District; Commissioner Gould added thoughts on the importance of available land adjacent to Park District' property. From Park Board direction, Clark said that staff will execute due diligence with short and long term objectives and prepare for presenting to the Park Board if there appears to be interest from the Church to sell. The other parcel to continue pursuing is the donated property of Mr. Bauman; Clark will be in touch with Park District Attorney Paine. Regarding Building M's groundbreaking ceremony at Harper College, it was a wonderful day for the Palatine Park District. In regard to upcoming events, Clark reminded the Park Board of the Arbor Day ceremony at Sycamore Park on Friday, April 28 starting at 10 a.m. and, the filing of SEI, Statement of Economic Interests with Cook County. Regarding transgender population, staff is preparing and creating full inventory of all facilities' accommodations and needs for addressing privacy areas which are gender neutral; and, District draft polices are in process. Lastly, Director Clark wanted to thank the Park Board for the well wishes regarding his father. Clark's dad is back home and resting well; out of critical stage.

Commissioners' Comments

Commissioner Cozza mentioned that he is serving on the Palatine Park District's Health Insurance Committee for determining staff members' insurance provider for this upcoming cycle; under in flux conditions this is an interesting subject and the committee is trying to keep it under control; it is a very hard committee to sit on. The committee is examining all opportunities to keep staffs' insurance program valuable and affordable.

Commissioner Gould complimented Horticulture Foreman Zak with coordinating the annual Arbor Day event at Sycamore Park.

Commissioner Sawyer is looking forward to Legislative Conference next week in Springfield.

President Ruff asked about Hamilton's parking lot expansion and stressed the immediate need for parking space; Supt. Tynczuk explained the development's plan to double the parking lot area; the entire parking lot should be completed next year. President Ruff highlighted a concern with young kids running across Smith Road on weekends with the busy soccer schedule at Hamilton. President Ruff said that he sees this situation as a priority now to accommodate a larger parking lot. Regarding a crossing guard or a volunteer, Commissioner Gould added that staff could talk to police about short term assistants for the next few months.

Regarding future agenda items, President Ruff said he would like to hear from Information Technology (IT) Department in regard to the Park District's preparations and defense on potential threats. When the IT Department presents their annual report, President Ruff would like an update on Palatine Park District's vulnerability; a report of security measures and what IT Manager Mangum believes are potential threats.

Commissioner Gould reiterated her future agenda item, which she suggested on March 28, 2017. Commissioner Gould expressed the need for a neighborhood playground or small sport field near Lake Cook Road and Nichols Road, by Route 53; Commissioner Gould said there are many children in that neighborhood and maybe there is something the Park District can do to help serve the area.

Adjournment

There being no further business to come before the Board on this date, Commissioner Cozza moved that the regular meeting be adjourned. Commissioner Sawyer 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 8:28 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Terry Ruff
President

Next scheduled Park Board meetings:

May 9, 2017
May 23, 2017
June 13, 2017