



Minutes of a Regular Meeting of the Board of Park Commissioners of the Palatine Park District, Cook County, Illinois, held in the Palatine Township Senior Center, in said District, at 505 S. Quentin Rd, Palatine, Illinois on May 24, 2016 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

Mike Clark, Executive Director

Keith Williams, Supt. of Recreation

Ed Tynczuk, Supt. of Parks and Planning

Steven Nagle, Supt. of Facilities

Elliott Becker, Supt. of Finance

Cheryl Tynczuk, Supt. of District Services & Projects

Donelda Danz, Asst. Supt. of Recreation

Joshua Ludolph, Asst. Supt. of Facilities

Jim Holder, Asst. Supt. of Parks and Planning

Trish Feid, Park Board Secretary/Executive Assistant

Citizens and Guests

Bob Alexander, PHGA Liaison

Brier Nelson, Swim Team Parent

Emil Borre, Swim Team Parent

Kim Pohl, Harper College

Phil Burdick, Harper College

Francesca Borman, Park District Student Intern

Approval of Agenda

Commissioner Rogers moved and Commissioner Gould seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of May 24, 2016 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 consent agenda items. Commissioner Rogers 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: the Regular Meeting Minutes of May 10, 2016; and Warrant #10. 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

Palatine Hills Golf Association (PHGA) liaison, Mr. Alexander, informed the Park Board that PHGA appreciated Director Clark attendance at the last meeting. The next meeting for the association is on June 9, 2016. Mr. Alexander mentioned that he is hearing many compliments about the golf course. Regarding the announcement of a special day, the Park Board and staff wished Mr. Alexander a wonderful birthday;

also, thanked him for his PHGA report.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Regarding the recent pool inspection of the seventeen year old pool, Supt. Tynczuk highlighted that the county's inspector reported that the Family Aquatic Center (FAC) is in good shape; FAC is ready for opening over the Memorial Day weekend. The preparation of the baseball fields has been a challenge to complete due to the weather; though, last weekend's Casey Pohl Tournament went very well. Summer planting is in progress with the arrival of annual plants; also, Horticulture Foreman Zak developed the new landscape design for Community Center, which will start once the Village construction is finished. The first attempt at removing the cooling sleeve at Hamilton did not work out; the company will try again. Regarding the last item to report, the Chickadee playground meeting with the surrounding residents is scheduled on June 6, 2016 at 6:30 p.m. at Falcon Park Recreation Center.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle highlighted the Head to Hills Fest, which had a respectable turnout even though the weather was harsh. Nagle is looking forward to hosting the event during suitable weather conditions with grander expectations; he also mentioned that he appreciated the help from staff and volunteers with the event. Falcon Park hosted a successful Cinco de Mayo event; special thanks to Commissioner Cozza with attending the event and giving back his winnings from one of the activities to the Palatine Opportunity Center (POC). Regarding another event at Falcon Park, Nagle said that the ICompete lock-in was a nice experience for the kids. Despite the poor weather for golfing, overall participation numbers at the golf course are respectable. Lastly, Nagle gave updates on the corrective actions regarding the MWRD project.

Asst. Supt. Danz introduced the Park District's summer intern, Francesca Borman. Danz said that Francesca is currently a senior at Western Illinois University pursuing a Bachelor's of Science Degree in Recreation Parks and Tourism Administration. The Board welcomed Francesca and looks forward to seeing her throughout the District during her twelve week internship.

President Ruff noted there were no other Departmental Reports. The Board thanked staff for their reports.

New Business

For discussion only and public awareness, Director Clark reviewed the development and potential partnership with Harper College and the Palatine Park District regarding Building M Pool Facility. Clark mentioned the Palatine Park District has a very longstanding relationship with Harper College; he mentioned several of the District's events and activities held at Harper College including the annual Turkey Trot race since 1998, the amenity of the Dog Park, the use of the college pool for the Palatine Park District's Tiger Sharks Swim Team and many other District programs, activities and special events. Clark said that he had the pleasure of meeting Dr. Ender, Harper College President, for the first time at the Palatine Park District's Intergovernmental Dinner in June of 2013. This was the beginning of Clark and Dr. Ender engaging in many conversations establishing a reputable association and friendship over the last three years. Continuing, Clark said that shortly after the Intergovernmental Dinner event, Dr. Ender informed him of Harper College's referendum plan, the college was looking to renovate or reconstruct Harper College Student Recreation Center (Building M). With having the strong history between the two agencies, the boundary of the campus, various affiliations and many other positive relations, Clark mentioned to Dr. Ender to look at the Park District as a potential partner with Building M Pool Facility. Clark expressed that the Park District is always looking to expand indoor recreation space. When Harper College decided to move forward, Dr. Ender contacted the Park District. From the prospect of this opportunity, together with the Park District's role as provider of the fitness and wellness programs; taking over the Continuing

Education programs; and, along with the control and access to the pool, the two (Harper College and Palatine Park District) agencies collaborated with willingness to partner. From that point, many closed session park board meetings and joint committee meetings took place over the last two years. As a result, Clark said that it is now time to announce to the public the Palatine Park District's intent and interest in the partnership with Harper College and Building M Pool Facility. Clark added that both agencies are still moving towards terms on items which can be agreed upon to make this partnership beneficial to both parties.

Pointing out the residents' top rated need/desired amenity from the District's Comprehensive Strategic Master Plan groundwork, Commissioner Rogers said that it is exciting to be moving forward on one of the identified items which keeps emerging as a need for the community.

Director Clark agreed and added that the District's community surveys have always identified the number one ranked indoor recreation need was an indoor pool, which was highly rated by far. Clark mentioned that the high school pools are used for the District's needs; though, time is limited after the high schools' curriculum is met. The high schools' pools and Harper College pool are the main indoor pool resources for the Palatine Park District. Therefore, this initiative goes a long way in meeting a longtime goal and is the number one identified need from the community-wide needs assessment as well, which was recognized throughout the extensive and thorough Comprehensive Strategic Master Plan process. Clark added that when discussions began of a potential partnership, the synergy between Dr. Ender and Clark was very obvious; this is a unique partnership with neighbors who already identified a substantial community and District need.

Turning to the audience, Commissioner Cozza asked if the folks present tonight are here for the interest of the pool; various attentive individuals were in attendance. Commissioner Cozza highlighted another valid point on behalf of the interest in an indoor pool for the community, which prompted the Park District's attention initially. Commissioner Cozza pointed out that Harper College's preliminary thoughts at the start of Building M's development and re-design did not include an indoor pool; it was a high probability that Harper College was not endorsing a pool. Commissioner Cozza stressed knowing that the community would not have Harper College pool caused a lot of thoughts and discussions with deliberating towards a significant partnership; Commissioner Cozza expressed that this is an opportunity to obtain our number one indoor need with a fellow governmental agency, which shares boundaries with the Park District. Commissioner Cozza stated that this is where it all began with the collaboration of the cooperative partnership and facility; with considering partnership and providing community awareness that there is an indoor pool to use. Commissioner Cozza continued to explain that this benefit will be to Harper College, Palatine Park District and residents. Having this benefit is not without cost; Commissioner Cozza reiterated that well over two years later, the Park Board continues to debate the possibility which is a big decision.

For the next step, Clark said that the two agencies will continue to work on terms and conditions of what might work out and ensuring mutual interests are in place; then Harper College and the Palatine Park District plan to present an agreement and understanding of partnership.

Previously distributed, the Park Board reviewed the first trimester progress reporting of the 2016 Agency Work Plan Goals; Director Clark said that staff completed identifying the agency's performance for the first trimester of the 2016 fiscal year; the year one action plan. The District's 2016 Work Plan Goals was presented and adopted by the Park Board in January of this year. Clark added that staff will continue to provide trimester progress reports to the Board on work and accomplishments that have been completed each trimester by agency and aligned department goals, which corresponds to the strategies and priorities resulting from the completion and adoption of the Districts' Comprehensive Strategic Master Plan. The District's Comprehensive Strategic Master Plan, which is the five to ten year vision of the Park District, was

approved and adopted by the Park Board on September 22, 2015. The next trimester progress report for Board review of the 2nd trimester will be the progress of work completed through August 31, 2016 and will be presented to the Board in September at a regular board meeting. Clark said that he is pleased with the progress, attentiveness and efforts of our staff to remain diligent and focused on our strategies and goals associated with the District's Comprehensive Strategic Master Plan. Clark complimented staff on the collaborative efforts in presenting the report.

The Board reviewed a previously distributed Board Summary pertaining to the approval of Sanborn School Parking Lot Renewed Intergovernmental Agreement (IGA). Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners approve the Sanborn School Parking Lot Renewal Intergovernmental Agreement (IGA) between the Palatine Park District, Village of Palatine and the Palatine School District 15 as presented. Clark summarized the shared use of the parking lot and the need to renew the expired intergovernmental agreement prompt by all the street improvements associated with the Village Hall renovation and adjacent Wood Street improvements. There are no new provisions of the Park District in this renewal agreement that was not part of the original agreement. This lot is used daily by park district staff, some of the school teachers, visitors and park district users. Routine maintenance is part of the condition to use and in the long run if and when replacement is agreed upon by each party the park district will need to participate in the cost. Commissioner Cozza wanted to amend the notice section of the IGA; suggesting the contact attention information should remain common such as current legal counsel, not the specific attorney's name; or, add 'current' ahead of the named attorney/firm within section six on page three. Director Clark made note of Commissioner Cozza's request. 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 pertaining to the approval of Professional Services Agreement with Sink Combs Dethlefs to perform a district wide Space Needs Assessment. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners approve the Professional Services Agreement with Sink, Combs and Dethlefs to perform a district wide Space Needs Assessment on the amount not to exceed \$55,765. Regarding one of the first initiatives of the District's Comprehensive Strategic Master Plan, Supt. Nagle said that staff team up to prepare this plan for conducting a District-wide Space Needs Assessment with thoughts from the community and Board. Staff team was satisfied with the vendor, which tied various thoughts from the District's vision and approach. Nagle also noted that the District has saved assessment costs by extracting data from the recent Master Plan. In response to Commissioner Rogers, Nagle reviewed the bid results of the vendors' proposed costs, which appeared to be broken down in groups of various gaging expenses. President Ruff inquired on how the firm will determine the space needs; Nagle replied that the numerous diverse consultants will view and analyze the prospects of space differently from how we operate currently. The firm suggested hosting open houses; working with visual mapping; etc. Additionally, the assessment plan will provide several conceptual options and cost considerations. The assessment is intended to provide the district with several options and suggestions to address recreation program space/trends, gap solutions, room efficiency solutions, storage solutions and maintenance vehicle solutions. 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.

Executive Director's Report

The Board reviewed the previously distributed Executive Director’s Reports. Director Clark thanked Supt. Becker for attending the recent IMRF workshop; there will be a presentation to the Board with the findings of the current rates which will go down slightly. Also good news for the 2015 final numbers for the HRA employee health insurance program which worked well; the District used only 59% of allowable dollars allocated for the self-funding; therefore, saved the District nearly \$96,000 in health insurance cost. Clark is looking for registration commitments to the upcoming National Recreation and Parks Association (NRPA) conference in October being held in St. Louis this year; accommodations for the hotel arrangements cannot be confirmed until we register. Regarding the Head to the Hills and the Volunteer Fair event, which both went well, Clark gave many thanks to staff for providing the opportunities to the community. Clark highlighted that the new Fair Labor Standards Act (FLSA) is proposing another federal mandated law from the Department of Labor, compensating minimum salary of \$47,476 or reclassified the employee to non-exempt status. In response to questions, staff is working on analyzing the impact and we are planning for the change though it may not change; if confirmed, it should be pretty minimal to the District.

Commissioners’ Comments

Regarding various prospects, Commissioner Rogers said we are going into exciting times at the park district; and looking forward to the possibilities and opportunities.

President Ruff gave special thanks to Human Resource Manager Riskin for the front row parking spot at the Head to the Hills event; President Ruff also stopped by the Volunteer Fair event. Also saw pickleball in action last week. President Ruff attended the start of the annual Casey Pohl Tournament and visited the tennis program’s open house at Eagle Park which had a great turnout; many activities going on throughout the District.

Regarding requested future agenda items; no items were presented.

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

NAY: None

ABSENT: None

Executive Session

President Ruff requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Ruff moved that the Park Board of Commissioners go into closed session for discussion of Section 2(c)(5) Open Meetings Act regarding the acquisition or lease of real property for the use of the District, Commissioner Gould seconded. The motion was unanimously approved by a roll call vote. The result of which follows:

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

NAY: None

ABSENT: None

Motion passed at 7:40 p.m.

Return to Open Session

Commissioner Ruff moved to come out of closed session and return to the regular meeting of the Board of Park Commissioners; Commissioner Sawyer seconded the motion which was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: None

Motion passed.

Action on Matters Considered in Closed Session

President Ruff said that the Board met in executive session and no further action is necessary at this time.

Adjournment

There being no further business to come before the Board on this date, Commissioner Ruff moved that the regular meeting be adjourned. Commissioner Sawyer seconded the motion which was unanimously approved by a voice vote at 9:25 p.m.

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

NAY: None

ABSENT: None

Motion carried.

Respectfully submitted,

Trish Feid
Secretary

ATTEST:

APPROVED:

/s/Trish Feid
Secretary

/s/Terry Ruff
President

Next scheduled Park Board meetings:

June 14, 2016
June 28, 2016
July 12, 2016