



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 Road in Palatine on June 14, 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 & Planning
Steven 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
Phil Riskin, Human Resource Manager & Safety Coord.
Kelli Hedding, Falcon Park Facility Manager
Ryan Repp, Assistant Falcon Park Manager
Abby Krueger, Fitness, Health and Wellness Coord.
Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests

Bob Alexander, PHGA

Kathy Millin, Palatine Opportunity Center Executive Director

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 June 14, 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 items posted on the consent agenda. Commissioner Rogers moved and Commissioner Gould seconded that the consent agenda be approved. In response to Commissioner Cozza's request and consensus of the Board of Park Commissioner, item 3D: approval of warrant #11 was removed from the consent agenda and moved as an item for discussion prior to approval. By a roll call vote, the following items under the consent agenda were approved: Regular Meeting Minutes of May 24, 2016; Closed Session Minutes of March 8, 2016, March 22, 2016, April 12, 2016, April 26, 2016, May 10, 2016 and May 24, 2016; and Approval of Ordinance #16-05 Prevailing Wage. 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.

The Board reviewed a previously distributed list of bills. Commissioner Rogers moved and Commissioner Gould seconded that Warrant #11, in the amount of \$1,329,320.66, be approved and released for payment. Commissioner Cozza inquired on various Warrant #11 payments. Following the calendar, Supt. Becker said that the warrant covered two payroll cycles for the District. In response to a few inquiries, Supt. E. Tynczuk reviewed the need for engineering services. Regarding a few of the projects, Tynczuk said that the Clayson House and the Carriage House had issues with rainwater collecting on the grounds, it will now be redirected; and, the cement project at Birchwood for the dock area needed informed direction. Doing the project right will save the District future costs concerning some of these newer types of improvements. Supt. Becker replied to the background check questions, the criminal background check service is a comprehensive search, which is more in depth by providing a nationwide search. Becker said that we will be reimbursed for some of the background checks' costs. Clark added that with the new policy in place and District consensus of the need to be more stringent, staff and volunteers are required to go through the background check process. Lastly, Williams provided information regarding the girls' lacrosse program fee; also mentioning the program provider and the District split program revenue: 75% to provider and 25% to the District. 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.

Comments from the Audience

Palatine Hills Golf Association (PHGA) liaison, Mr. Alexander, mentioned the upcoming meeting on July 14 at the Clubhouse for the association. President Ruff thanked Mr. Alexander.

Presentation

President Ruff welcomed Ms. Millin of Partners for Our Communities (POC). Ms. Millin said that she has been in the role of POC Director for 13 years and continues to have a great relationship with the Palatine Park District. POC has served the northeast Palatine area for 29 years and networks with various organizations, agencies, residents and volunteers. Ms. Millin informed the Park Board that the organization has changed its name several times over the years but remains the same organization. Partners for Our Communities, POC's new name reflects the importance of all partnering agencies within other communities outside of Palatine. Ms. Millin offered a grand thank you for all that the Palatine Park District does for the people in Palatine and added that whenever an issue comes up, the Park District is always ready to help. Millin thanked Falcon Park Facility Manager Hedding who serves on the POC Board of Directors along with assisting with the POC programming and numerous events. Ms. Hedding has done an outstanding job with POC. Continuing, Millin outlined several programs which are offered to families through POC such as the Family Learning Lab; PPD fitness programs in collaboration with POC staff/volunteers stepping in with child care support so that mom or dad can participate in a fitness program or take a class at Harper College, etc. Also, Millin expressed appreciation to Park District staff Megan Murphy, who finds volunteers to help provide the care service for after school. POC provides various classes/program where needed; serving kids for breakfast; and, when opportunity arises staff takes advantage of those times to talk with the parents to see what their needs are and what we can do for them. Millin stressed to the Park Board and staff that the program would be missing hundreds of children if not for the collaboration of partnering agencies. Regarding the onset of ICompete, which is a youth program that provides summer camps, mentoring and various sport and art clinics, Millin told her story of meeting Supt. Williams for the first time thirteen years ago to propose the new youth program. Today is full circle with the program, Millin was proud to report that many individuals helping with POC/ICompete are former participants now giving back to the community as volunteers. The Park District's collaborative efforts and support piece with quality staff as

role models and mentors is appreciated. Continuing, Millin mentioned other programs and services, including the opportunity to visit the nurse; drop in programs at Edgebrook Community Center; Roots' community garden and, the after school programs for kids who would like to stay at school longer. Millin's hope is for the organization to grow and maybe find opportunity where the Palatine Park District can provide even more since POC finds every service valuable. Again, Millin complimented Hedding for her continued support and sharing POC's ideas with District staff and Park Board to make things happen. Another big thank you to the Palatine Park Board, the continuous support to the northeast community is greatly appreciated. The Board thanked Ms. Millin for her report and on her efforts within the community.

Regarding the next presentation, Supt. Becker introduced Mr. Matthew of PMA Investment Management. Mr. Matthew, who provides product and service for a variety of municipal agencies, put together a cash flow planning program for the District. Mr. Matthew said that he has been working with Supt. Becker and Asst. Supt. Becke on the product. Mr. Matthew provided the Park Board with a power point demonstration of the overall plan, including a cash flow calendar that organizes with documentation of projected inflows and outflows of the revenues and expenses with investment information and fund balances. Continuing, Mr. Matthew explained how the product can accomplish the Park District's ability of various investment strategies by projecting the daily balance of District's surplus fund after anticipated revenues and expenses' totals. The product's number one objective is paying bills, the administrative efficiency to help with the visual schedule of upcoming bills; then optimizes investment earnings with focus on duration along with a conservative approach to plan for short term borrowing. The Park Board thanked Mr. Matthew for his presentation and working with staff on the cash flow management program of the District.

Departmental Reports

The Park Board reviewed the previously distributed Finance Department Report. Regarding tonight's presentation on the District's cash flow management program, Supt. Becker said that the Finance Department will be bringing updates to the Park Board. Becker highlighted that staff is getting prepared with anticipation of implementing the new finance software; staff had their first team meeting with the finance software project manager. Other updates include the start of the 2017 budget process; update on the tax report regarding the District's EAV which shows an increase of ½ percent; and, the phone system audit indicated cost sharing by the elimination of several existing phone lines. Becker gave compliments to Cultural Arts Coordinator Noens on the 'BlackBox' creation of "I Hate Hamlet"; it was an amazing production at Community Center's Music Room.

The Board reviewed the previously distributed District Services and Projects Report. Supt. Tynczuk highlighted that Human Resource department has been busy last month; the hiring process is going well with several new hires in place. During the first Volunteer Fair in May, staff talked to 50 interested individuals and we received 42 completed volunteer applications.

The Board reviewed the previously distributed Recreation Department Report. Regarding one of the recent new hires, Williams said that former park district employee, Eve Widmiaer, was part of the interview panel for the Fitness, Health and Wellness Coordinator; there were many strong candidates. Tonight, Supt. Williams was pleased to introduce Abby Krueger as that new coordinator. Krueger told the Park Board that she grew up in Palatine, went to Fremd High School and is grateful to be working in her new role at the Park District. Krueger started working at the Park District as seasonal pool staff during her high school years. Also, Krueger mentioned past positions within the fitness/wellness realm and she expressed excitement to be part of the District's fitness team. The Park Board welcomed her and looks forward to seeing her within the District. Williams and Supt. Nagle introduced Ryan Repp, Assistant Falcon Park Facility Manager. Repp thanked the Park Board and staff for this opportunity at the park district. Repp said unlike Krueger, he is working in the park district setting for the first time. Though, Repp brings with him operational and facility management skills from various sites across the county. Repp is thrilled to be part of the Falcon Park Team.

The Park Board welcomed him and looks forward to seeing him at Falcon Park Recreation Center. Continuing with the Recreation Report, Williams congratulated Public Information staff Scovic on her recent CPRP certification. Williams said that staff devotes a substantial amount of time and dedication to earn CPRP status by passing the NRPA Certified Park and Recreation Professional test. Regarding special events, staff was busy this spring. The Big Trucks event was a huge success; parking was a challenge as the event gets bigger every year. As mentioned during Supt. Becker's report, the BlackBox production was a new idea, an impressive program which went really well. Another event, the Fishing Derby, was very successful; the Park District did not need to dedicate a lot of staffs' time since the West Suburban Bass Anglers Club took over coordinating and running the Fishing Derby. Williams said that Athletic Coord. Ranum was onsite assisting where needed at Plum Grove Reservoir for the annual fishing event. Regarding another annual spring event, the Gymnastics show was well attended; Williams commented that watching the talented higher levels of gymnastics teams brings in many spectators, which is a value for all participants; inspiring visualization of working towards team level. Williams complimented all of the gymnastics staff too. Last item to highlight, Williams said that all of the pools have opened up; the District's best-ever opening day numbers. The pool check-in lines were long; pool employees were creative and formed lines by categories for efficient check-in process, which worked out well. President Ruff saw the first rescue of the year; staff did a great job; President Ruff was impressed with the pool staff.

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

New Business

The Board reviewed a previously distributed board summary for Consolidated Community School District 15 (CCSD15) and Palatine Park District Agreement regarding ground maintenance. Supt. Williams updated the Park Board on a recent change directed from the Inverness Park District, the Palatine Park District will now have priority of two additional fields; Williams added that this is a cooperative agreement and offered future flexibility. Commissioner Gould moved and Commissioner Cozza seconded that the Board of Park Commissioners approve and enter into an agreement with Community Consolidated School District 15 as provided in the included resolution. 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 approval of Birchwood HVAC/Controller Project change order. In response to Commissioner Cozza, Supt. Tynczuk said that the cost is in labor expense and the new Village codes, which prompted the need for the change order. Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners approve Change Order #01 in the amount of \$4,940.88 for the installation of 3" insulation on the exterior duct work for the HVAC unit. 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 approval of Hamilton Deep Well change order. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners approve Hamilton Deep Well Submersible Pump change order #01, awarded to Water Well Solutions of Elburn, Illinois, in the amount not to exceed \$7,790 to continue bailing efforts to regain total well depth. 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.

President Ruff noted there was no more new business to be addressed at this time.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report (EDR). Director Clark highlighted that the Village construction process is coming to a conclusion; the office space on Village side looks great and the facility department is moving into their new offices next week; the landscaping on Village area has started, the Park District will begin installation of our new landscape and aeration system once the exterior construction is completed on the Park District side. During tonight's closed session, Clark will have more details on the CCSD15 special board meeting. Clark shared information from a concerned Peregrine Lake homeowner who reached out to the Park District and MWRD in distress with the MWRD notion that the lake should retain to naturally evolve into a wetland. Regarding the Harper College IGA, Clark was pleased with the amended changes; we are working on a few other details. The intergovernmental agreement should be presented at the next Park Board meeting on June 28 for pending approval. In regard to Harper College's request, Clark asked the Park Board about a commissioner attending the two meetings: June 17 and June 22; Commissioner Cozza offered to attend both meetings regarding Harper College partnership of Student Recreation and Wellness Building. Several residents of the new Chickadee Park neighborhood attended a Park District organized meeting. Good feedback and positive ideas were developed from the meeting; Clark acknowledged staffs' efforts with the residents for planning the new playground and park area. Commissioner Rogers inquired about the potential new meeting room for hosting future Park Board meetings; Clark added that it would be convenient location. Also, the area has IT access along with building facility staff in place. With consensus of the Park Board for the month of July the Park Board meetings will be held in the new multipurpose room at Community Center on Wood Street. Formal announcements to publications and residents will be completed for this trial period. In response to Commissioner Cozza, Clark agreed if we need a larger room for an expected group, we could use the Village board meeting room.

Commissioners' Comments

Commissioner Gould mentioned the two fundraising campaigns that the Realtors Against Homelessness has planned for this year. The current fundraiser, which is new this year, offers \$100 raffle tickets to win either \$45,000 in cash or the car of your choice, the raffle drawing will take place at Mercedes Benz of Hoffman Estates on June 28 from 6 p.m. to 9 p.m. The other fundraiser will be held in the fall, details to be announced regarding the annual fundraiser event.

Commissioner Cozza said that Palatine's 150th celebration at the Clayson House grounds was fun; also, Cutting Hall performance of Urinetown had unbelievable actors in the musical.

Commissioner Rogers said that the first meeting with the indoor need assessment team went well; Commissioner Rogers plans to keep fellow Park Board members apprised of the progress over the next couple of months.

President Ruff reported that the pools are great!

Regarding future agenda items, Commissioner Cozza said that over the last couple of months, his concern has heightened regarding affiliate programs processing their own registrations and collecting the appropriate fees along with the Park District getting the correct participant fees as well. Commissioner Cozza would like to see an audit of numbers. Director Clark said that staff can provide the requested information. Also, concerning to him is the arrangement with new sport leagues pending initial affiliate status; Commissioner Cozza questioned the one day field use at no cost to pending leagues.

Executive Session

President Ruff requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Gould moved that the Board of Park Commissioners go into closed session for discussion of Section 2(c)(5) Open Meetings Act for the acquisition or lease of real property for the use of the District, Commissioner Rogers seconded. This 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 8:31 p.m.

Return to Open Session

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

NAY: None

ABSENT: None

Motion passed at 9:27 p.m.

Action on Matters Considered in Closed Session

Regarding the item of property for the District, President Ruff said that the Board met in executive session for the purpose of discussion; no further action is necessary at the time.

Adjournment

There being no further business to come before the Board on this date, Commissioner Gould 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 9:27 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Terry Ruff
President

Next scheduled Park Board meetings:

June 22, 2016 at CCSD15-Special Meeting
June 28, 2016
July 12, 2016
July 26, 2016