



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, July 11, 2017 at 7:00 p.m.

President Sawyer: call to order at 7:00 p.m.

Commissioners Present

Nicholas Sawyer, President  
Jennifer Rogers, Vice President  
Susan Gould, Treasurer  
John Cozza  
Terry Ruff

Staff Present

Michael Clark, Executive Director	Donelda Danz, Asst. Supt. of Recreation
Ed Tynczuk, Supt. of Parks & Planning	Tina Becke, Asst. Supt. of Finance
Steve Nagle, Supt of Facilities	Jim Holder, Asst. Supt. of Parks & Planning
Elliott Becker, Supt. of Finance	Phil Riskin, Human Resource Manager
Cheryl Tynczuk, Supt. of District Services & Projects	Trish Feid, Park Board Secretary/Executive Asst.

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 July 11, 2017 was approved.

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

NAY: None

ABSENT: None

Motion carried.

Approval of Consent Agenda

Due to difficulties with reviewing virtual board packet material and consensus of the Park Board, Commissioner Rogers moved and Commissioner Gould seconded that the consent agenda matters be moved to follow new business items. By a roll call vote, all consent agenda items were removed from consent agenda and placed under new business. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried as amended.

Comments from the Audience

No general comments were presented.

Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. Tynczuk highlighted various ongoing departmental projects such as discussions with the District's new insurance broker regarding the Intergovernmental Personnel Benefit Cooperative (IPBC) program; the

Compensation Study with GovHR; the launching of Microsoft 365; and, the Risk Manager is completing the final report for Recreation Department's Risk Assessment. In response to Commissioner Gould's inquiry, Supt. Tynczuk will correct the Living Tributes list.

The Board reviewed the previously distributed Recreation Department Report. Asst. Supt. Danz highlighted the report's Marketing and Communication's Digital Media Snapshot segment, one page display of good information and details of various media and social networking on behalf of the Park District. Commissioner Gould added that she has been posting Park District events on the 'Next Door' website, which has brought awareness of Park District activities and events to community folks.

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

New Business

The Board reviewed a previously distributed board summary for the Change in Processor and Encryption Vendors - Approval of Resolution #17-06. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners approve the early termination of credit card processing vendor contract with Moneris and the \$500 termination fee per negotiations with vendor. The motion was unanimously approved by a roll call vote as follows:

- AYE: Terry Ruff, John Cozza, Susan Gould, Jennifer Rogers, Nicholas Sawyer
- NAY: None
- ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary for the Change in Processor and Encryption Vendors - Approval of Resolution #17-06. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners approve Resolution #17-06, a Resolution approving that the District enter into an agreement with Card Connect for the credit card processor and encryption services and equipment as a means for the District to be compliant with PCI law and reduce service charge pricing. The motion was unanimously approved by a roll call vote as follows:

- AYE: Terry Ruff, John Cozza, Susan Gould, Jennifer Rogers, Nicholas Sawyer
- NAY: None
- ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary for the approval of a request for the Jaycees Fall Back Brew Fest 2017. Commissioner Ruff moved and Commissioner Gould seconded that Board of Park Commissioners authorize approval for the Jaycees use of Family Aquatic Center Parking lot on Saturday, November 4 with the hours stated on the presented letter. Staff shall be directed to coordinate assistance for the fest as listed in the request letter for set-up assistance. Supt. E. Tynczuk introduced Palatine Jaycees spokespersons Traci Hinshaw and Jennifer Hickman to the Park Board Commissioners. The representatives provided highlights of the new fundraising event. The Fall Back Brew Fest includes various samples of beer from 15-20 vendors and will also have food trucks on location; and, the intentions to sell 200 tickets in advance of the fundraising event. In response to Commissioner Rogers' questions, discussion of parking

concerns with other ongoing events during the time of the Fall Back Brew Fest was debated. Director Clark suggested that staff contact the church and D15 regarding the parking intergovernmental agreement and confirm parking availability for the event; Commissioner Gould trusted that staff would know the estimated parking needs for regular activities at the Park District and confirm with the church and school in regard to their parking availability. The motion was unanimously approved by a roll call vote as follows:

- AYE: Terry Ruff, John Cozza, Susan Gould, Jennifer Rogers, Nicholas Sawyer
- NAY: None
- ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary Award of Bid; Parkside Preschool Water Main Replacement Project. Commissioner Rogers moved and Commissioner Ruff seconded that the Board of Park Commissioners approve, the lowest responsible bidder, Mauro Sewer Construction, Inc. of Des Plaines, Illinois, in the amount not to exceed \$49,750 for Parkside Preschool Water Main Replacement Project. In response to President Sawyer’s question, staff stated that they received proper references. The motion was unanimously approved by a roll call vote as follows:

- AYE: Terry Ruff, John Cozza, Susan Gould, Jennifer Rogers, Nicholas Sawyer
- NAY: None
- ABSENT: None

Motion carried.

Regarding the board summary for review and approval of Administrative Manual Policy Section 2.08, consensus of the Park Board, the motion was tabled allowing for proper review of the policies. The motion was unanimously approved by a roll call vote as follows:

- AYE: Terry Ruff, John Cozza, Susan Gould, Jennifer Rogers, Nicholas Sawyer
- NAY: None
- ABSENT: None

Amended motion carried.

Regarding the board summary for review and approval of Safety Manual Policy Section 4.05-4.08, consensus of the Park Board, the motion was tabled allowing for proper review of the policies. The motion was unanimously approved by a roll call vote as follows:

- AYE: Terry Ruff, John Cozza, Susan Gould, Jennifer Rogers, Nicholas Sawyer
- NAY: None
- ABSENT: None

Amended motion carried.

The Board reviewed the previously distributed board summary and illustrations in preparation for discussion of location for a potential skate park. The Skate Park at Community Park is due for renovation; this is also a strategy and agency goal that was identified in the needs assessment and the District's Comprehensive Strategic Master Plan. Twelve sites were chosen based on the availability of 10,000 square feet for the new skate park. Staff developed detailed sheets showing desired amenities and neighborhood factors used to determine the best potential sites for the skate park. Complimenting staff with creating the grid of data for discussion of potential skate park sites, Director Clark added that the existing skate park has reached the end of its life cycle and that staff is at a crossroad with redevelopment. The Park Board reviewed proposed sites with variables of activities, both negative and positive as related to each park site; amenities; neighborhood; location/access; and, security. Commissioner Gould said that noise with the proximity to bordering homes is not considered and it should be another factor, sound carries. Many factors were debated and discussions ensued. Regarding Commissioner Ruff's question, staff will inquire with Palatine Police for their thoughts regarding the value of having a community skate park and what if the skate park was not replaced. Commissioner Cozza said that the police previously told the Park District the skate park is good for users to have a designated place instead of other Palatine facilities. Commissioner Gould added that it is hard to take away an established amenity in the community. In responding to Commissioner Rogers' question, Supt. Tynczuk said that we have a few inquiries regarding the existing skate park conditions. Commissioner Cozza considered Dutch Schultz Recreation Area for the potential skate park; and, suggested adding bocce ball courts as another feature at that site. President Sawyer mentioned that the bocce ball courts at Salt Creek Park District are frequently used. In response to the total estimated cost to build a new Skate Park, Supt. Tynczuk said the cost is \$280,000; adding that the costs of cement work alone is \$130,000. The demolition of the current skate park can be performed in-house. Considering all factors at this time, Margreth Riemer Reservoir or Community Park seemed to be the most desirable potential sites for the skate park, Director Clark reminded the Park Board that this is preliminary and no decision is needed at this time.

The Board reviewed the regular meeting minutes of June 27, 2017; Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners approve the regular meeting minutes of June 27, 2017 Park Board Meeting. The motion was unanimously approved by a voice vote as follows:

AYE: Terry Ruff, John Cozza, Susan Gould, Jennifer Rogers, Nicholas Sawyer  
NAY: None  
ABSENT: None

Motion carried.

The Board reviewed warrant #13; Commissioner Rogers moved and Commissioner Ruff seconded that the Board of Park Commissioners approve warrant #13 in the amount of \$925,881.38. The motion was unanimously approved by a roll call vote as follows:

AYE: Terry Ruff, John Cozza, Susan Gould, Jennifer Rogers, Nicholas Sawyer  
NAY: None  
ABSENT: None

Motion carried.

Closed Session Minutes of June 27, 2017 will be tabled and placed on July 25, 2017 Park Board Consent Agenda.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark highlighted a few items from his report. Director Clark thanked Superintendents Tynczuk and Holder on their efforts and coordination with the successful Jaycees' event, and to the Park staff with the creative home for the Park District's mascot, Sammy, on the parade float. Clark briefed the Park Board on the highlights from the recent meeting he had with Supt. Williams, Athletic Coordinator Ranum and the two main Pickleball representatives; Clark clarified many issues with the group. Regarding Cottonwood Park, Commissioner Cozza reported no recent negative activity; the neighbors are keeping watch and kids have been informed to call police.

Commissioners' Comments

Commissioner Ruff thanked Park staff for the great 4<sup>th</sup> of July float, which worked out well. Asst. Supt. Danz will confirm the instructor situation for the tennis program at Eagle Park since regularly two instructors are present. Commissioner Ruff said that he was able to visit the swim met last weekend; and, the annual Baseball Day event which was wonderful and it was a nice day. Commissioner Ruff added thanks to Park District staff for both events.

Regarding warning signs, Commissioner Cozza mentioned thoughts from a bike path in Madison, Wisconsin he recently used. Staff confirmed that we have signs posted for upcoming curbs and to slow down.

Regarding Commissioner Gould's inquiry, Asst. Supt. Ludolph has already submitted a service request for the Carriage House's rotting wood sections; Asst. Supt. Holder confirmed that staff will be able to start the trim replacement at the Carriage House after the Stables' project.

Regarding future agenda items, President Sawyer reported 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 Rogers seconded the motion which was unanimously approved by a voice vote.

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

NAY: None

ABSENT: None

Motion carried at 8:22 p.m.

Respectfully submitted,

Trish Feid  
Park Board Secretary

Attest:

Trish Feid  
Secretary

Next scheduled Park Board meetings:

Approved:

Nicholas Sawyer  
President

July 25, 2017  
August 8, 2017  
August 22, 2017