



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, August 8, 2017 at 7:00 p.m.

President Sawyer: announced 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
Keith Williams, Supt. of Recreation	Tina Becke, Asst. Supt. of Finance
Ed Tynczuk, Supt. of Parks & Planning	Jim Holder, Asst. Supt. of Parks & Planning
Steve Nagle, Supt of Facilities	Joshua Ludolph, Asst. Supt. of Facilities
Elliott Becker, Supt. of Finance	Trish Feid, Park Board Secretary/Executive Asst.
Cheryl Tynczuk, Supt. of District Services & Projects	

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 August 8, 2017 was approved.

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

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 Rogers seconded that the consent agenda be approved. Regarding Commissioner Cozza's question, staff said that it is typical for Towne Square to have costly water billings during the summer months. By a roll call vote, the following items under the consent agenda were approved: Regular Meeting Minutes of July 25, 2017; Approval of Resolution #17-07 for Northwest Special Recreation Association (NWSRA) Member District 2018 Contribution; Approval of Access and Utility Easement Agreement Amendment with Crown Castle, Village of Palatine and Palatine Park District; and, Approval of Warrant #15. 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.

Matters from the Public

No comments were presented.

Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. Tynczuk highlighted that staff is reviewing the insurance renewal contract; compensation study; and, working on various ongoing departmental projects such as the onset of the new office system for staff; Supt. Tynczuk invited the Park Board to attend the Microsoft Office 365 staff trainings, if interested.

The Board reviewed the previously distributed Recreation Department Report. Supt. Williams highlighted that the District is in the final stretch of summer. The season has been exciting; though, many challenges for camp programming. In September, the band 7<sup>th</sup> Heaven is rescheduled to play at the amphitheater since their previously scheduled appearance was cancelled due to inclement weather, which has also extended the baseball season as well.

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

New Business

The Board reviewed a previously distributed board summary for the review and approval of Administrative Manual Policy Section 2.09. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners approve Section 2.09 through 2.09.10 of the Administrative Policy and Procedure Manual as presented. 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 Award of Bid for the Equipment Purchase of Foley Reel Grinder. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners award the lowest responsible bidder, Reinders Inc. of Mundelein, Illinois, in the amount of \$38,382 for purchase of a demonstration model Reel Grinder. In regard to President Sawyer’s question, Supt. Nagle said that the reel grinder is machinery that sharpens equipment blades; staff follows a cycle of sharpening blades every 4 days. 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 the previously distributed board summary, power point and related documents in preparation for the Cost Recovery and Cost of Service Presentation. Concerning valid points mentioned during the spring board meeting regarding the review of an annual facility report, Supt. Becker said this triggered the start of the Cost Recovery and Cost of Service project, which was identified as a goal from the District’s comprehensive strategic master plan development. The concept is for better understanding of costs and revenue involved with operating District’s facilities, programming, events, etc. The goal is to show

transparency with financial and budgeting reporting without being cumbersome or setting unrealistic expectations. Becker added that once the finance software is completely in place, it will be the beginning to a better understanding of costs with the specifics and particulars showed in the process and details. Discussion ensued; thoughts of the graph model concept, for sorting categories and tiers, appeared favorable. Director Clark said that the District is at the beginning stage of this complex project to create a consistent and effective pricing and revenue practice. Commissioner Cozza added that once this model is developed it should be included in the annual president's newsletter to the community. The Park Board thanked Supt. Becker for his special presentation.

#### Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark thanked the Park Board for their support towards Northwest Special Recreation Association; Clark updated the Park Board on the upcoming meetings with Harper College; this will be round 2 of various meetings on specific topics regarding Building M Wellness and Recreation Center. Clark added compliments to Supt. Williams with the development of one central e-file system for both Harper and the District to share meeting notes and actions taken. Clark reported on the meeting with golf course staff; Clark brought up the Board concerns on adapting to the market and past practices. Clark said that staff thanked him for the feedback and he feels good about the direction staff members are heading. Director Clark and Supt. Nagle highlighted the upcoming ICompete event at Falcon Park; the Better Together event is scheduled on Thursday August 10 at 4 p.m.

#### Commissioners' Comments

Commissioner Cozza would like to revisit the information regarding tent options at Palatine Hills Golf Course; the tent can attract and accommodate larger outings. Commissioner Ruff suggested a potential area for the proposed tent, the grounds where pro shop is currently located is very suitable and conducive; he added thoughts to relocate the pro shop to lower level of clubhouse. Staff will provide the Park Board with information from the previous presentation. Commissioner Cozza shared comments that he was fine with PALS reviewing the Hamilton's Master Plan before the Park Board presentation of the draft; Commissioner Gould added her concerns; staff reassured the Park Board that it was expressed at the PALS meeting that this is a conceptual plan, NOT confirmed or approved.

Commissioner Gould reminded the Park Board and staff to please vote everyday by visiting [vote.bairdwarner.com](http://vote.bairdwarner.com) and select RAH, Realtors Against Homelessness, to benefit D211 high school students. Voting ends at the end of the month; 5 organizations will be chosen to receive \$24,000 in grant funds.

Regarding Hamilton's playground, Commissioner Ruff thanked the Parks staff; very nice. Concerning the pool technician's visit at Eagle Pool, Asst. Holder said that the specialist needed to reschedule; staff is looking forward to evaluation results. Commissioner Ruff gave compliments on the cleanup at Eagle; Holder mentioned it was all a matter of timing and that staff was already scheduled to perform work on the fields.

Commissioner Rogers said that she had the pleasure of seeing former Commissioner Andy McPherson and his wife Beth; Andy and family are doing well and sends his regards.

President Sawyer commented on the quick summertime season for the Park District.

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 Gould 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, Susan Gould, Jennifer Rogers, Nicholas Sawyer

NAY: None

ABSENT: None

Motion carried at 8:14 p.m.

Respectfully submitted,

Trish Feid  
Park Board Secretary

Attest:

Trish Feid  
Secretary

Approved:

Nicholas Sawyer  
President

Next scheduled Park Board meetings:

August 22, 2017  
September 12, 2017 (one meeting in September)  
October 10, 2017