



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, September 12, 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

Keith Williams, Supt. of Recreation	Jim Holder, Asst. Supt. of Parks & Planning
Ed Tynczuk, Supt. of Parks & Planning	Joshua Ludolph, Asst. Supt. of Facilities
Steve Nagle, Supt of Facilities	Phil Riskin, Human Resource Manager
Elliott Becker, Supt. of Finance	Joan Scovic, Communications & Marketing Manager
Cheryl Tynczuk, Supt. of District Services & Projects	Trish Feid, Park Board Secretary/Executive Assistant
Tina Becke, Asst. Supt. of Finance	

Citizens and Guests

Steve Konters, Hitchcock Design Group

Approval of Agenda

Regarding tonight's executive session, Commissioner Rogers requested to remove the closed session item from the agenda. Upon consensus of the Park Board, Commissioner Gould moved and Commissioner Cozza seconded that the revised agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of September 12, 2017 was approved as amended.

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

NAY: None

ABSENT: None

Motion carried as amended.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Gould moved and Commissioner Cozza seconded that the consent agenda be approved as submitted. By a roll call vote, the following items under the consent agenda were approved: Regular Meeting Minutes of August 22, 2017; Closed Session Minutes of August 22, 2017; Award of Bid for 2018 Park District Program Catalogs; Approval of Parkside Water Main Replacement Project Change Order #2; Approval of Family Aquatics Center Pool Painting Change Order #1; Approval of Community Center Shelf Floor Project Change Order #3; and, Approval of Warrant #17. 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.

Presentation

Supt. Tynczuk introduced Hitchcock Design Group representative Mr. Steve Konters to present Hamilton Park's master plan conceptual design, which was previously distributed to the Park Board and staff in preparation of tonight's meeting. The Park Board welcomed Mr. Konters to the meeting; he started his presentation by reviewing the current amenities surrounding the parcels of Hamilton Park campus. Referring back to the development of the District's Comprehensive Strategic Master Plan, Mr. Konters said that these are some of the features identified and then determined as part of the District's goal and objectives for Hamilton Park overall master planning. Mr. Konters reviewed the enhancements exhibited on the conceptual design such as trail expansion; parking lot modifications and improved pavement; playground areas with landscape improvements along with fencing for safety including expansion of play environment; staff maintenance building and parking; fitness stations; better signage; baseball improvements; soccer artificial turf, pickleball courts; inline sport zone; various spectator areas, some with shade; concession area, shelters and restrooms with picnic areas, etc. Mr. Konters said that the purpose of tonight's presentation is for Park Board feedback; then for staff to review and incorporate the suggested changes with the Hitchcock Group. Regarding some of the Park Board input and comments on the conceptual design, Commissioner Gould is not interested in the trail path continuing around Metropolitan Water Reclamation District (MWRD) retention area, having serious safety concerns of the isolated area attracting negative activity on the 'lookout' area of the trail. Though, Commissioners Rogers and Cozza agree with the trail path continuing. Commissioner Ruff likes maximizing the overall space and the community-feel; though, with more attractions, he commented that the campus is losing parking space, which is a current issue and causing safety issues for patrons and visitors. Several comments were provided for accommodating additional parking such as Commissioner Cozza's thoughts to remove inline skating zone from the plan since this amenity may work well within an imminent skate park design. Commissioner Gould said that this plan has a lot going on; and, has concerns about the Cunningham Drive access, Mr. Konters replied that the engineer is still looking at the access area and it is not confirmed. In response to President Sawyer's inquiry of the maintenance building and parking lot, Mr. Konters said that the new building is 60 x 100; parking space for patrons' use will be available. Regarding campus lighting and protective shields; Commissioner Cozza added his thoughts on using energy efficient LED products and shields to direct the light shine. In regard to fencing in the synthetic turf fields, the Park Board shared consensus of not being in favor of fencing; they support public access of the turf fields; typically, the Park District does not fence in parks or fields. Commissioner Cozza questioned if MWRD would allow the installation of synthetic fields; Mr. Konters will inquire. President Sawyer said that he does not like the outfield fencing; though, he understands the need for the homerun fencing which Mr. Konters added that this is another opportunity for a warning track and score board. Commissioner Ruff sparked conversation of master planning a site on the other side of town; and, the location of a potential skate park along with an inline skating zone. The Park Board asked about the conceptual design cost including the parking lots, staff estimated an amount of \$11,400,000 for the entire Hamilton Park's conceptual design plan, which can be phased-in as several individual capital projects, long or short term. It was mentioned the possibility for grant opportunities or partner funding to assist in the master planning development of Hamilton Park. In reply to Commissioner Rogers' inquiry on the next step for the conceptual design of Hamilton Park Master Planning, Mr. Konters said that from tonight's Park Board input, Hitchcock Design Group will work along with Park District staff to reconfigure parking lots and make revisions from the Park Board comments; then Board present the revised conceptual design, if desired, have discussion regarding an action plan. Also, Mr. Konters reminded the Park Board that he has offered to come back before the Board to assist with modifying 2018 agency goals and strategic plan on behalf of comprehensive master planning of the District.

The Park Board thanked Mr. Konters for his presentation; and, he thanked the Board for their feedback.

Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. C. Tynczuk highlighted that staff has begun the training push for Office 365 product especially the email component as we transition into the new email system on October 6, 2017. Tynczuk suggested looking at training portal, which has lots of material for self-training including quick videos. In response to Commissioner Rogers' question, Tynczuk said that we will not cease the former email system entirely; there is opportunity and time to migrate emails.

The Board reviewed the previously distributed Recreation Department Report. Supt. Williams reported that staff assisted with development of the 2018 sponsorship campaign by collaborating many thoughts, suggestions and ideas with Sponsorship Coordinator Selof. Williams inquired with the Park Board to share any input, suggestions and thoughts they would like to solicit regarding the upcoming year's sponsorship program. Continuing with the report, Williams highlighted several successful summer events including Feet Fest Race and Food Truck Frenzy, which are both popular family fun events. Staff is wrapping up the summer season and will be reviewing the various evaluations from programs and events. Commissioner Gould mentioned the extended opportunity for lap swimmers and swim team as Birchwood Pool remains open.

The Board reviewed the previously distributed Park and Planning Department Report. Supt. E. Tynczuk highlighted the busy start to fall with many developments in the works to secure a responsible bidder for the District's projects and the various ongoing projects as well. A few of the projects mentioned included surface rehabilitation pad for the trailer at Community Center's Ost Field; Oak Park basketball court pavement; screening program project for Community Center's roof HVAC units, which is out to bid again.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle highlighted the many projects both underway and ones within groundwork stage including Community Center gymnasium floor area; Falcon Park's freshly painted turf walls; Palatine Hills Golf Course's new entrance gate; Stables wash area. Other items mentioned include ICompete receiving D15 funding; golf staff supported the CDGA qualifier event; and, the upcoming annual Fall Fest on Saturday, October 14 at Meadowlark Park.

The Board reviewed the previously distributed Finance Department Report. Supt. Becker reported on a few unfortunate counterfeit attacks against the Park District; Dundee Road's Tax Increment Financing (TIF) is expiring and Village of Palatine will not expand. Regarding Commissioner Cozza's inquiry, Supt. Becker will look into confirming the Motorola TIF with a Schaumburg Village colleague; Commissioner Cozza stressed that this is a substantial area; the Park District needs to know the 'set a side' impact fees for recreational development.

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 the Adoption of District's Compensation Study and Implementation Plan. Commissioner Gould moved and Commissioner Cozza seconded that Board of Park Commissioners adopt the District's Compensation Study and approve the recommendations from the staff task force as outlined below:

- Staff title changes based on title definitions;
- Fair labor Standards Act (FLSA) designation of job classifications per the District's legal counsel determinations;

- Open-Range merit structure and classification plan;
- Service adjustment plan;
- Pay plan maintenance and endorsing future administration of the pay plan with biennial adjustment;
- Timing and implementation of salary adjustments in accordance with study results;
- Capped implementation of lump sum bonus of specific positions.

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 Contract for Customer Service Delivery System. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners award a contract with Heller and Heller to assist in the development of its Customer Service Delivery System at a cost not to exceed \$16,500. The Park Board expressed various thoughts regarding the proposed customer service product, considerations that staff could create their own best practices, structure and technique while saving costs. Various considerations were also mentioned in approval of the customer service delivery system, creating a system for everyone to be on the same page would be valuable being in a customer service driven industry; and, there is importance for onboarding training with job specific positions. The motion was approved by a roll call vote as follows:

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

NAY: Jennifer Rogers

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary for the review and approval of Administrative Manual Policy Section 2.10. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners approve Section 2.10 through 2.10.16 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 review and approval of Safety Policy and Procedures Manual Section 4.09-4.14. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners review and approve Sections 4.09 – 4.14 of the Safety 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.

Executive Director's Report

The Board reviewed the previously distributed Executive Director’s Report’s various clippings, attachments and correspondence material.

Commissioners’ Comments

Commissioner Gould commented on the kite fly event, it was a perfect day. On Saturday, September 30 at Palatine’s Berkshire Hathaway Home Services Starck Real Estate office will host easy drive-up and drop-off of items for shredding; Commissioner Gould said the collection will start at 2 p.m. Mark your calendars, on November 16, the Realtors Against Homelessness’ annual fundraiser event will take place at Chandlers in Schaumburg. Also, Commissioner Gould mentioned parking issues during the soccer tournament at Hamilton.

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 9:18 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

/s/Trish Feid
Secretary

Approved:

/s/Nicholas Sawyer
President

Next scheduled Park Board meetings:

October 10, 2017
October 24, 2017
November 14, 2017