



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, November 14, 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

Keith Williams, Supt. of Recreation

Ed Tynczuk, Supt. of Parks & Planning

Steve Nagle, Supt of Facilities

Elliott Becker, Supt. of Finance

Cheryl Tynczuk, Supt. of District Services & Projects

Donelda Danz, Asst. Supt. of Recreation

Jim Holder, Asst. Supt. of Parks & Planning

Joshua Ludolph, Asst. Supt. of Facilities

Phil Riskin, Human Resource Manager

Patrick Griffin, Aquatics Manager

Ashley Schiavone, Cultural Arts Coordinator

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 November 14, 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. By a roll call vote, the following items under the consent agenda were approved: Regular Meeting Minutes of October 24, 2017; Approval of Payment for the Village of Palatine's Installation of Community Center HVAC Units; Approval of Change Order #2 for the Asphalt Projects; Approval for the Adoption of Surplus Property Ordinance #17-11; and, Approval of Warrant #21. 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 the Risk Manager is ready to finalize the District's Risk Assessment Report as the last component has been completed.

The Board reviewed the previously distributed Recreation Department Report. Supt. Williams highlighted that the sponsorship tokens from the cancelled Fall Fest event were added to the Halloween Party's goodie bags, game stations, etc. Staff is reviewing the sponsorship program and position in preparation to replace the former Sponsorship Coordinator. Regarding the C.A.R.E. program, it is confirmed that the program will not continue to offer full day childcare during scheduled school days off for now; staff will re-evaluate next year.

The Park Board reviewed the previously distributed Annual Pool Report. Aquatics Manager Griffin highlighted that for the first time in 20 years, the District had all of the pools open to the public on the same day. It was a fun challenge having all 3 pools prepared and equipped; Griffin also gave compliments to Parks staff with their assistance to accomplish having the pools ready on opening day. Continuing with the pool report, Griffin said that fortunately there were minimum incidents with no 911 calls this summer. We had cooler weather this season; however, pool pass membership numbers were higher. There was high interest with parent/infant classes and private lessons, staff will add extra sessions in 2018. Griffin said that Birchwood Pool remained open through the end of September for the swim team and patron usage, which was well received and appreciated. New for this year was online booking for pool rentals, very successful and convenient for patrons. Lastly, Griffin added that reorganization of staff is under consideration as the District prepares for the opening of the Park District's indoor pool at Harper's Building M, Health and Wellness Center, in fall of 2018. The Park Board thanked Griffin for the great report.

The Park Board reviewed the previously distributed Sounds of Summer Concert Series Report. Cultural Arts Coordinator Schiavone highlighted several topics starting with various events held to celebrate the 30th year anniversary of the concert series program. Unfortunately, weather is always a challenge for the concerts; staff was able to update the alert systems for cancellations and provide other various notifications via social media. Staff received compliments regarding the availability of the concerts' update information. Schiavone also mentioned new sponsorship opportunities with the Encore Circle Membership program. Commissioner Cozza said that he had a great time at every concert he attended. The Park Board thanked Schiavone for the great report.

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

New Business

The Board reviewed the previously distributed information for Hamilton Park's Master Planning. In preparation for tonight's discussion and future conversations of the master plan, the components of the plan have been identified and the estimation of cost has been provided by Hitchcock Design Group, Musco Lighting and Gewalt Hamilton Engineering. Supt. E. Tynczuk said that the list consist of the preliminary cost and breakdown information of each project for the 97 acreage property, which is the next step for the planning of desired amenities and the future budgeting plans. Regarding the proposed development of Hamilton Park, Tynczuk mentioned a few projects that the District wants to complete including the expansion of the parking lot. Continuing, Tynczuk reviewed the entire list of projects with cost data. Discussion ensued; Commissioner Ruff wants to assure that the District is accomplishing the biggest yield for the investment. In regard to Commissioner Rogers' question, Tynczuk said that the project costs' numbers are independent of each other. Also, addressing Commissioner Ruff and other Commissioners' concerns, staff will give consideration of the entire plan when implementations of specific components

have been approved to avoid costly redoes within specific projects such as having engineer plans for additional extended lighting, etc. Concerning pickleball tournaments, rentals and lesson, Commissioner Cozza mentioned potential revenue opportunities with the growing interest of the pickleball sport. There was consensus to move forward with the parking lot and pickleball court area.

The Board reviewed a previously distributed board summary for the Approval of Resolution #17-09 for the proposed Fourth Amendment to the Site Agreement for the cell tower at Palatine Stables. Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners approve Resolution #17-09; the fourth amendment to the site agreement. 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 review and approval for Sections 4.20 – 4.22 of the Safety Manual. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners review and approve for Sections 4.20 – 4.22 of the Safety Manual. 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 for the Engineering for Palatine Trail Replacement of two bridges. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners approve, Christopher B. Burke Engineering TTD in Rosemont, IL in the amount not to exceed \$32,700 for preliminary design and cost estimates to remove and replace two bridges on the Palatine Trail west of Hicks Road. Regarding prerequisites for the trail bridges, Commissioner Cozza wanted staff to avoid over-engineering of the project. 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 (EDR). Director Clark was happy to report that we have endured another year with not freezing the property taxes; and, Clark gave an extended appreciation from Illinois Association of Park Districts (IAPD) for all the feedback our state representatives and senators received in support to not freeze property taxes. Commissioner Rogers

commented on State Representative Mussman's support of the property tax reform. Clark mentioned that the TIF meeting, which is arranged with Schaumburg's Village Manager and Park District Executive Director, there is a request of no elected officials to be present at the meeting. Continuing with the EDR, Clark said that today's Appraisal Performance training went well with covering the newly instituted manual and Performance Improvement Plan guideline; it was an informative and engaging training for staff who supervise full-time staff members. Clark thanked the Park Commissioners and staff for support at the Park Foundation's fundraising event; Clark was pleased to report that the organization net approximately \$8,000, which will be allocated for scholarships. Regarding Falcon Park Recreation Center's gymnasium fan project, the fans are on backorder; the installation is postponed for 6 weeks and staff will consider waiting until spring break to complete the project.

Commissioners' Comments

Commissioner Ruff enjoyed the part-time staff party on Friday and he gave thanks to the Assistant Superintendents for planning the recognition event.

Commissioner Rogers said happy Thanksgiving to everyone; and is looking forward to the annual Turkey Trot Race at Harper College.

Commissioner Cozza inquired about the Schaumburg TIF undertaking; Director Clark will be in touch regarding the conversation and preparation for the meeting with Schaumburg Village Manager and Schaumburg Park District Executive Director.

Commissioner Gould reminded the Park Board and staff of the Realtor Against Homelessness (RAH) fundraising event. Also, Commissioner Gould mentioned that RAH committee is keeping ticket price at \$50 for those interested in attending.

President Sawyer also wished everyone a wonderful Thanksgiving and he is looking forward to announcing the start for Turkey Trot Race.

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 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 8:09 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

/s/ Trish Feid
Secretary

Approved:

/s/ Nicholas Sawyer
President

Next scheduled Park Board meetings:

November 28, 2017
December 12, 2017 (one meeting in December)
January 9, 2018