



Minutes of the Special Meeting/Tour and Regular Meeting of the Board of Park Commissioners of the Palatine Park District, Cook County, Illinois, Special Tour held at 5:00 p.m. at Harper College Building M at 1200 West Algonquin Road in Palatine; and following at 7:00 p.m., Regular Meeting of the Board of Park Commissioners of the Palatine Park District, Cook County, Illinois, at the Village of Palatine Community Center in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday, May 8, 2018 at 7:00 p.m.

Special Meeting/Tour of the Board of Park Commissioners: Call to order at 5:00 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
Donelda Danz, Asst. Supt. of Recreation
Joshua Ludolph, Asst. Supt. of Facilities
Jim Holder, Asst. Supt. of Parks & Planning

Joan Scovic, Communications and Marketing Manager
Patrick Griffin, Aquatics Manager
Michael Noens, Digital Marketing Coordinator
Tony Gallagher, Swim Team Coordinator
Anthony DeMichael, Aquatics Coordinator
Trish Feid, Park Board Secretary/Executive Asst.

Approval of Agenda

Commissioner Cozza moved and Commissioner Gould seconded that the agenda for the special meeting/tour be approved. By a voice vote, the agenda for the special meeting/tour of May 8, 2018 was approved.

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

NAY: None

ABSENT: None

Motion carried.

Tour

The Board of Park Commissioners and staff participated in a special tour to view progress at Harper College Building M, Wellness and Health Building including Palatine Park District's indoor pool. No Park Board action was taken during the tour.

Adjournment

Commissioner Gould moved that the special meeting be adjourned. Commissioner Cozza seconded the motion which was unanimously approved by a voice vote. Motion passed at 5:49 p.m.

Regular Meeting of the Park Board of Commissioners: Call to order at 7:00 p.m.

Commissioners Present

Nicholas Sawyer, President
Jennifer Rogers, Vice President

John Cozza
Terry Ruff

Susan Gould, Treasurer

Staff Present

Michael Clark, Executive Director
Keith Williams, Supt. of Recreation
Ed Tynczuk, Supt. of Parks & Planning
Steve Nagle, Supt of Facilities
Cheryl Tynczuk, Supt. of District Services & Projects
Donelda Danz, Asst. Supt. of Recreation
Joshua Ludolph, Asst. Supt. of Facilities
Jim Holder, Asst. Supt. of Parks & Planning

Joan Scovic, Communications and Marketing Manager
Patrick Griffin, Aquatics Manager
Toni Bruns, Stables Manager and Trainer
Michael Noens, Digital Marketing Coordinator
JP McNamara, Community Outreach Coordinator
Tony Gallagher, Swim Team Coordinator
Keith Schmerer, Facility Coordinator
Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests

Erik and Donna Miller, residents
Jack Doherty, resident

Jennifer Bolger, Tiger Shark Swim Team Board President

Approval of Agenda

Commissioner Ruff moved and Commissioner Rogers seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of May 8, 2018 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 Ruff 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 April 24, 2018; and Warrant #9 – including Expenses for Travel Expenses. 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.

Comments from the Audience

Mr. Erik Miller, 136 West Cunningham Drive, Palatine, addressed the Park Board with his concerns on the proposed second driveway from Cunningham Drive into Hamilton Park; he added that the additional driveway serves no real purpose for the community and is a negative impact to the area. Continuing, Mr. Miller expressed his safety concerns, highlighting that all grade levels of the community schools including, elementary, junior high and high school all access Cunningham Drive. Also, he inquired about the proposed new maintenance building taking space away from the additional parking lot spaces needed; and, inquired why propose an additional access driveway if staff does not expect any extra traffic into Hamilton with the Master Plan expansion creating more activities and usage. Regarding the Open House for community input

and awareness of Hamilton Park Master Plan development, Mr. Miller said that he wanted to see and review the Master Plan's timeline and entire project costs. Mr. Miller said that he wants his comments, thoughts and ideas to be heard and have discussion before moving forward; and, Mr. Miller said that he realizes the effort of the Park District; although, he added that the Park District needs better ways to communicate. Commissioner Gould asked Director Clark to review the progression; Clark said that tonight is just presentation of the Open House discussion and feedback; the next step is for the Park Board to accept the engineering of the parking lot expansion, pickleball court and Palatine Trail connection; Clark said that the project costs are budgeted and earmarked until the engineering process confirms the proposed plan. Mr. Miller said he would like to see other options, to look at multiple plans to determine the best option; discussion ensued with thoughts to add a second entrance on Smith Road with light for kids to cross the street. The Park Board and staff thanked Mr. Miller for his time and attendance.

Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. C. Tynczuk said that there are a number of other projects out to bid and several projects scheduled with assigned project numbers. C. Tynczuk commented on the number of Park District volunteers working at various events.

The Board reviewed the previously distributed Recreation Department Report. Supt. Williams asked Communications and Marketing Manager Scovic to introduce the department's new full time hire, JP McNamara. Scovic said that JP is the Park District's Outreach Coordinator and staff is excited to have him onboard. The Park Board and staff welcomed him; JP thanked everyone and said that he is looking forward to the future. Regarding the Communications and Marketing Report, Williams said that it was a busy April and May continues to be just as busy. Williams mentioned that the new Aquatics Manager for the indoor pool, Anthony DeMichael, just started yesterday; DeMichael had joined the tour group earlier to view Harper's progress with Building M's renovation. Continuing to highlight the report, Williams mentioned the strong turnout for the children chorus performance; many of the new programs were successful this spring. Regarding the dog park, there have been challenges and difficulties with users self-policing the area. Williams reviewed the procedures regarding the unsupervised park. Director Clark said that staff is reviewing rules and have brainstormed new approaches with following the dog park rules; and information that patrons will receive more formalized procedures. Continuing with the report, Williams said that the Park District Gymnastics Team did a great job at regionals and highlighted a few other report items. Regarding an adult softball league sponsorship request, Williams and Director Clark reviewed the details; there was consensus of the Park Board to allow the Lamplighter's vendor to sponsor many teams the adult league teams.

The Board reviewed the previously distributed Written Swim Team Annual Report. Aquatics Manager Griffin and Swim Team Coordinator Gallagher presented the report. Reviewing the swim team past season, they highlighted many areas including registration numbers; the successful regional meets and positive exposure of the team at National level; reviewed the structure of the program, which allows all levels of interested swimmers to participate; and, the excitement with the new Park District Pool at Harper College. Mrs. Jennifer Bolger, Tiger Shark Swim Team Board President, mentioned the Swim Team Board's role to support the program, coaches and swimmers; together making it a fun experience for the team. Aquatics staff and Swim Team President Bolger thanked the Park Board for the opportunity to review the annual report. Director Clark and the Park Board thanked them for their support and time to the program.

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

New Business

The Park Board began the annual election process, nominations for the position of President for the 2018-2019 year were offered. Commissioner Rogers nominated Commissioner Gould for the position of Board President. There being no further nominations, Commissioner Rogers moved and Commissioner Ruff seconded that the nominations for Park Board President be closed; by a voice vote the motion was unanimously approved. Commissioner Rogers moved and Commissioner Cozza seconded to designate Commissioner Gould for the office of Park Board President. Upon the requested roll call vote approving Commissioner Gould for the office of Park Board President on behalf of the 2018-2019 year; the result of which follows:

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

NAY: None

ABSENT: None

Motion passed. The Park Board and staff thanked Commissioner Sawyer for serving and complimented him on a great job. Commissioner Sawyer gave the meeting over to President Gould.

President Gould asked to receive nominations for the position of Vice President for the 2018-2019 year. Commissioner Rogers nominated Commissioner Cozza for the position of Vice President. There being no further nominations offered, Commissioner Rogers moved and Commissioner Ruff seconded that nominations be closed; by a voice vote the motion was unanimously approved. Commissioner Ruff moved that Commissioner Cozza serve as Park Board Vice President for the 2018-2019 year; Commissioner Sawyer seconded the motion. The motion was approved as follows:

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

NAY: None

ABSENT: None

Motion passed.

President Gould moved that the appointment of Commissioner Ruff for Park Board Treasurer for the 2018-2019 year be approved. Commissioner Rogers seconded the motion. By a voice vote, the motion was approved as follows:

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

NAY: None

ABSENT: None

Motion passed.

Commissioner Cozza moved that the appointment of Trish Feid for Board Secretary for the 2018-2019 year be approved. Commissioner Ruff seconded the motion. By a voice vote, the motion was approved as follows:

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

NAY: None

ABSENT: None

Motion passed.

President Gould submitted for Board approval the following appointments for the period of May 22, 2018 through May 14, 2019: Mike Clark: Executive Director, Secretary Pro Tem, Representative to the Northwest Special Recreation Association, alternate Representative to the Metro Risk Management Agency and Park Foundation Liaison, and; Elliott Becker: Representative to the Metro Risk Management Agency, and; Joan Scovic: Liaison to the Greater Palatine Chamber of Commerce and Industry, and; Commissioner Cozza: Liaison to PALS (Palatine Affiliate Leaders) and Liaison to Employee Health Insurance Committee, and; Mike Clark and Trish Feid appointments as Open Meetings Act (OMA) officers, and; Mike Clark and Trish Feid appointments as Freedom of Information Act (FOIA) officers, and; Elliott Becker appointment of Compliance Office of drafting and updating of disclosures as they relate to bond issuance; and, Donelda Danz and Ed Tynczuk appointments as ADA Representatives. Commissioner Ruff moved to approve the list and Commissioner Cozza seconded. The motion was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: None

Motion passed; all those present agreed to serve.

President Gould said that with the concurrence of the Board, approve the proposed meetings of the Board of Park Commissioner of the Palatine Park District for 2018-2019; declaring that regular meetings of the Board will be conducted at the Village of Palatine Community Center Building, 200 East Wood Street in Palatine, Illinois on the second Tuesday and fourth Tuesday of each month, beginning at 7:00 p.m., excepting the months of September and December which will have one meeting. Commissioner Ruff moved and Commissioner Rogers seconded the motion, which was unanimously approved by a voice vote as follows:

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

NAYS: None

ABSENT: None

Motion passed.

The Board reviewed a previously distributed board summary for the Approval of the Amended Governance Manual; revised Sections 1.00 – 1.10.10. Commissioner Ruff moved and Commissioner Cozza seconded the Park Board of Commissioners approve the updated and revised Section 1.00 through 1.10.10 of the Board Governance Policy and Procedure Manual as presented. There was consensus of the Park Board to approve all policies excluding Policy 1.06.9; Director Clark added that it is a matter of timing and logistics with staff, once vetted out, Clark will present to the Park Board for approval. Commissioner Rogers moved and Commissioner Cozza seconded the Park Board of Commissioners approve the updated and revised Sections, 1.00 through 1.10.10 of the Board Governance Policy and Procedure Manual, minus policy 1.06.9 The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried as amended.

The Board reviewed a previously distributed board summary for the Stables Arena #2 Renovation. Commissioner Cozza moved and Commissioner Ruff seconded that the Board of Park Commissioners award Integral Construction, Inc. of Romeoville Illinois, the lowest responsible bidder, in the amount not to exceed \$70,732, the total amount of the Base Bid plus the Alternate A Bid, for the completion of the Arena #2 Renovation Project. Staff commented the references were favorable. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary for the discussion of Hamilton Master Plan 2018 Items. This item is for discussion only; staff is seeking direction regarding the engineering proposal to construct the Hamilton's Pickleball court, expanded parking and pathway. Supt. E. Tynczuk previously sent the comments from the Open House regarding Hamilton Master Plan's public input to the Park Board. E. Tynczuk reviewed the timeline for the 3 asphalt projects along with the formalities required. In response to Commissioner Rogers, E. Tynczuk confirmed the amount of \$40,000 is for the engineering of the projects, documents and permitting included. President Gould has concerns with the plan regarding the second entrance driveway and pathway; President Gould said that the expansion of the trail pathway near the reservoir will be completed invisible and fears it will attract nuisance with kids riding bikes near water. Commissioner Cozza shared his thoughts, stated that the trail behind his house is also invisible; although, with the amount of people using the trail they self-police the pathway area; it is a big amenity to the neighborhood. Commissioner Cozza said that this thought goes both ways and the more people on the pathway, the more visible and safer it becomes. Commissioner Ruff shared his thoughts on the Hamilton parking lot situation since he has spent a lot of time at Hamilton over the years with coaching, etc.; he believes the majority of cars that would be using the proposed Cunningham driveway will be folks leaving the park heading east to their homes within the neighborhood. President Gould would like to look at other options for the second entrance. Discussion ensued; staff will look into other options including one driveway 3-lanes wide (right, left and entering) along with the emergency drive when needed, using the driveway to the proposed Service Building; and, 2 driveways one ingress and egress both options off of Smith Road. Clark will ask the engineer to look at other entrance/exit options and see if they are feasible. Regarding the proposed Hamilton Master Plan amenities, Clark reviewed the progress of completing the District Comprehensive Master Planning back in 2015 which directed the District in moving forward from the input received by the community; Clark reminded the Park Board that this is a plan, which can change.

The Board reviewed a previously distributed board summary for C.A.R.E. 2017 Year End Disbursement of Surplus Funds. Commissioner Gould moved and Commissioner Cozza seconded that the Board of Park Commissioners authorize payment of \$157,519.33 to CCSD15, of which 50% of this balance shall be allocated to the "CCSD15 Master CARE Account" maintained by the CCSD15 Board, 25% of the balance shall be allocated to the CCSD15, and 25% of the balance shall be returned to the Palatine Park District. Supt. Williams confirmed Commissioner Cozza's comment that the term of payment is per the existing agreement of the before and after school care program; Williams added that CCSD15/C.A.R.E. Coordinator Fabjance will come before the Park Board in July and review the plans for the funds; Williams said that the funds typically are invested back to improve the C.A.R.E program. The motion was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Regarding Legislative Conference in Springfield last week, Director Clark commented that attendance was down this year and not much new movement in Springfield; although, there is good news-tax concerning tax freeze, which has lost traction. The auditors completed site work and reported that with the Incode conversion, the audit process was much better; final report will be before the Board in June. Regarding the hiring of Asst. Supt. of District Services and Projects, the interview panel has decided on 4 finalists. Regarding the potential property exchange inquiry, the resident may be considering the lease option. Regarding Arbor Day, Director Clark thanked President Gould for attending. Director Clark thanked the entire Park Board for attending the tour at Harper today; he appreciated the Board adjusting their schedules to arrive much earlier prior to tonight's regular Park Board Meeting. Supt. Williams has done an outstanding job with the preparation and collaboration within the Harper partnership; tomorrow's meeting at Harper is to work through many items. President Gould added that the new addition to the Building M is much larger than she thought; it is an incredible building. Commissioner Rogers inquired on the pre-registration numbers for the new Swing Fling Kick event, staff replied that an estimate of 24 individual are registered; Clark added thanks to staff assisting the Park Foundation with their new event at Palatine Hills Golf Course. Commissioner Cozza suggested that it may be a good idea to have an additional ticket price for non-event participation, perhaps \$20 for individuals who would like to attend; staff agreed and will definitely note the suggestion for next year's event planning.

Commissioners' Comments

Commissioner Rogers thanked Commissioner Sawyer for his service as Board President and for taking time to attend Legislative Conference in Springfield. The entire Park Board added thanks to Commissioner Sawyer. Regarding the tour today, Commissioner Rogers said that Harper's renovation of Building M is amazing and very impressive.

Regarding Commissioners Cozza's inquiry regarding the Palatine Road bike trail planning, staff is in touch with our contact person.

Commissioner Ruff suggested an interesting .5k run idea; staff liked the notion.

Regarding future agenda matters, President Gould noted that no agenda items were offered.

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

NAY: None

ABSENT: None

Motion passed at 8:41 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Susan Gould
President

Next scheduled Park Board meetings:

May 22, 2018
June 12, 2018
June 24, 2018
August 14, 2018
August 28, 2018