



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, June 12, 2018 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

Susan Gould, President
John Cozza, Vice President
Terry Ruff, Treasurer

Commissioners Absent

Jennifer Rogers
Nicholas Sawyer

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
Tina Becke, Asst. Supt. of Finance
Jim Holder, Asst. Supt. of Parks & Planning
Joshua Ludolph, Asst. Supt. of Facilities

Pete Cahill, Asst. Supt. of District Services & Projects (HR)
Joan Scovic, Communications & Marketing Manager
Christine Rice, Customer Service Manager
Patrick Griffin, Aquatics Manager
Michael Noens, Digital Marketing Coordinator
Anthony DeMichael, Aquatics Coordinator
Abby Krueger, Fitness, Health & Wellness Coordinator
Alison Shariatzadeh, Fitness Center Supervisor
Trish Feid, Park Board Secretary/Executive Asst.

Approval of Agenda

Regarding the executive session item, Director Clark said that there is no new information to report and suggested removing the item from the agenda. Commissioner Ruff moved and Commissioner Cozza seconded that the amended agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of June 12, 2018 was approved as amended.

AYE: Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: Jennifer Rogers, Nicholas Sawyer

Motion carried as amended.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Ruff moved and Commissioner Cozza 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 May 22, 2018; Approval of Ordinance #18-07 for Prevailing Wage; and, Approval of Warrant #11 – including Expenses for Travel Expenses. The result of the roll call vote follows:

AYE: Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: Jennifer Rogers, Nicholas Sawyer

Motion carried.

Comments from the Audience

No comments at this time.

Presentation

Regarding the previously distributed Harper College Marketing Plan, the Park Board welcomed Communications and Marketing Manager Scovic and Digital Marketing Coordinator Noens to the meeting. Director Clark said that the presentation is a follow up from Commissioner Cozza's request as we head into the final phase of Building M renovation at Harper College and to see how the Park District is promoting it to our residents and community. Scovic said that the 8 page service marketing plan highlights customer service, physical building appearance, memberships, pricing, process, etc. Regarding Commissioner Cozza's question of the cost of purchasing the fitness membership verses taking 1 credit course which includes fitness center, track and open swim, it was confirmed that it would be less expensive to buy the fitness pass; although, valuable taking credit course classes. Preferably, Director Clark and Supt. Williams both agreed that this would be Harper's goal having students taking classes and receiving fitness benefits. In response to another question, staff confirmed that the park district does not share Harper College registration revenue concerning open pool swim for students. Regarding President Gould's question on pool memberships, the Park District has a separate pricing structure. Staff received compliments on the brochure; staff said that Noens took the nice variety of pictures for the brochure.

The Park Board welcomed Superintendent of Finance to present the 10 Year Projection Model. Commissioner Cozza said that this model is a good tool; it is well thought out and very interesting to review; many assumptions. Director Clark said that he used this model at Batavia, it is a good guidance tool and it reflects a bigger picture of the operating and process for bonding. It is good ball park estimation; net profit and loss, bottom line numbers. Staff confirmed that this model will be updated every year and improved upon. Continuing with review, Supt. Becker said that the first column is data from the audit report. The replacement and repair fund and capital which is heavy next year, does show expense numbers dropping in following years. Regarding Commissioner Cozza's thought to eliminate total of reserves' information since adding fixed dollars can be confusing and it is not accumulative value. Commissioner Cozza also mentioned that the investment income looks interesting, making money off our money; although, possibly something looks off and it might be a little low. Becker will double check that number from bond investment. Regarding future presentations, Becker said that staff plans to have the District Cash Flow Plan on the July 10 agenda. Lastly, Commissioner Ruff inquired about resubmitting the audit assessment form, Becker said it was requested by the auditing committee to resend the Fraud Risk Assessment form to the auditors.

Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. C. Tynczuk introduced Peter Cahill, the District's new hire for the new position of Asst. Supt. of District Services and Projects (HR) to the Park Commissioners. Cahill said that he previously worked for the Village of Buffalo Grove as their Human Resources Analyst; he is interested in the park side and excited to start. C. Tynczuk said that staff has been busy with hiring this past month, including fulfilling the Risk Manager position.

The Board reviewed the previously distributed Recreation Department Report. Supt. Williams reported that staff included the United Palatine Coalition summary update, the community alliance has been under development for the past 1 ½ years. Williams reviewed the summary and mentioned Park District staff involvement. Communications and Marketing Manager Scovic has been active since April when the Community and Marketing committee was formed, now this group has developed into the Engagement Action Team. In the upcoming months, Fitness, Health & Wellness Coordinator Krueger and Preschool/Tots Coordinator Rude will join as part of the Community Health and Academic Readiness Action Teams. Discussion ensued on the community partnership and Commissioner Cozza believes that this alliance may melt into POC/ICompete. Williams said that this is broader; seeing what else is being done and more

partners and services; it is taking in all of Palatine from townships, Community Colleges, etc. It is very interesting. Continuing with the department report, Williams said that it was a perfect day for Big Trucks' event which attracted a huge crowd; Williams also complimented all departments that assisted to make this event successful. Summer activities are in process and overall everything is going well and hectic with weather conditions. Swim Team hosted a successful Shark Frenzy Swim Meet and will be preparing for the meet in July. The Casey Pohl baseball tournament was cut short this year due to weather. Regarding the Communications and Marketing Report, the division report highlights Community Outreach Coordinator McNamara who is getting very involved in the community and recently secured his first big partnership deal in the amount of \$10,000 with Zeigler Automotive of Schaumburg. The Report also illustrates that the Park District is very busy with events and activities daily; our presence is strong in the community.

The Board reviewed the previously distributed Fitness Center Annual Report. Supt. Williams introduced Fitness, Health & Wellness Coordinator Krueger and Fitness Center Supervisor Shariatzadeh to the meeting. Williams added that Fitness Center Supervisor Shariatzadeh is a big part of fitness program all around, she will be working part time as Program Coordinator at Harper College assisting Cultural Arts Coordinator Schiavone and Athletic Coordinator Ranum with various programming. Regarding the annual report, Krueger highlighted many items including the various memberships offered and future initiatives; the Healthy Mind and Healthy Body program for military veterans; personal training statistics; review of January 13, 2018 Fitness Center Open House event; survey results; and, price comparison chart for fitness center memberships and personal training sessions which shows that the Palatine Park District fitness opportunity is a good value for the cost compared against other park districts. Regarding some of the challenges, Krueger included items identified in the Space Needs Assessment; the opportunity for additional space would be helpful for popular partner training classes, and also for more equipment. Krueger said that staff is looking forward to the Ten Year Anniversary Event which has been scheduled for Saturday, October 6, 2018 with many discount opportunities, vendors and sampling of fitness classes on the shelf area. Krueger and Shariatzadeh said that the entire Fitness Center staff is looking forward to the Fitness Center's fresh appearance with new equipment this August; lots of multipurpose pieces.

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

New Business

The Park Board reviewed the previously distributed first trimester progress reporting of the 2018 Agency Work Plan Goals. Director Clark said that this is an ongoing process to give Board update on goals which are set up every year; the reporting tool is for reference and information. Clark responded to President Gould's question and said that the District remains on target with accomplishing goals.

The Board reviewed a previously distributed board summary for the Award of Bid for Fitness Center Strength Equipment Purchase. Commissioner Cozza moved and Commissioner Ruff seconded that the Board of Park Commissioners approves Direct Fitness Solutions, Mundelein, IL in the amount of \$21,365 for the purchase of strength equipment for the Fitness Center. The motion was approved by a roll call vote as follows:

AYE: Terry Ruff, John Cozza, Susan Gould

NAY: None

ABSENT: Jennifer Rogers, Nicholas Sawyer

Motion carried.

For Park Board discussion only, staff previously distributed material and 5 conceptual plans for Community Center indoor track railing improvement. Staff seeks consensus from the Board of Park Commissioners regarding potential improvements to the Community Center indoor track railing and direction for staff to pursue the project in the future. Asst. Supt. Ludolph reviewed the earlier attempts for improvements to the outdated and worn look of the track area; also mentioned the unsuccessful bid process for the previous attempt for the rail project a couple of years ago. For tonight's discussion, staff has provided options to consider for the rail replacement. In response to President Gould's question, Ludolph said that the rail is safe, parts of the lower fence sections has temporary light damage due to fencing getting bent. The vinyl top needs to get replaced; although, it is not a hazard. Commissioner Ruff asked how the price of the rail replacement project had increased so significantly over the years and Ludolph explained that originally the pre-fab panels were considered first; now staff is working with an architect for railings specifically designed for gymnasiums. President Gould asked why there is such a range of prices within each option; Ludolph said that due to variety of material the costs vary. Ludolph said that everything will be new including posts which are part of scope. Concerning the condition of the current concrete foundation, Commissioner Ruff wants to confirm that the company knows what they are working with. Commissioner Ruff questioned the anticipated repair of the concrete holes which may end up being a part of project and but not part of current cost estimates. Staff will confirm. In response to Commissioner Ruff's question, Ludolph said that the project may take at least 2 weeks to complete. There was consensus from the Park Board to include the railing system project in the next budget; and, regarding choice of railing system design, illustration #5 was selected by agreement.

The Board reviewed a previously distributed board summary for the Benefit and Fee Waiver Policy. Commissioner Ruff moved and Commissioner Cozza seconded that the Park Board of Commissioners approve the revised Benefit and Fee Waiver Policy as presented and said policy will become effective on January 1, 2019. Following the Illinois Code, Director Clark outlined and highlighted the changes within the policy. Discussion of tax implementation and benefit changes ensued. Director Clark agreed that some changes are hard to digest. At an earlier Board Meeting, Clark heard Commissioner Rogers' direction to make sure the Benefit and Fee Waiver Policy is lawful and properly administrated. In response to questions, Director Clark and Supt. Becker replied that the policy was reviewed by the Leadership Team with feedback received; then, the final draft was vetted out by Park District Legal Counsel, Tressler LLP. Commissioner Cozza said it is hard to look at it; although, understands. Clark reiterated that this is the best practice and mentioned that he used comparable park districts data when revising the policy. Clark said that it is difficult to be the one to execute the change; however, it is important that the Park District is following best practice and the Illinois Code. Acknowledging Commissioner Cozza's comment, Director Clark will adjust the language in the golf section regarding published rates to avoid confusion. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the Approval of Use of Capital Reserves – VOP IDOT Bike Path Grant. Commissioner Ruff moved and Commissioner Cozza seconded that the Park Board of Commissioners approve the use of \$70,000 in Capital Fund Reserves to participate in engineering cost sharing with the Village of Palatine for the installation of a connecting bike path adjacent to Harper Community College campus in connection to the awarding of a \$400,000 grant through the IDOT. Commissioner Cozza said that this is great; although, it would be nice to have a connection on the south

east corner. Regarding a call that Asst. Supt. Holder received from the Schaumburg Village Engineer a while ago concerning extending the bike trail from Quentin and Algonquin Roads to Plum Grove Park area, Holder directed the engineer to call Metropolitan Water Reclamation District (MWRD); Commissioner Cozza said to contact the engineer and see if they will consider bringing the bike path connection from Roselle Road. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the Approval; Celtic Soccer 2018 Affiliate Agreement. Commissioner Ruff moved and Commissioner Cozza seconded that the Park Board of Commissioners approve and direct staff to execute the Celtic Soccer Club Affiliate Agreement for 2018. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the Access & Utility Easement agreement with Verizon Wireless, Inc. for the Cell Tower at Osage Park. Commissioner Cozza moved and Commissioner Ruff seconded that the Park Board of Commissioners approve the Utility and Access Agreement with Verizon Wireless Inc. as presented. Staff informed the Park Board that this process is the formality to allow utility access on the property; improvement to the grass area will be restored upon completion. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the Approval; Distribution of Palatine C.A.R.E. funds. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners approve the distribution of \$60,000 from the Master C.A.R.E. account reimbursing Community Consolidated School District 15 (CCSD15) for the renovation of the Lake Louise Playground. Supt. Williams confirmed Commissioner Cozza's inquiry that this is the purpose of the funds to support a need; the process to release funds from the accumulated Master C.A.R.E account needs formal approval. C.A.R.E. participants currently use this playground during scheduled C.A.R.E. activity times. The motion was approved by a roll call vote as follows:

- AYE: Terry Ruff, John Cozza, Susan Gould
- NAY: None

ABSENT: Jennifer Rogers, Nicholas Sawyer

Motion carried.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark mentioned that many of his report items were well covered during tonight's Board Meeting. Clark reminded the Park Commissioners of the 50th anniversary celebration at Palatine Hills Golf Course on Friday, June 22 from 5:00 p.m. to 7:00 p.m. In response to President Gould's question, Supt. Tynczuk replied that the Hamilton trail project is scheduled for this year; and confirmed some of the trail areas will soften with supplementary landscaping.

Commissioners' Comments

Commissioners Ruff mentioned that Park Foundation event was a nice fundraising event; it is a good start for hosting annual fundraiser events at Palatine Hills Golf Course and enjoying some of the golf course amenities. Commissioner Ruff gave thanks to staff for their time working the event, it was mentioned that the Foundation netted approximately \$2,400 from the new event. Commissioner Ruff said that during his visits at 2 of the park district pools over Memorial Day weekend, he noticed that the pools were well staffed; staff was very visible on site. Regarding a recent Celtic Soccer Board Meeting, Commissioner Ruff noticed a lack of support towards the Park Foundation; overall, it was a good meeting and he was able to answer questions. The Library Story-Walk opening was well attended; Commissioner Ruff had the opportunity to read one of the pages on the walk. The dance recital continues to get better every year; Commissioner Ruff enjoyed another wonderful dance recital. Commissioner Ruff inquired about Community Center's gym having warm temperatures and wanted to confirm that staff is aware of the gym temperature during the early hours.

Commissioner Cozza was glad to hear that the Library Story-Walk ceremony had a good turnout for the gathering; and it was a beautiful morning for reading the story.

President Gould agreed that the Library Story-Walk time was very nice and it was wonderful seeing a great turnout of folks. President Gould gave compliments to Commissioner Ruff on attending so many Park District event, way to go Terry!

Regarding future agenda matters, no items were mentioned.

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

NAY: None

ABSENT: Jennifer Rogers, Nicholas Sawyer

Motion carried at 8:31 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Susan Gould
President

Next scheduled Park Board meetings:

June 26, 2018
July 10, 2018
July 24, 2018
August 14, 2018
August 28, 2018