



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 14, 2018 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

Susan Gould, President

Terry Ruff, Treasurer

Jennifer Rogers

Nicholas Sawyer

Commissioner Absent

John Cozza, Vice President

Staff Present

Michael Clark, Executive Director

Keith Williams, Supt. of Recreation

Ed Tynczuk, Supt. of Parks & Planning

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)

John Wilhelm, Falcon Park Manager

Jon Seidenzahl, Falcon Park Assistant Manager

Megan Shahinian, Stables Assistant Manager

Michael Noens, Digital Marketing Coordinator

Trish Feid, Park Board Secretary/Executive Asst.

Approval of Agenda

Commissioner Rogers moved and Commissioner Ruff seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of August 14, 2018 was approved as presented.

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

NAY: None

ABSENT: John Cozza

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Through Board consensus, there was direction from the Park Board that the warrant item be removed from the consent agenda and moved to new business as item VI E. Commissioner Rogers moved and Commissioner Ruff seconded that the consent agenda be approved as amended. By a roll call vote, the following items under the consent agenda were approved: Regular Meeting Minutes of July 24, 2018; Northwest Special Recreation Association (NWSRA) Annual Member Contribution; Intergovernmental Agreement by and between the Village of Palatine, and the Palatine Park District, for the Combined Internet Access; and, Intergovernmental Agreement by and between the Village of Palatine, and the Palatine Park District, for the use of High Speed Communications System. The result of the roll call vote follows:

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

NAY: None

ABSENT: John Cozza

Motion carried as amended.

Comments from the Audience

No comments at this time.

Departmental Reports

The Park Board reviewed the previously distributed District Services and Projects Department Report. Human Resources Department is having difficulties with the hiring process since it is a tight market with less candidates; and, candidates negotiate their job offers. In response to Commissioner Rogers, various opportunities are being used for advertising. Commissioner Rogers suggested that the Daily Herald may be worth a try for some positions. President Gould added the idea to post job announcements on the Nextdoor, neighborhood social network. Commissioner Ruff recommended getting the word out via the affiliate groups; suggested adding Park District's job openings information on the PALs agenda. Asst. Supt. Danz said that the District has a lot on social media to inform the public of hiring needs. Asst. Supt. Cahill said that the hiring difficulty is a trend; marketing is a huge help for the District.

The Park Board reviewed the previously distributed Recreation Department Report. Supt. Williams informed the Park Board that staff is working in the newly renovated Building M at Harper; staff training is ongoing every day with a different training to learn; registration for aquatics is over 257; at the moment, aquatics membership numbers are low along with classes in fitness and dance programming. Williams said that this is expected at the beginning; and, once the instructors have a following of participants, numbers will change. Regarding the recent special event, the Canine Carnival had some challenges since more neighboring towns do not require a village dog license, and the Village of Palatine enforces residents to purchase an animal license; therefore, this created issues at the event check-in with residents without proof of the VOP animal license were having difficulties entering and seeing the non-residents getting in to the event without an animal license because their hometown does not enforce the license. Discussion ensued regarding this situation and staff will confer with the Village on a solution. Other monthly report topics include updates from the Chorus group, which toured and performed at Disney; outdoor pool usage report looks good for the month of July and for August at the moment. The weather makes folks feel like its summertime; therefore, closing of one of the three pools is always a challenge. The District puts forth the best effort to provide swimming during the remaining weeks after school has started; unfortunately, the Family Aquatics Center needs more man power. Also, now there is staffing needs at Harper to fulfill. Understanding the situations, Commissioner Ruff directed staff to have concerned residents talk to him. With seasonal staff returning to college and high school, it is not unreasonable to close down one of the 3 pools. It is a good opportunity to market the new indoor pool at Harper. Regarding Communications and Marketing Division promoting the 2 re-openings of Dove and Hawthorne Playgrounds, everyone had a great time. During the Dove Playground event, some of the police officers were playing with the neighborhood children; both openings were feel good events of the District. The Communications and Marketing Division is still looking for Claire's replacement; President Gould might have a lead on someone for the Graphic Designer position.

The Park Board reviewed the previously distributed Winter Program Evaluation Report. Supt. Williams thanked Asst. Supt. Danz for creating and bringing the former evaluation report before the Park Board between the various new software update systems and difficulties with accumulating and reconciling data. Asst. Supt. Danz began with happy news from the Tiger Sharks, Coaches Gallagher and Thompson are very happy with the opening of the Park District's new pool on Harper Campus, the swim team group have been traveling to Streamwood and a lot of other different places for the past 5 years so they are very excited. Commissioner Sawyer inquired about the hours for the swim team, Asst. Supt. Danz responded that the hours of swim time is what we needed between the high schools and the new pool at Harper, the program is in great shape. Regarding the report highlights, Danz mentioned that all Preschool facilities have Wi-Fi access and are now able to hold registration onsite during preview events; special thanks to IT Manager Mangum and Aquatics Manager Griffin. Concerning the reported challenges, staff struggles with

maintaining teen's programs and staff continually tries to generate more new classes; also, getting community teens involved in the development and input. Danz said that Visual Arts programming has the same problem. President Gould mentioned HGTV Pinterest with a massive collection of craft project ideas. Climate control in classrooms is a challenge for programming situation when the room set-up switches between different types of classes such as tranquil (warmer temperate) yoga and active children classes. The long awaited Piano purchase regarding District use for room 1B programming is secured this month; President Gould mentioned if there are other interests in obtaining pool tables and pianos, to check-in with her. Regarding the chart on page, which is new in the report, the revenues is on point; although, the anticipated expenses are not always promptly turned in, sometimes expenses are turned in at one time of the year for some; continuing, the participations numbers are good; staff will build upon the data in future reporting.

New staff members were introduced to the Park Board, Falcon Park Asst. Facilities Manager Jon Seidenzahl and Stables Assistant Manager, Megan Shahinian. The Park Board welcomed the new employees.

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

New Business

The Board reviewed a previously distributed board summary for the Award of Bid for the 2018 Asphalt Project. Commissioner Ruff moved and Commissioner Sawyer seconded that the Board of Park Commissioners approve the lowest responsible bidder, Chicagoland Paving of Lake Zurich, Illinois in an amount not to exceed \$934,481.50 for the 2018 Asphalt Project. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the Award of Bid for the 2018 Asphalt Maintenance (Sealcoating) Project. Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners accept the lowest responsible bidder, Hastings Asphalt Services of Harvard Illinois, in the amount not to exceed \$27,749 for the 2018 Asphalt Maintenance Project. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for Approval of the 2018 Playground Project Change Order #1. Commissioner Ruff moved and Commissioner Sawyer seconded that the Board of Park Commissioners approve Change Order #1 in the amount of \$4,000 to add curbing and additional walk replacement to Dove Park and install a new drinking fountain at Hawthorne Park. The motion was approved by a roll call vote as follows:

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

Motion carried.

This item is for information purpose and for Park Board update regarding the Palatine Celtic Soccer Labor Day Tournament amended field use request. Asst. Supt. Holder said that Park District staff has suggested and recommended the use of two additional fields, Falcon Park and Osage Park, for the Palatine Celtic Soccer Labor Day Tournament being held Friday, August 31 through Monday, September 3, 2018; in lieu of Palatine High School field space which is no longer available. The Park Board thanked staff for update.

The Board asked to have the warrant moved to new business for approval; discussion; and, for clarification on the warrant to include vendor name details regarding MB Financial Bank Transactions. Commissioner Rogers moved and Commissioner Ruff seconded that the Park Board of Commissioners approve Warrant #15 – including Expenses for Travel Expenses, minus all MB Financial Bank Transactions until the Park Board can thoroughly review the MB Financial Bank transactions’ vendors associated with the purchases. President Gould said that the vendor name is not showing up on the MB Financial bank transitions, it is not showing where or who the items were purchased from. From an earlier Park Board inquiry, Supt. Becker ran a few different reports; although, still not enough information is being shown on the warrant. Regarding the suggestion of an additional detailed document to use along with the warrant was disregarded by the Commissioners, Commissioner Ruff stressed that it is the Board’s responsibility to review warrant items including such detailed information and having 2 documents to look over and try to reconcile is not an efficient way to examine the numerous warrant items. There was consensus that the Park Board would like the warrant to look the same as the previous structure. Director Clark said that staff will go back to MB Financial and have the vendor names included; Becker replied that staff will look into a solution. Once the revised warrant format is confirmed, staff will request an email vote from the Park Board with ratification of the warrant’s MB Financial Bank Transactions at the next Park Board Meeting on August 28, 2018. The result of the roll call vote follows:

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

Motion carried as directed.

Executive Director's Report

The Board reviewed the previously distributed Executive Director’s Report. Director Clark gave thanks to Supt. E. Tynczuk and Asst. Supt. Holder regarding Community Park’s Veterans walk; also, Director Clark recognized the Rotary Club for the donation of the bench and trees along the parkway; staff is continuing the finish the look with more restoration with turf and landscaping. Regarding the current collaboration, Clark wanted to acknowledge Supt. Williams for the idea and arrangement of the ‘meet and greet’ with Palatine Youth Baseball/Softball (PYBS) and Palatine Baseball Association (PBA) at the clubhouse; lots of new friendships and relationships formed; this was a great idea as the 2 groups are in the process of molding into one.

Commissioners’ Comments

Commissioners Sawyer commented on the golf course and halfheartedly inquired about the back 4 holes.

Regarding future agenda items, President Gould stated that no matters were presented at this time.

Executive Session

President Gould requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Ruff moved that the Board of Park Commissioners go into closed session for discussion of Executive Session; Section 2(c)(5) Open Meetings Act for discussion of the acquisition or lease of real property for the use of the District; Commissioner Rogers supported the motion. The result of the roll call vote follows:

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

NAY: None

ABSENT: John Cozza

Motion carried at 7:50 p.m.

Return to Open Session

Commissioner Rogers moved to come out of closed session and resumed to the regular meeting of the Board of Park Commissioners; Commissioner Ruff seconded the motion which was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: John Cozza

Motion carried at 8:17 p.m.

Action on Matters Considered in Closed Session

President Gould said the Board of Park Commissioners met in closed session to discuss Section 2(c)(5) Open Meetings Act for discussion of real property for the use of the District, President Gould said that there is no action at this time.

Adjournment

There being no further business to come before the Board on this date, Commissioner Ruff moved that the regular meeting be adjourned. Commissioner Rogers seconded the motion which was unanimously approved by a voice vote.

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

NAY: None

ABSENT: John Cozza

Motion carried at 8:18 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Susan Gould
President

Next scheduled Park Board meetings:

August 28, 2018
September 11, 2018
October 9, 2018
October 23, 2018
November 13, 2018
November 27, 2018
December 11, 2018