



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 11, 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
Jennifer Rogers
Nicholas Sawyer

Staff Present

Michael Clark, Executive Director	Jim Holder, Asst. Supt. of Parks & Planning
Keith Williams, Supt. of Recreation	Joshua Ludolph, Asst. Supt. of Facilities
Ed Tynczuk, Supt. of Parks & Planning	Pete Cahill, Asst. Supt. of District Services & Projects (HR)
Elliott Becker, Supt. of Finance	Michael Noens, Digital Marketing Coordinator
Cheryl Tynczuk, Supt. of District Services & Projects	Trish Feid, Park Board Secretary/Executive Asst.
Donelda Danz, Asst. Supt. of Recreation	

Approval of Agenda

Commissioner Rogers moved and Commissioner Cozza seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of September 11, 2018 was approved as presented.

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

NAY: None

ABSENT: None

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Rogers moved and Commissioner Ruff 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 August 28, 2018; and, Warrant #17 – including Expenses for Travel Expenses. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Comments from the Audience

No comments at this time.

Departmental Reports

The Park Board reviewed the previously distributed District Services and Projects Department Report. Supt. C. Tynczuk said that staff is very creative with adding new fancy objects within the report; Commissioner Rogers added that she liked the addition of the Capital Projects' list. President Gould reminded everyone about former Park Foundation member Jack O'Connor's special memorial dedication on Saturday. Regarding Commissioner Cozza's email inquiry on trainings, Tynczuk will check in with IT Manager Mangum.

The Park Board reviewed the previously distributed Recreation Department Report. Supt. Williams thanked the Commissioners for attending Harper's Opening Dedication Ceremony. Williams provided various updates on current operations at Harper College Building M; he also mentioned that pool staffing remains to be a challenge; Aquatics Manager Griffin and Aquatics Coordinator DeMichael have been filling in as needed. Regarding the recent Feet Fest event, Williams complimented every division and department of the Park District in assisting with the success and planning of the annual event; the new plan of family fun stations received positive feedback, staff plans to add more features next year. Many very ecstatic swim team folks regarding the indoor swim time at Harper. Regarding the expense for event sponsors with being encouraged to also provide goodie bag items, President Gould commented that it is getting very expensive to support and has concern it may turn away sponsors; Williams and Noens will pass it on. Concerning Commissioner Ruff's inquiry, Digital Marketing Coordinator Noens is working on mobile app text which is hard to read on the mobile application. Noens added that the mobile application interest is growing with new users.

The Park Board reviewed the previously distributed Parks and Planning Department Report. Supt. E. Tynczuk provided many highlights including the pre-construction update for Hamilton with the engineer and paving company informing us they are behind schedule; staff is looking at April. Tynczuk highlighted that Juniper and the bike path is top priority. President Gould shared a concern that staff will follow up on.

The Park Board reviewed the previously distributed Facilities Department Report. Supt. Nagle gave compliments to the crew on minimizing the damage control at the golf course. The golf rounds played utilization report is new and from the report staff put together a plan during soft time, which is like the "Groupon" approach. Significant results with participation, and, staff will continue to look at soft spots. Rentals continue to show increase overall; Falcon Park Recreation Center is up over 40% from last year.

The Park Board reviewed the previously distributed Finance Department Report. Supt. Becker is happy to see staffs' collaboration of information about Capital; the process is coming along. There have been many opportunities for training sessions regarding budget entering with the new software system. Staff has been giving substantial input with suggested improvements; staff is requesting information and the finance department is providing it. Becker updated the Board on fraudulent purchasing cards items and the resolution.

The Park Board reviewed the previously distributed Spring 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 reviewed many highlights from the evaluation report regarding spring programs and events.

President Gould noted there were no other Departmental Reports. The Park Board thanked staff for the Department Reports and Annual Spring Program Evaluation Report.

New Business

The Board reviewed a previously distributed board summary for the Approval of Administrative Manual Policies. Commissioner Ruff moved and Commissioner Rogers seconded that the Park Board of Commissioners approve policies 2.12.33 and 2.15.35 of the Administrative Policy and Procedure Manual as presented. 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 Approval of Construction Services Contracts for Hamilton Construction Projects. Commissioner Ruff moved and Commissioner Rogers seconded that the Park Board of Commissioners approve Gewalt Hamilton Associates, Inc., Vernon Hills, IL. in the amount not to exceed \$28,400 to provide construction services, project layout and as-built for detention for the parking lot expansion, pickleball court and Palatine Trail connection to Tom T. Hamilton Reservoir/Ron Gbur Sports Fields. 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.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark congratulated Celtic Soccer on their Labor Day Tournament, despite the weather they had a successful event; unfortunately, they canceled all Monday games; Clark thanked Supt. Tynczuk; Asst. Supt. Holder; Falcon Park Manager/Soccer Liaison Wilhelm; Asst. Supt. Ludolph; and all the Parks staff who assisted with the event. Clark mentioned that our staff will be providing Celtic Soccer with a post event evaluation. Regarding Harper's dedication and opening ceremony, Clark was excited to see the outcome of the vision. Next item, Clark said to look at your schedules to attend the Best of the Best Gala event, acknowledging President Gould's 25th anniversary of serving as Park Board Commissioner. Clark provided updates on several other report items including drone use in the parks and changes in state regulations; and, the upcoming National Recreation and Park Association's Congress in Indianapolis, Indiana. Commissioner Rogers shared her thoughts and suggestion with direction of purchase cards rebates; consensus was determined to have rebate money credited into corporate funds.

Commissioners' Comments

Commissioner Rogers said that Harper's opening ceremony was very nice; congratulations to all the park district staff.

Commissioner Ruff also said thank you to staff for all the hard work at Harper. Commissioner Ruff mentioned that the Celtic Cup was challenging, and he appreciated staffs' hard efforts towards the success of the tournament. Regarding the Fitness Center, Commissioner Ruff said the new carpet is nice as well as the new equipment; he recommended everyone to stop by and see.

Regarding Harper's opening day of Building M Health and Recreation Center, Commissioner Cozza said that he is so proud of everything that Palatine Park District accomplished. It is going to be a long-term community resource; so many people will use the facility from what the Park District designed the facility to do. Commissioner Cozza said that the Recreation Center is successful today with the number of students signed up to use the facility; and, it was clearly mentioned that it was successfully put together. Highlighting Cutting Hall 90th Anniversary celebration, Commissioner Cozza said that Cutting Hall looked great and Theatre Coordinator Greene gave many tours; also, new ticket buyers were present, and the Mary Poppins' show was sold out for that evening. Rotary's Oktoberfest is this weekend; staff mentioned the various ways that the Palatine Park District is involved with event.

Commissioner Sawyer agreed with the previous comments and congratulated staff.

President Gould commented that the last time visiting Harper on the Board tour when it was under construction and then seeing it at the opening ceremony, the facility is very impressive and the pool looks very inviting.

No future agenda items were presented.

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, John Cozza, Susan Gould

NAY: None

ABSENT: None

Motion carried at 7:54 p.m.

Return to Open Session

Commissioner Ruff moved to come out of closed session and resumed to the regular meeting of the Board of Park Commissioners; Commissioner Cozza seconded the motion which 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 at 8:08 p.m.

Action on Matters Considered in Closed Session

President Gould said that 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, John Cozza, Susan Gould

NAY: None

ABSENT: None

Motion carried at 8:08 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Susan Gould
President

Next scheduled Park Board meetings:

October 9, 2018-5:30pm Special Meeting
October 23, 2018
November 13, 2018
November 27, 2018
December 11, 2018