



Minutes of a Regular Meeting
Board of Park Commissioners of Palatine Park District held
at the Village of Palatine
Community Center Building in Community Room B
200 East Wood Street in Palatine
Tuesday, April 9, 2019 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
Nicholas Sawyer

Commissioner Absent

Jennifer Rogers

Staff Present

Michael Clark, Executive Director
Steve Nagle, Supt. of Facilities
Zaida Torres, Supt. of Finance
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)
Keith Schmerer, Facilities Manager
Michael Noens, Digital Marketing Coordinator
Delaney Blauw, Assistant Facilities Manager
Trish Feid, Park Board Secretary/Executive Asst.

Visitors and Citizens Present

Carol Reagan, PTSCC Executive Director
Sarah McKillop, Palatine Jaycees

Hannah Meadow, Palatine Jaycees

Approval of Agenda

Commissioner Cozza moved and Commissioner Sawyer seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of April 9, 2019 was approved as presented.

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

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Ruff moved and Commissioner Sawyer 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 March 26, 2019; and, Warrant #7 – including Expenses for Travel Expenses. The result of the roll call vote follows:

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

Motion carried.

Comments from the Audience

No comments were presented.

Presentation

President Gould welcomed and introduced Palatine Township Senior Citizens Council (PTSCC) Executive Director Carol Reagan to the meeting. Director Reagan thanked the Park Board and staff members for the support and assistance to the Senior Center to make it a great place. Also, Director Reagan expressed appreciation towards Park Board Commissioners and staff for attendance at various events; she is deeply grateful for the fundraising support. Reagan recognized staffs' assistance within the Senior Center building and support with IT/social media/marketing needs. Executive Director Reagan gave a very special acknowledgment of appreciation to Asst. Supt. Danz for her dedicated involvement as liaison and for Danz's commitment on the PTSCC Board. Executive Director Reagan reviewed highlights from the Palatine Township Senior Citizens Council yearly report. Executive Director Reagan said that there are many new programs to engage various interest needs; and, incentives of lunch program vouchers being offered with the new fitness activities and programs. Other programming ideas offered include golf leagues, walking clubs and various trips. Survey feedback from participants include many positive comments that they have developed friendships, enhanced their socialization and the Center provides more outlets, all of which is important towards a healthy well-being and positive outlook. The fundraising efforts, grant writing, along with a wide variety of resources including tapping the volunteer workforce, adds to the success of the organization. Regarding challenges, there are concerns of the aging building needs such as nursing the roof along. Since retirement is soon, Executive Director Reagan said that tonight will be the last time she will be coming before the Palatine Park Board. Again, she thanked everyone for their longtime support and friendship over her tenure. The Park Board and staff thanked Executive Director Reagan for her report and for her relationship with the park district and community.

New Business

The Board reviewed a previously distributed board summary for the Approval of Palatine Township Senior Citizens Council (PTSCC) Funding Request. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners approve the funding request for the 2019 fiscal year by the PTSCC, and that staff disburse the first half of this year's funds in the amount of \$108,779.98. Asst. Supt. Danz said that the funds help with the operations and recreation needs; President Gould added that it also assists with the loan payments. Executive Director Reagan thanked the Park Board. The motion was approved by a voice vote; the result follows:

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

Motion carried.

The Park Board reviewed a previously distributed board summary pertaining to the approval of the Adoption of Resolution #19-04 for Recognition of Carol Reagan. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners adopt Resolution #19-04 for recognition and appreciation of Carol Reagan. President Gould read the resolution honoring the retiring

Palatine Township Senior Citizens Council Executive Director Carol Reagan. Asst. Supt. Danz and Executive Director Clark joined Carol during her resolution presentation. Mrs. Reagan thanked the Park Board and said that she will miss the Palatine Park District's folks but will remain in touch within the community. The motion was approved by a voice vote; the result follows:

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

Motion approved.

The Board reviewed a previously distributed board summary for the approval of request for the Jaycees Fall Back Brew Fest 2019. Commissioner Cozza moved and Commissioner Ruff seconded the Board of Park Commissioners authorize approval of the Jaycees use of Family Aquatic Center Parking lot on Saturday, November 2 with the hours on the attached letter. Staff shall be directed to coordinate assistance for the fest as listed in the request. In attendance, Palatine Jaycees representatives Ms. Sarah McKillop and Ms. Hannah Meadow, reviewed their request for the 3rd annual fundraiser event and thanked the Park Board. The motion was approved by a voice vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the Award of Bid for the Van Replacement. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners approve a bid to Roesch Ford of Bensenville, Illinois in the amount not to exceed \$28,197 for the purchase of one 2019 Ford Transit-150 Medium roof cargo van. Asst. Supt. Holder said that the new white van will be helpful for Facilities and Parks Departments with the taller roof room. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for Award of Bid for the installation of Concrete Pads and ADA Pathway. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners approve the lowest responsible bidder, DiNatale Construction, Inc., of Addison, Illinois in an amount not to exceed \$119,994 for concrete installation at Margreth Riemer Reservoir and Dutch Schultz Park. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the Award of Bid regarding the 2019 Program T-Shirt Order. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners award the lowest responsible bidder, Sunburst Sportswear of Glendale Heights, Illinois; and direct staff to issue a purchase order in the amount of \$45,210.55 for the 2019 staff, event and program shirt bid to purchase items identified in the program shirt bid specifications provided by Sunburst Sportswear. The motion was approved by a roll call vote as follows:

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

Motion carried.

Departmental Reports

The Park Board reviewed the previously distributed District Services and Projects Department Report. Asst. Supt. Cahill said that the Supt. C. Tynczuk is working on the digitizing project of uploading drawings and construction documents for the online data base. The first batch is completed; the process will continue all year. Cahill said that he is working on the new recruitment software that will be live by the end of month. Risk Department completed the District security assessment, the results will be available soon.

The Park Board reviewed the previously distributed Recreation Department Report. Asst. Supt. Danz highlighted the recent tri race "Tri Your Luck! Swim, Bike and Run" event at Harper College, the special event at Harper College had 26 registered for the first-time event; staff received a lot of positive comments regarding the event. The event sparked awareness of Harper College and Palatine Park District's partnership and amenities on the campus. Some of the other report highlights included Summer Day Camp registration process filling up quickly; and, Park District's aquatics swim lesson programming at Harper College has a significant wait list due to Arlington Heights Park District's pool being closed during the building renovation. Danz highlighted the Harper Pickleball Participant Attendance Report, giving thanks to Commissioner Cozza's on his recruitment of pickleball players. Commissioner Cozza complimented the pickleball program and appreciates the training available for new pickleball enthusiasts.

The Park Board reviewed the previously distributed 2018 Fitness Center Report. Asst. Supt. Ludolph introduced department staff members Facilities Manager Schmerer and Asst. Facilities Manager Blauw to the meeting to present the annual 2018 Fitness Center Report. The Fitness Center had its 10th anniversary of operations at Community Center. As of this year, Blauw said that the Fitness Center is split between the Park District's Facilities and Recreation Departments; Facilities took over the day to day operations and Recreation continues to oversee the group fitness programming and personal training requests. Blauw reviewed many highlights from the annual report and feedback from the Fitness Center survey. Staff has spring incentives in place to increase fitness and memberships; and, staff will analyze the hours of operations concerning feedback from the survey. Schmerer said that in the four months that Blauw has been with the Park District, she is doing a great job and we are seeing a lot of positive change in the Fitness Center. In response to Commissioners Ruff and Sawyer's feedback on cardio equipment issues and inquiries, staff is aware of the concerns. Blauw said that in 2020, the Fitness Center cardio equipment replacement is scheduled with many demo equipment pieces coming

onsite and for us to receive feedback/comments prior to purchasing. Regarding the report, Commissioner Cozza liked the tracking of hours within the report.

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

Executive Director's Report

The Park Board reviewed the previously distributed Executive Director's Report. Executive Director Clark said that the District continues progress towards the hiring of Superintendent of Recreation. Asst. Supt. Cahill is assembling feedback from the second round of the interview process received by the Leadership Team and Recreation staff. The final round will include a meet/greet opportunity inviting all staff to stop by; a meeting with Director Clark; and, facility tour, which will be scheduled for next week. Clark said that staff is busy with the open houses, the forums help with community awareness, grant opportunities, etc. Commissioner Ruff said that staff is doing a great job during the community gatherings. Clark thanked the Rotary Club for the \$1,000 allocation of funds to the Tiger Sharks Swim Team, helping the parent group board provide team tee-shirts for swimmers/families to sport at the swim meets, which recognizes the swimmers as a team and they are proud to wear.

Commissioners' Comments

Commissioner Ruff attended the community forum regarding the new Skate Park that staff held at Community Center last Wednesday to introduce the new project at Riemer Reservoir. Commissioner Ruff said that staff responded to many questions and there were representatives from a skate ramp company to help explain equipment. Some of the questions discussed were concerning noise; the safety of skate park users accessing the Skate Park via Wood Street; skaters taking over the walk paths; and, potential skaters' incidents on the hills. Responding to questions at the meeting, staff informed the visiting group that the Palatine Police Department thought it was a great site for the Skate Park; and that it was approved by the Park Board. Commissioner Ruff said it was a good forum; and, added a suggestion to reduce the length of the community event.

Commissioner Cozza reported that he noticed damage to Cottonwood Park's signboard case, staff will investigate restoring the wooden case. Commissioner Cozza is looking forward to the Park Foundation's June fundraiser 'Wine & Nine at the Hills' on Saturday, June 1, 2019 at Palatine Hills Golf Course. The event will be a lot of fun for non-golfers and golfers, tasting wine and walking the course. Also, Cinco de Mayo event is scheduled for May 2, 2019.

Regarding Smith Road being under construction from Palatine to Dundee Roads this summer, President Gould wanted to make sure staff was aware so that they can inform the sport groups using Hamilton Park area; Commissioner Ruff suggested that the Park District align their pending project with the Smith Road project, staff responded that unfortunately the drain line project does not line up with this summer project. President Gould visited the recently closed Kramer's Photography Studio in downtown Palatine to view props for her business; and came across a find for the Park District, staff was excited to receive the Park District banner.

President Gould asked for future agenda items, no topics were presented.

Adjournment

There being no further business to come before the Park Board on this date, Commissioner Sawyer moved that the regular meeting be adjourned. Commissioner Cozza seconded the motion which was

unanimously approved by a voice vote.

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

Motion carried at 7:47 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Susan Gould
President

Upcoming Park Board Meetings:

May 14, 2019
June 11, 2019
July 9, 2019

April 23, 2019
May 28, 2019
June 25, 2019
July 23, 2019