



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, August 27, 2019 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

John Cozza, President
Terry Ruff, Vice President
Nicholas Sawyer
Susan Gould

Commissioner Absent

Jennifer Rogers, Treasurer

Staff Present

Michael Clark, Executive Director
Steve Nagle, Supt. of Facilities
Cheryl Tynczuk, Supt. of District Services & Projects
Zaida Torres, Supt. of Finance
Donelda Danz, Supt. of Recreation
Jim Holder, Supt. of Parks & Planning
Tina Becke, Asst. Supt. of Finance
Joshua Ludolph, Asst. Supt. of Facilities

Pete Cahill, Asst. Supt. of District Services & Projects (HR)
Colleen Palmer, Asst. Supt. of Recreation
Glenn Hussey, Asst. Supt. of Parks & Planning
Christine Hubka, Customer Service Manager
Toni Bruns, Stables Manager and Trainer
Brian Udany, Risk Manager
Michael Noens, Digital Marketing Coordinator
Trish Feid, Park Board Secretary/Executive Asst.

Visitors and Citizens Present

Steve Konters, Hitchcock Design Group

Doug Fair, Hitchcock Design Group

Approval of Agenda

Commissioner Gould moved and Commissioner Sawyer seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of August 27, 2019 was approved as presented.

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

NAY: None

ABSENT: Jennifer Rogers

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Gould 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 13, 2019; Adoption of Surplus Property Ordinance #19-06; June Financial Statements; and, Warrant #16 - including Expenses for Travel Expenses. The result of the roll call vote follows:

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

NAY: None

ABSENT: Jennifer Rogers

Motion carried.

Visitors and Citizens Comments

No comments were presented.

Presentation

The Park Board welcomed associates from Hitchcock Design Group, Mr. Steve Konters and Mr. Doug Fair to review Meadowlark Park concept plan. Mr. Konters said that Meadowlark Park was one of the parks identified in the 2015 Comprehensive Master Plan for future development planning. Tonight's presentation for Meadowlark Park's concept plan was reviewed in considerable detail, a site drawing with the existing condition of the property and various depictions of the proposed concept plan's improvements and features were provided. Key objectives for repurposing the 11+ acre property site was highlighted and some of the proposed amenities were debated; and many conversations on enhancing safety, to preserve the natural beauty and thoughts to create a gathering space for families, rental opportunities, new programming, etc. The concept plan shows improvements for the highly attended Stables' events including overflow parking areas; some of the proposed features will enhance Palatine Stables. It was noted that the proposed concept of the land features are not necessarily permanent amenities and most of those features are not too expensive; the property could easily be transformed if someday there is a different direction for Meadowlark Park. There were several discussions concerning the trails on the lower level of the plan; equestrian obstacles concerns; need for designated space for supervision of the adventure activity area with site lines for parents; motorized vehicle issues; and, accessibility for emergency needs. Other ideas include a train theme area; opportunity to run new programs, team building events and attractions; restrooms; animal farm interaction; and, community gardens. Discussion of managing the programming on the trail while use of open public activity and the separation of certain areas for safety concerns, which may be a matter of scheduling and managing operations was emphasized. Mr. Konters confirmed other thoughts from tonight's discussion including a desire for bigger shelters; equestrian trail obstacles and expanded horse trail concerns when public gatherings are scheduled onsite; enhance the adventure trail component and the promoting of various rental prospects. It was highlighted that having the Meadowlark Park concept plan in place for when future grant opportunities regarding park development are announced is valuable to the Park District. Hitchcock Design Group will refine the concept plan and bring it back to the Park Board for final review/input before presenting the concept plan to the community and stakeholders.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. Holder introduced and welcomed Glenn Hussey to the meeting; the Park Board welcomed the new Assistant Supt. of Parks and Planning; Hussey said that he is glad to be at Palatine Park District. Continuing with the monthly department report, Holder updated the Board on the Hamilton service garage project and reported that they are preparing the foundation work. Lindberg Playground was opened today; Riemer Reservoir Skate Park equipment and ramp installation has started; and, no seal coating bids were submitted, the asphalt industry is very busy from losing 2 months of work due to inclement weather. The Celtic Cup tournament preparations for this weekend are completed and in good shape for the annual travel soccer event in Palatine. In response to Commissioner Sawyer, Holder said that an estimate of 280 teams have signed up to participate. Responding to President Cozza's question, Holder said the addition of the separate dog park will be designated for small dogs; staff will install the shelter previously used at Oak Park as part of the Dog Park expansion project.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle mentioned tonight's Meadowlark Park concept plan review. Nagle wanted to highlight that Museum Supervisor Linni Pesch is doing a great job, the awareness of Clayson House has improved; Linni is great with the community and visitors. In response to President Cozza, Nagle said that it is a period garden on the grounds of Clayson House; Horticulture Manager Zak has been working with the garden folks. Nagle

gave compliments regarding ICompete's Better Together event, and, Falcon Park's Open House was successful with many new faces stopping by.

The Board reviewed the previously distributed Finance Department Report. Supt. Torres thanked President Cozza regarding his feedback on the comprehensive monthly financial reports. Concerning the monthly department report, Torres briefly reviewed statistics for purchase cards transactions, payroll status, etc. Highlighting the busy time for staff on budget work and trainings including 2020 benefits and salary numbers to update accordingly for each department. Special thanks to Asst. Supt. Becke with temporarily taking over purchase-card administration/training and to Accountant Lyons, carrying out accounts payable momentarily. Torres wanted to report that the new Asst. Customer Service Manager Stacey Carpenter at Falcon Park is doing a great job in her new role at the Park District. Next, Torres said that information on the annual cash flow analysis will be provided soon by PMA Financial Network, LLC. For the month of July, Customer Service Manager Hubka highlighted registration numbers, memberships, hiring/training of part time staff, etc. In response to Commissioner Ruff's inquiry regarding non-residents' registrations, Hubka will provide information on their residency in the next monthly report.

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

New Business

For information and discussion only. The Board reviewed a previously distributed document outlining the safety action steps to date at Falcon Park Recreation Center. Risk Manager thoroughly reviewed the information.

The Board reviewed a previously distributed board summary pertaining to the acceptance of an architectural proposal for the Stables Hay Shed. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners approve the proposal for Architectural and Engineering services for the planned Hay Shed in the amount of \$32,000 with DLA Architects Ltd. from Itasca, Illinois. Supt. Nagle said that Stables Manager Bruns is in attendance to answer any questions. Consensus was shared about the safety element of securing the hay in the proper setting; the hay shed structure will be a controlled area for the hay and will free-up the lower barn/indoor arena, which has been holding the surplus of hay. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: Jennifer Rogers

Motion carried.

The Board reviewed a previously distributed board summary for the approval of change order #1 for Community Park Drainage Project. Commissioner Gould moved and Commissioner Sawyer seconded that the Board of Park Commissioners approve Change Order #1 in the amount of \$13,500 to add two additional storm drain structures and perform one pipe repair on the north side of Community Park. Supt. Holder said that staff will wait until Friday to issue the change order after the paving bid opening and once appropriate funds are confirmed. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: Jennifer Rogers

Motion carried.

Executive Director's Report

The Board reviewed the previously distributed Executive Director’s Report. Director Clark enjoyed his “meet and greet” with Dr. Proctor, the Harper College President. Clark said that they had a good conversation; once a full year is in place, both Clark and the new president plan to attend advisory committee board meetings regarding the Health and Recreation Facility at Harper College. Clark wanted to thank the Communications and Marketing staff for the welcoming basket they created for Dr. Proctor. Clark highlighted other items including that the pool stairs are finally installed at Harper; updates on future grant opportunities; and, the Falcon Park window project, which went well. Lastly, Executive Director Clark wanted to give a special welcome and congratulations to Glenn Hussey, the new Asst. Supt. of Parks and Planning; the final piece of the Leadership Team.

Commissioner Reports/Future Agenda Items

Commissioner Ruff inquired if anyone knew the details of Des Plaines Park District’s new indoor pool that cost their residents 12 million, the new pool is added to their Prairie Lake area. Director Clark will find out. Commissioner Ruff gave thanks to Supt. Holder for always staying on top of everything.

President Cozza would like public awareness of path use at Palatine Hills Golf Course since he enjoys walking the path during the winter season; it would be great to see folks walking around the beautiful area. President Cozza said that he would like the concessions available for the public and keep holes open for golf play when weather allows. President Cozza suggested that the golf course path remain clear over the winter months and that staff provide awareness of this opportunity in the community. Supt. Nagle said that it would be a labor challenge to fulfill; Executive Director Clark said that staff will investigate it. President Cozza said that it would be nice to introduce Palatine Hills Golf Course path open for wintertime walking in the President’s Newsletter; the newsletter is an annual piece in the Park District fall catalog. President Cozza also shared adult fitness programming ideas on getting more folks to use Falcon Park Recreation Center and/or Building M at Harper College; Executive Director Clark said that folks like the convenience at Community Center for programming and use of the Fitness Center.

Adjournment

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

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

NAY: None

ABSENT: Jennifer Rogers

Motion carried at 9:00 p.m.

Respectfully submitted,

Trish Feid, Park Board Secretary

Attest:

Approved:

Trish Feid, Secretary

John (Jay) Cozza, President

2019 Park Board Meetings

September 10, 2019
October 8, 2019
November 12, 2019
December 10, 2019

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October 22, 2019
November 26, 2019