



Minutes of a Regular Meeting

Board of Park Commissioners of the Palatine Park District
at the Village of Palatine Community Center Building, in Community Room B
200 East Wood Street in Palatine
Tuesday, November 12, 2019 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

John Cozza, President
Terry Ruff, Vice President
Jennifer Rogers, Treasurer

Nicholas Sawyer
Susan Gould

Staff Present

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

Colleen Palmer, Asst. Supt. of Recreation
Glenn Hussey, Asst. Supt. of Parks & Planning
Toni Bruns, Trainer/Stables Barn Manager
Patrick Griffin, Aquatics Manager
Michael Noens, Digital Marketing Coordinator
Trish Feid, Park Board Secretary/Executive Asst.

Visitors and Citizens

Tom LaLonde, Williams Architects

Doug Fair, Hitchcock Design Group

Approval of Agenda

Director Clark asked to move item 6C, the Review of Written Annual Summer Pool Report, to follow visitors' comments. Commissioner Rogers moved and Commissioner Gould seconded that the revised agenda be approved. By a voice vote, the agenda for the regular meeting of November 12, 2019 was approved as amended.

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

NAY: None

ABSENT: None

Motion carried as amended.

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 October 22, 2019; Special Meeting Minutes of October 30, 2019; and, Warrant #21 - including Expenses for Travel Expenses. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Visitors and Citizens Comments

No comments were presented.

Departmental Report

The Board reviewed the previously distributed Annual Summer Pool Report. Aquatics Manager Griffin

reviewed highlights of the annual report; Griffin said that it was a cooler summer in comparison to prior years; all 3 outdoor pools were able to be opened for Memorial Day weekend; and, it has been very beneficial to have the indoor pool for training lifeguards for the summer pool season. Griffin added that it was new this year to offer pool employees' training for lifeguarding at the indoor pool; and, it is valuable for staff not having to depend on the weather to complete their training sessions. The addition of an indoor park district pool at Harper College offered other in-service trainings including swim lesson programming instructions. For 2020, staff has incentive plans to increase swim lesson participation and staff is working on having the option to purchase daily pool passes online, which will be a welcomed convenience. The Park Board thanked Aquatics Manager Griffin for the report.

Presentation

Supt. Nagle introduced Mr. Doug Fair from Hitchcock Design Group and Mr. Tom LaLonde from Williams Architects to lead the Park Board through the Meadowlark Park concept workshop. Tonight's small workshop session covers the suggested revisions, potential additions and/or changes to the site master plan of the Meadowlark Park property. In addition to the current concept plan presented on August 27, 2019, Mr. Fair said that the alternate's working diagram includes a banquet facility or large structure addition; and, placement of key amenities such as additional shelter, playground, adventure course areas and trails. Mr. LaLonde reviewed various banquet venues with many different facility options and possibilities. Discussion ensued on potential plans for the 11.7-acre parcel adjacent to Palatine Stables. During tonight's small workshop, Mr. Fair said that they welcome questions and want to hear everyone's thoughts to gain a better understanding for future development strategies. Commissioner Gould reviewed the conversation she had with Commissioner Rogers during their visit to Meadowlark Park, highlighting the beauty of the outdoor space and looking for diversity to fit the environment and fill a need of the District. In regard to accommodating a need for hosting large rentals, discussion of constructing a large pavilion structure with moveable walls for multipurpose use and having attached restroom accessibility was mentioned. Commissioner Ruff suggested having this large structure on the northside of the parcel towards Dundee Road. Commissioner Ruff's vision of the Meadowlark Park is family driven; a place for families to enjoy various features and amenities. President Cozza said that he would not support a banquet structure for this site; although, President Cozza agreed with a large multipurpose structure with various features including removable walls and attached patio area for additional outdoor seating. Commissioner Rogers added to find a balance between multipurpose usage and programming, not defining Meadowlark Park as another recreation building. Supt. Nagle said we will continue to develop the thoughts discussed tonight and come back before the board with Hitchcock Design Group and a secondary concept. The Park Board thanked Mr. Fair and Mr. LaLonde for the presentation regarding Meadowlark Park concept planning.

Department Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. Tynczuk said that staff members are working on finishing up this year's projects including the onboarding development; document scanning for archiving; IT projects wrap-up; and, working with Digital Marketing Coordinator Noens on the transitioning plan for new Communications and Marketing Manager.

The Board reviewed the previously distributed Recreation Department Report. Supt. Danz highlighted the Halloween party, which was very successful. Supt. Danz wanted to acknowledge Michael Noens, Digital Marketing Coordinator, who stepped up with department responsibilities during the replacement process of Communications and Marketing Manager; Michael kept the vision going.

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

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark stated that Supt. Holder continues to work on bike trail issue with IDOT, Clark said that the good news for the Park District is that the Village of Palatine understands the predicament and the Park District will not be financially responsible for correcting this issue. In response to Commissioner Ruff's question, Clark said there is room for widening the trail; the owner/developer will need to allow additional right-of-the-way easement access. Regarding the 2020 Budget review workshop on October 30th, Clark inquired if there were any questions on the 2020 Budget and Capital Plan; if so, call Clark or Torres prior to December's adoption of the 2020 Budget on the 10th. Clark and Supt. Holder went to Springfield for the Park District's presentation of Maple Park Re-development for a grant opportunity, the 3-minute presentation went well and now we are awaiting the response. Clark said that the recent donation of the automated external defibrillator (AED) device is a great story; staff is in discussion to determine the best location on the golf course grounds for the portable electronic life-saving device. Clark thanked everyone who attended the Park Foundation's Causal Cocktails; the annual event went well and netted over \$5,000; Clark gave special acknowledgement to Outreach Coordinator McNamara on his efforts as Park Foundation liaison throughout the year. Clark highlighted the December events; the annual NWSRA Holiday Luncheon on the 11th and annual Full-time Staff Holiday Party on the 14th. Congratulations to Park District's Performing Arts with receiving an award; Asst. Supt. Palmer and Coordinator Schiavone attended the 'Best of the Best Gala' to accept the reward. Clark reminded the Park Commissioners to let us know if you are interested in attending the State Conference this January. Due to the recent weather, the golf course is officially closed for the season and golf staff has started the winterizing process; of course, during future appropriate weather periods staff will open the course.

Commissioner Reports

Commissioner Rogers asked the Park Board and staff if they would like to take a tour at Arlington Heights Park District (AHPD) and view the new renovated facility, Arlington Ridge Center at Legacy Park. After Thanksgiving time, Park Commissioners and staff will schedule the tour of the modernized fitness and recreation facility with Commissioner Rogers who is a Superintendent of Parks at AHPD.

Regarding last week's Realtors Against Homelessness (R.A.H.) fundraiser event at Stonegate in Hoffman Estates, Commissioner Gould thanked those who supported the fundraising event. Commissioner Gould said that Santa Claus is coming to her office on Saturday, December 14, 2019 and invited Park Board/staffs' children and/or grandkids to attend the Christmas party from 1:00 to 3:00 p.m.

Commissioner Ruff suggested to release emails for the (pop-up) fitness specials the night before to ensure our early fitness users are aware of the limited-time fitness deals. Commissioner Ruff said that staff did a great job with organizing the Part-time staff party; lots of new faces at the well-attended party with good prizes for staff and it was nice seeing everyone having a good time.

President Cozza mentioned the emailed letter he received from a patron concerning his thoughts on the pickleball program; President Cozza said that he has placed a call to the patron but has not heard back. Also, Commissioner Gould said that she emailed the patron in response to his email.

President Cozza asked for future agenda items, no items were presented.

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, Jennifer Rogers, Terry Ruff, John Cozza
NAY: None
ABSENT: None
Motion carried at 8:16 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

John (Jay) Cozza
President

2019 Park Board Meetings

November 26, 2019

December 10, 2019 – 6:00 p.m. Clayson House visit /7:00 p.m. VOP Community Room B regular meeting