



## 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 26, 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  
Zaida Torres, Supt. of Finance  
Donelda Danz, Supt. of Recreation  
Jim Holder, Supt. of Parks & Planning  
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  
Ashley Schiavone, Cultural Arts Coordinator  
Trish Feid, Park Board Secretary/Executive Asst.

### Visitors and Citizens

MPSLAW Attorney Steven Bauer, D.R. Horton, Inc.      Derrick Hoffman, D.R. Horton, Inc.

### Approval of Agenda

Commissioner Gould moved and Commissioner Sawyer seconded that the agenda be approved. By a voice vote, the agenda for the regular meeting of November 26, 2019 was approved.

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

NAY: None

ABSENT: None

Motion carried.

### Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Ruff moved and Commissioner Gould 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 November 12, 2019; September Financial Statements; and, Warrant #22 - 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.

### Presentation

The Board reviewed a previously distributed board summary for approval of the Land Cash Impact Fees proposal offered by D.R. Horton Development Company. Commissioner Ruff moved and Commissioner

Sawyer seconded that the Board of Park Commissioners approve the proposal from the D.R. Horton, Inc. regarding impact contributions of \$250 per unit; the proposed single-family residential community may consist of 260 units. To answer questions regarding the proposal, Meltzer, Purtill & Stelle, LLC Attorney, Mr. Bauer, representing D.R. Horton, Inc., had requested to attend tonight's meeting. Director Clark said that since we do not have a formal land cash ordinance agreement with the Village of Schaumburg, the impact fee and land cash proposal must be negotiated and agreed upon. Mr. Derrick Hoffman, D.R. Horton, Inc. (Midwest) representative joined Mr. Bauer to review the proposal offer and the site plans. The location site for the proposed rowhome development is within the Village of Schaumburg (the former Motorola campus site). There was a brief discussion regarding the site plan; the representatives responded to the site design questions. The Park Board thanked Mr. Bauer and Mr. Hoffman for attending the meeting. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion accepted.

Regarding the IAPD/IPRA Award Recognitions received at the Best of the Best Award Gala on November 1, 2019. Director Clark said that the Park District received two awards at the gala. Director Clark wanted to acknowledge Commissioner Sawyer on his 10-year anniversary serving as a Park District Commissioner; Clark wanted to publicly give thanks to Commissioner Nick Sawyer and present his award during the Park Board Meeting. The next award was given to the Performing Arts of Palatine Park District; Clark added that it is important that staff behind the scenes be recognized for their dedication and commitment. Clark introduced Asst. Supt. Palmer to review the award; Palmer gave special recognition to Cultural Arts Coordinator Schiavone on the programming and to Digital Marketing Coordinator Noens for his work with putting together the application documentation and material. The Park Board offered congratulations to Commissioner Sawyer and to the Performing Arts/Recreation Department.

#### Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. Holder provided project updates on the Hamilton Service Garage facility and the new addition of the smaller Dog Park adjacent to the existing Dog Park at Plum Grove Reservoir; the installation of Dutch Schultz playground benches and bike "fix-it" station located by the new outdoor fitness equipment. Supt. Holder acknowledged the Parks Crew for their efforts getting everything winterized; and congratulated Asst. Supt. Hussey on executing a successful safety training last Friday.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle referred to the report and highlighted the survey scores regarding rentals; the scores averaged 9+ and feedback included expressing great recommendations towards all the facilities. Nagle reminded the Park Board of the Community Center's Fitness membership having an overhaul with new pricing/structure in January; also, staff is offering EFT to fitness members for payment convenience; the flash-one day sale offers are successful; and, the new visual signs have been noticed. Supt. Nagle complimented staff with winterizing the greens. Regarding Commissioner Ruff's inquiry, Nagle said the Fitness Center's new equipment will be ordered once the budget is approved.

The Board reviewed the previously distributed Finance Department Report. Supt. Torres mentioned the payable total amount this month and said that we are starting to see significant numbers with projects wrapping-up as we are getting closer to the final year-end budget. Torres highlighted many report items, including that staff is busy with 2020 budget preparations. Customer Service Manager Hubka reviewed

the customer service department of the combined report. Hubka complimented Customer Service Representative Farrar on her continuous diligence with proofing the catalog; and, praised the new process with staff on reviewing their catalog content during individual meetings with Asst. Supt. Palmer. Hubka also highlighted various registration data. In response to Commissioner Rogers, staff said that the Park District is ready for the Turkey Trot race event on Thanksgiving morning at Building M at Harper College.

The Board reviewed the previously distributed Sounds of Summer Annual Report. Cultural Arts Coordinator Schiavone briefly mentioned a few of the report highlights. Commissioner Gould complimented the adorable cover of the annual report. Schiavone said that staff continues with the diversity of the concert series' line-up; this year there were a few cancellations since we had better weather conditions; and, a big thank you to Parks and Facilities departments with addressing issues from last year regarding the amphitheater's electrical concerns. Staff is looking at ideas on how to get more folks at concerts as the community's demographics is changing; and, new for 2020, the concerts' start time changes to 7:30 p.m. from 8:30 p.m.

President Cozza noted there were no other Departmental Reports. The Park Board thanked staff for the Department Reports and for the Sounds of Summer Annual Report.

#### Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Executive Director Clark said that he had the opportunity to be the presenter at the annual tree lighting ceremony at Towne Square since Mayor Schwantz was not able to attend this year. Clark added that the Palatine Park District's Children Chorus group did a wonderful job performing during the winter event. Clark reported that staff is getting ready for their performance appraisal meetings with their supervisors; and, the Leadership Team is getting ready for next week's annual retreat, Clark said that at the workshop we will acknowledge 2019 District goals and accomplishments then we will determine the District 2020 goals, which we will present to the Park Board for formal adoption in early February. Clark reminded the Park Board of the upcoming holiday parties. In response to Commissioner Gould, Supt. Holder recapped the Virginia Lake School visit; the fifth and sixth grade students entered a tournament where they need to identify a problem in the community and then finding a solution. Staff said that the students planned on creating a medieval themed park for their age group. The students are using Meadowlark Park for their planning space for the community theme project, this program inspires students to have an understanding on creating the project and then to provide a presentation on their project. Staff commented that the students were very enthusiastic.

#### Commissioner Reports

Commissioner Sawyer said thank you for the special 10-year anniversary plaque; the Park Board and staff added congratulations and thanked Commissioner Sawyer on his 10-years of service.

Commissioner Ruff wished everyone a safe and happy Thanksgiving. Commissioner Ruff said that he will be attending Turkey Trot on Thanksgiving morning.

Commissioner Gould mentioned that she has not received her winter catalog in the mail. Also, Commissioner Gould wished everyone a wonderful Thanksgiving.

Commissioner Rogers reminded the Board that she will not be attending December's meeting; Commissioner Rogers will be participating in the annual Turkey Trot race on Thanksgiving morning and also will be attending the holiday party; Commissioner Rogers wished those not attending the party happy holidays.

President Cozza visited the Salt Creek roller rink facility and commented that it seemed like a lot of non-residents using the facility and wondered about the facility activity level. Supt. Danz said that the facility is busy and programmed with many things including day camp programming, sports, etc.

Regarding a future agenda item, President Cozza said that he would like to have discussion on planning to have more indoor space areas for Park District needs.

#### Executive Session

President Cozza 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 (discussion of the acquisition or lease of real property for the use of the District); and, Section 2(c)(21) Open Meetings Act (discussion of minutes of prior meetings lawfully closed under the Open Meetings Act, for the purpose of review, approval or release of such minutes) Commissioner Gould supported the motion. 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 at 7:58 p.m.

#### Return to Open Session

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

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

NAY: None

ABSENT: None

Motion carried.

#### Action on Matters Considered in Closed Session

Regarding Section 2(c)(21) Open Meetings Act for discussion of minutes of prior meetings lawfully closed under the Open Meetings Act for the purpose of review, approval or release of such minutes, Commissioner Rogers motioned and Commissioner Gould seconded that the Board of Park Commissioners approve Resolution #19-16; Determining the Confidentiality of Closed Session Minutes. Director Clark reminded the Park Board that this semi-annual review of closed session minutes is an Illinois Park District Code mandating following the Open Meetings Act. The motion was approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

Regarding Section 2(c)(21) Open Meetings Act for discussion of minutes of prior meetings lawfully closed under the Open Meetings Act for the purpose of review, approval or release of such minutes, Commissioner Rogers motioned and Commissioner Gould seconded that the Board of Park Commissioners approve Resolution #19-17; Determining the Destruction of Certain Verbatim Recordings

of Closed Session Meetings. Director Clark mentioned that this state statute requirement is a formality; the destruction of recording of closed session meetings is permitted and authorized when recordings are 18 months old or older; there are no known imminent or existing legal situations; and, minutes have been reviewed and approved. The motion which was approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

Regarding the additional items of Closed Session, President Cozza said that concerning Section 2(c)(5) Open Meetings Act for discussion of real property for the use of the District, President Cozza said that there is no action at this time.

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 8:24 p.m.

Respectfully submitted,

Trish Feid  
Park Board Secretary

Attest:

Approved:

Trish Feid  
Secretary

John (Jay) Cozza  
President

Final 2019 Park Board Meeting

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

