



Minutes of a Special Workshop Meeting and Regular Board 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, January 28, 2020 at 6:00 p.m. and 7:00 p.m.

Special Workshop Meeting call to order at 6:02 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

Tina Becke, Asst. Supt. of Finance
Josh Ludolph, Asst. Supt. of Facilities
Glenn Hussey, Asst. Supt. of Parks & Planning
Christine Hubka, Customer Service Manager
Brittani Sotzen, Communications & Marketing Manager
Trish Feid, Park Board Secretary/Executive Assistant

Visitors and Citizens Present

Tom LaLonde, Williams Architects
Doug Fair, Hitchcock Design Group

Heather Baran, Palatine Park District Intern

Approval of Agenda

Commissioner Ruff moved and Commissioner Gould seconded that the agenda be approved. By a voice vote, the agenda for the special workshop meeting of January 28, 2020 was approved.

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.

Discussion; Meadowlark Park Concept Planning

Supt. Nagle welcomed Hitchcock Design Group representative Mr. Doug Fair and Williams Architects representative Mr. Tom LaLonde to the Park Board Meeting. Briefly, Nagle provided the project overview leading up to tonight's workshop. Tonight, the strategy is to gather feedback from the Park Board on the direction for future concept planning phases for the development of the 11+acre parcel, Meadowlark Park, which is adjacent to Palatine Stables and has an additional 8+ acreage. Previously, the Park Board and staff completed a survey in preparation for the workshop, Mr. Fair reviewed the survey results as part of the PowerPoint presentation and then Mr. LaLonde reviewed many past projects options of variable usage levels intended for concept ideas regarding a potential multipurpose building at Meadowlark Park. Some of the building features included sliding glass doors to an active patio/outdoor extension; outdoor patio areas; indoor/outdoor bathrooms; glorified courtyard/door areas; removable partitions some with vinyl or glass sliding walls; multifunction programming space; rental space; storage areas; and various kitchen options, including teachable areas for programming. Many questions on different building options for the parcel were debated. Staff verified the loss of substantial revenues when turning away larger rental requests and there was a discussion for a banquet building at Meadowlark Park; although, a preferred

location would be closer to the middle of town or at Palatine Hills Golf Course, not at Meadowlark Park. There were many ideas mentioned including the need for additional indoor recreation space and staff suggested that a different location other than Meadowlark Park would be more desirable, Meadowlark Park is a little farther out for patrons. A few thoughts on a new Senior Center building location was debated; confirmation of no farm animals to be part of the plan; the importance of having Meadowlark Park master plan in place for future grant opportunities was stressed; it was noted that the plan would include updates regarding parking areas based on the need; and, staff will revisit the Palatine Park District's Space Needs Assessment to review the identified needs of the District. There was consensus for the Master Plan to consider many phased-in projects over many years for the park development. Some future phased-in ideas include trail areas with various connecting trails and an adventure course; unique playground; lighting improvements; large shelter structure area with retractable walls to enclose the structure or the ability to remain open to the outdoor environment; indoor and outdoor bathrooms; and, tent options were mentioned. Commissioner Gould recommended having a flat area on the grounds adjacent to the structure reserved for a large tent option for rentals within the plan. Mr. Fair said that he is hearing a structure similar like the Barrington building, which is at a comparable setting to Meadowlark Park, the Park Commissioners agreed but would like it to accommodate a larger group. Regarding the next steps, the presenters will coordinator with Supt. Nagle on tonight's thoughts and create the draft over the next couple of months; and then sometime in March or April provide the Master Plan draft results. Nagle said if any other thoughts come to mind after tonight's meeting to send them to him. President Cozza said that going through this exercise made us think about the opportunities and our priorities; Commissioner Gould said that her visit to Independent Grove in Lake County prompted her thoughts for Meadowlark Park's possibilities shared with Commissioner Rogers' ideas for various amenities to enjoy at the beautiful parcel. The Park Board and staff thanked Mr. Fair and Mr. LaLonde for their joint presentation.

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 6:52 p.m.

Minutes of a Regular Meeting

Tuesday, January 28, 2020 at 7:00 p.m.

Regular Board Meeting call to order at 7:02 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

Tina Becke, Asst. Supt. of Finance
Josh Ludolph, Asst. Supt. of Facilities
Glenn Hussey, Asst. Supt. of Parks & Planning
Christine Hubka, Customer Service Manager
Brittani Sotzen, Communications & Marketing Manager
Trish Feid, Park Board Secretary/Executive Asst.

Visitors and Citizens Present

Heather Baran, Palatine Park District Intern

Approval of Agenda

Commissioner Ruff moved and Commissioner Gould seconded that the agenda be approved. By a voice vote, the agenda for the regular meeting of January 28, 2020 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 Sawyer seconded that the consent agenda be approved. By a roll call vote, the following items on the consent agenda were approved: Regular Meeting Minutes of January 14, 2020; Surplus Ordinance #20-01; November Financial Statement; and, Warrant #2 - 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 Park Board reviewed the project illustration board for Maple Park Redevelopment Project. Director Clark wanted to take this opportunity to go over the project since the Park District has official confirmation of the OSLAD Grant Award. Clark reviewed the steps of the grant application process; the trip Director Clark and Supt. Holder took to Springfield in November for the 3-minute grant presentation. After a few Park Board inquires, Clark wanted to refresh the Park Board on the concept plan. Holder highlighted all of Maple Park project's amenities; and mentioned an opportune collaboration when completing the project's streambank area; the Village is doing streambank restoration work in the area as well and plans to tie their project timeline with ours. Holder said that the total project redevelopment cost is approximately \$800,000, with a matched grant award in the amount of \$400,000; therefore, an estimate of \$400,000 in costs to the District.

Departmental Reports

Supt. Danz introduced Heather Baran to the Commissioners, Heather is the Palatine Park District's new intern until April. The Park Board welcomed Ms. Baran to the Park District and Heather stated that she is very excited to be here.

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. Holder highlighted that Hamilton Service building is completed; the facility passed all inspections in building; only need the detention area inspected via MWRD. Holder added that there was a \$5,000 deduct change order from the original contract price; Holder said that the total improvement cost was 1.7M, \$100,000 under budget; staff has allowed \$15,000 for landscaping and shelving needs. Clark added that the facility sign

will be installed soon at the Hamilton Service building, the sign template is the standard park district signage. The Palatine Trail Bridge Replacement project is waiting on State documents, once received, then it will go out to bid. Currently, working with the engineers and Village of Palatine on the permit work. The 2020 playground color scheme options and fun-equipment choices are out for community voting; construction will start in May or June. Staff opened the ice rink last week and closed it on Friday; 5 days of ice-skating. Regarding the playground's survey on PPD website, Supt. Holder added that Harper College shared the awareness of the community playground and promoted completing the survey with the preschool families.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle highlighted the annual rental survey, we received great responses. The Park District has complied with the new bathroom Illinois law for a gender-neutral bathroom with signage. Falcon Park Recreation Center has new lobby window wraps, which are marketing visual aids. Supt. Nagle and Coordinator Lara met with D15 staff regarding POC/ICompete organization's awareness; President Cozza asked about POC/ICompete program numbers, staff said those are class maximum numbers.

The Board reviewed the previously distributed Finance Department Report. Supt. Torres mentioned the end of the year highlights; the IMRF payment was submitted and staff is waiting on report data; new hire in Finance is going great; Finance has completed and mailed out the W2 forms. Regarding Falcon Park Assistant Customer Service Manager vacancy, staff has hired the new Assistant Manager. Regarding the former auditor's recommendation regarding assets evaluation, it is time to go back and have a plan in place. Auditors will be onsite this Wednesday; they will be looking at Human Resources files; personnel files; review payroll processes; general ledger; bank confirmation statements of fund balance numbers. Then on March 30, the audit team is back for a week at Palatine Park District. Community Center Customer Service Manager Hubka wished everyone a Happy New Year and reviewed the Registration and Customer Service's January report including data of December's memberships and passes, which are up 19%, the pop-up sales are attracting people. Hubka added that the web-registrations continue to increase; trend in creating non-resident households, which are mostly families from Arlington Heights, Barrington and Inverness for aquatics, cultural arts programming and stables. Commissioner Gould inquired on non-residents receiving resident rates when using aquatics programming at Harper College; Hubka confirmed the one-flat fee at Harper College for qualified Harper students/families using the aquatics programming. Although, Hubka clarified that staff enters those non-resident families in our system as non-residents for correct billing of Palatine Park District registration costs.

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

New Business

For information only, staff distributed the 2019 Agency Work Plan Progress Year-End Reporting for Trimester 3. With the end of December, the Park District completed performance of the third trimester and year-end of the 2019 fiscal year. As indicated when the Agency Work Plan for 2019 was presented and adopted by the Park Board, staff would provide trimester progress reports to the Board on what work and accomplishments have been completed each trimester by agency and aligned department goals. Director Clark added that he is thrilled with the body of work that the professional staff presents to the Board, and successes with the accomplishments, which the Leadership Team celebrated during the December workshop. The Park Board thanked staff for the final trimester reporting for 2019 and look forward to the new goals of 2020.

Commissioner Gould inquired about consolidating certain District files for easy Park Board access when needed for discussion or history research; staff will investigate some options.

The Board reviewed a previously distributed board summary for the Award of Bid regarding Community Center Fitness Cardio Equipment replacement. Commissioner Gould moved and Commissioner Sawyer seconded that the Board of Park Commissioners approve the purchase of cardio equipment from Matrix Fitness USA through the National Cooperative Purchase Alliance joint purchasing program in the amount of \$40,650.00. In addition, approve the purchase of a SciFit One Recumbent Stepper from LifeFitness through the Sourcewell joint purchasing program in the amount of \$3,863.00 and authorize staff to issue purchase orders for both purchases. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the approval of Architectural Proposal for Community Center Passenger Elevator Modernization. Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners approve a proposal for Architectural and Engineering services for the planned Community Center Passenger Elevator Modernization, in the amount of \$17,500 with DLA Architects Ltd. from Itasca, Illinois. Asst. Supt. Ludolph said that the expertise of a consultant is needed for the very technical project of the elevator rebuild. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the approval of the 2019 Paving Projects, change order #05. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners approve change order #05 in the amount of \$299,838.20 to add the Birchwood South Parking Lot Improvement Project to the 2019 Paving Projects contract. In response to President Cozza, Holder said the price includes all areas of Birchwood. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion carried.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Executive Director Clark said that this past week many staff members had the opportunity to attend State Conference in Chicago. Heather, intern attended and Clark added that many staff presented at various sessions. Everyone enjoyed the reception with Tressler and the awards luncheon. The Park District was awarded, for the second time, the Exceptional Workplace Award; kudos to both Supt. Tynczuk and Recreation and Fitness Program Coordinator Shariatzadeh in preparing the award's application. Reminder of the annual Volunteer of the Year banquet on this Saturday, February 1, 2020; and, as one of Clark's work plan goals of providing more awareness about Park Foundation and their scholarship program, Fred Hall will present and relay the message at the Volunteer of the Year event. Clark added that we are going to start pushing the new

structure and Commissioner Ruff has offered to help. The annual Legislative Breakfast event is scheduled for Feb 22, 2020 at Schaumburg Golf Club; at the moment, we are not sure which Legislators are attending. Commissioner Rogers said that she is interested in attending. The Palatine Township Senior Citizens Council's annual gala is on Saturday February 15, 2020, since we support a sponsorship, the Park District will have a table of 12, let us know if you are interested. Clark attended a community engagement workshop at the Village with Cook County Census Bureau last week, the purpose for the meeting was for increased participation and outreach. Clark clarified the IMET recovery amount and mentioned that we are expecting 58% recovery rate of original loss. NWSRA Executive Director Tracy Crawford will be presenting at our February 25, 2020 Board Meeting to provide updates on NWSRA and programming.

Commissioner Reports

Commissioner Gould asked if there was any use for a substantial amount of paver bricks, Supt. Nagle will look into Palatine Stables.

Regarding a future agenda item, President Cozza said that 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 7:57 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

John (Jay) Cozza
President

2020 Park Board Meeting

January 28, 2020
February 11, 2020
February 25, 2020
March 10, 2020
March 24, 2020
April 14, 2020
April 28, 2020
May 12, 2020
May 26, 2020
June 9, 2020
June 23, 2020

July 14, 2020
July 28, 2020
August 11, 2020
August 25, 2020
September 8, 2020
September 22, 2020
October 13, 2020
November 10, 2020
November 24, 2020
December 8, 2020