



Minutes of a Regular Meeting of the Board of Park Commissioners of the Palatine Park District, Cook County, Illinois, held at the Village of Palatine Community Center, in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday, January 8, 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

Jennifer Rogers

Nicholas Sawyer

Staff Present

Michael Clark, Executive Director

Ed Tynczuk, Supt. of Parks & Planning

Steve Nagle, Supt. of Facilities

Cheryl Tynczuk, Supt. of District Services & Projects

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)

Michael Noens, Digital Marketing Coordinator

Trish Feid, Park Board Secretary/Executive Asst.

Visitors

Kathy Millin, Partners for Our Community Director

Eric Anderson, Piper Jaffray Company

John Balzano, Piper Jaffray Company

Wayne Mikes, Bike Palatine

Paul Borer

Approval of Agenda

Commissioner Rogers moved and Commissioner Ruff seconded that the agenda for the meeting be approved. President Gould noticed a name on the agenda to be corrected; by a voice vote, the agenda for the regular meeting of January 8, 2019 was approved as amended.

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

NAY: None

ABSENT: None

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Rogers 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 December 11, 2018; Closed Session Minutes of December 11, 2018; Warrant #24-including Expenses for Travel Expenses; and Warrant #1-including Expenses for Travel Expenses. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Matters from the Public

No comments at this time.

Presentations

The Park Board previously received the Power Point presentation in preparation for upcoming Adoption of Ordinance #19-01; consideration of an ordinance providing for the issue of \$789,000 taxable general obligation limited tax park bonds of the District for the purpose of providing the revenue source for the payment of certain outstanding alternate bonds of the District, providing for the levy of a direct annual tax to pay the bonds and authorizing the sale of the bonds to the District's Corporate Fund. Director Clark welcomed Mr. Eric Anderson from Piper Jaffray Company to the Park Board Meeting, also from Piper Jaffray Company was Mr. John Balzano joining tonight's meeting. Regarding the bond issuance, Mr. Anderson reviewed the process of the annual short-term borrowing action of the District; reiterating that this process will be the same as past procedure. Mr. Anderson provided the process timeline pending Park Board approval on January 22, 2019 at the Park Board Meeting. In response to Commissioner Cozza's questions, Mr. Anderson will supply data for the full picture of the Park District's position in advance of the next meeting. The Park Board thanked Mr. Anderson for his presentation.

The Board welcomed Mr. Wayne Mikes, President of Bike Palatine to the meeting. First, Mr. Mikes gave congratulations to the Park Board on receiving the IPAD/IPRA awards plus special compliments to Park Board President Gould on her 25 years of service as Park Commissioner. Mr. Mikes distributed the collection of feedback accumulated on what the community would like to see regarding improvements to the bike path, trails and route system; and, Mr. Mikes invited the Park Board to join Bike Palatine Club and several other community members at an upcoming bike ride on July 27, 2019.

The Park Board welcomed Mrs. Kathy Millin, Partners for Our Community (POC) Executive Director to the meeting. Mrs. Millin distributed several handouts including POC's fall newsletter, September and December's Moment of the Month flyers. Mrs. Millin mentioned many topics with first highlighting that the organization is rolling into 25 years of service and during Mrs. Millin's 18 years at POC, she has watched the change and saw the growth; and, now it has evolved with the return of young participants giving back in many ways. Mrs. Millin expressed gratitude to the Palatine Park District including Supt. Nagle in his role with POC/ICompete; various advisory group committees; Park District bus prospects; and, accumulating participant data for tracking programming needs. Special appreciation to the Park Board for Palatine Park District's financial support of Edgebrook Playground at Baldwin Green Apartments; and, the support of summer camp opportunities. Mrs. Millin expressed that POC fills the need of the community and we are seeing children doing better at school, POC is a place to feel welcomed. Lastly, Mrs. Millin wanted to thank the Park Board for all that they do for the community. A reminder of POC/ICompete's fundraiser at Dirty Nellie's on Friday, January 25, 2019 was mentioned. Supt. Nagle complimented Ms. Rachel Lara, Falcon Park Family and Youth Program Specialist on her contributions to the organization.

Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. C. Tynczuk highlighted several report items including the completed 2018 capital projects and living tributes; new job posting format with brochure and pictures for more visuals of the Park District's opportunities, Tynczuk added thanks to Communications and Marketing Manager Scovic and Asst. Supt. Cahill for the modernizes. The IT Department expressed delight with finally shutting down AEK, the previous finance and registration software. In response to Commissioner Rogers' question about the signboard posted by Family Aquatics, Tynczuk said that it was in the 2018 budget for replacement. The signboard's internal computer was not functioning; fortunately, Park District IT staff resolved some of the issues and now it is running with an extended life expectancy. Commissioner Cozza inquired about staffs' training schedule and suggested to

offer additional topics; staff responded that they are researching the topic of ethics since the auditors inquired also; regarding harassment training, staff has that topic arranged for their February training.

The Board reviewed the previously distributed Recreation Department Report. Asst. Supt. Danz highlighted that the new fitness coordinator started last month; the 2 newest staff members will be at the next Park Board meeting, Alison Shariatzadeh the Recreation and Fitness Program Coordinator with the new Assistant Facilities Manager Delaney Blauw. Danz said that both North Pole Express events sold out within minutes; special thank you to Santa, (Dutch Schultz) helping to make the event an awesome experience for all participants. As Park Foundation's spokesperson, Mr. Dutch Schultz, showed up for It's a wonderful Life, the event raised more money this year than in past years; it is good to see folks are starting to come out to more Cutting Hall activities. Regarding the follow up concerning Park District programming at Harper, the definition of infant classes is displayed under preschool programming in the catalog; and, Danz said that there are more days for open pool-time during holiday breaks; also, the lifeguards are Palatine Park District staff; therefore, lifeguards are on Park District payroll. There were comments that the Park District pool at Harper College in Building M is always busy. In response to Commissioner Ruff's comment, staff will check out the demo fitness equipment concerning wobbling at certain speed levels.

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

New Business

Director Clark said that staff is looking for consensus of the 2019 Budget. Staff incorporated the recommended items and corrections suggested by the Park Commissioners; Clark complimented Asst. Supt. Becke on doing a great job with the budget and to Communications and Marketing staff with assembling the substantial all-inclusive budget booklet. Staff responded to Commissioner Cozza's question on defining the term "parent" budget; the module includes extra columns to grow the document and to see yearly budget comparisons. Clark added that once the format is in place and with familiarity, it will be easier to review and understand the trend analysis of that component. Staff received consensus to have the proposed 2019 budget available for public review prior to official Park Board approval scheduled to be on the February 12, 2019 Park Board Agenda.

For Board information, staff distributed updates to the Personnel Policy Manual. The manual is on the cloud for access with the policy change log section indicating the changes. There will be another upcoming change due to the new Illinois bereavement law. Regarding President Gould's suggestion adding this information to the top 10 key points of staff training; Clark said that twice a year full-time staff is reminded of all policy updates during the all staff meetings. Clark added that policy manuals change and grow continuously.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark reminded the Park Board about January's State Conference and thanked everyone on replying to the various events. Communications and Marketing staff submitted several photos to the IAPD/IPRA photo contest; Graphic Designer Nelson's picture will be recognized at State Conference. Director Clark mentioned several other report items including the IMRF (pay-down plan) payment, which was processed; thank you to various staff members covering shifts over the holidays, etc. and, expressed appreciation for everyone's efforts and time. Commission Cozza liked the AEK's finale; and, reiterated the IMRF plan to pay down the balance to avoid being in this situation in the future; Clark added that we will re-approve and confirm the payment amount every year.

Commissioners' Comments

Commissioner Rogers said that activated Family Aquatics Center lights in the evening hours appear to be more than security lights turned on; staff will investigate the situation.

Commissioner Ruff thanked everyone for all the goodies after his surgery.

Commissioner Cozza said that he played pickleball and found it to be an interesting game.

President Gould thanked Communications and Marketing staff for submitting the awards' article.

Regarding future agenda items, no items were mentioned.

Executive Session

President Gould 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)(1) Open Meetings Act for discussion of appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District; and, Section 2(c)(5) Open Meetings Act for discussion of the acquisition or lease of real property for the use of the District; and, Commissioner Sawyer supported the motion. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried at 8:12 p.m.

Return to Open Session

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

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

NAY: None

ABSENT: None

Motion carried at 8:39 p.m.

Action on Matters Considered in Closed Session

President Gould said that the Board of Park Commissioners met in closed session to discuss Section 2(c)(1) Open Meetings Act for discussion of appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District; and, Section 2(c)(5) Open Meetings Act for discussion of real property for the use of the District, President Gould said that there is no action at this time.

Adjournment

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

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

NAY: None

ABSENT: None

Motion carried at 8:39 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Susan Gould
President

Next scheduled Park Board meetings:

January 22, 2019
February 12, 2019
February 26, 2019
March 12, 2019
March 26, 2019
April 9, 2019
April 23, 2019



Minutes of a Regular Meeting of the Board of Park Commissioners of the Palatine Park District, Cook County, Illinois, held at the Village of Palatine Community Center, in Community Room B, in said District, at 200 East Wood Street in Palatine on Tuesday, January 22, 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

Jennifer Rogers
Nicholas Sawyer

Staff Present

Michael Clark, Executive Director
Ed Tynczuk, Supt. of Parks & Planning
Steve Nagle, Supt. of Facilities
Cheryl Tynczuk, Supt. of District Services & Projects
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)
Joan Scovic, Communications and Marketing Manager
Keith Schemer, Facilities Manager
Alison Shariatzadeh, Recreation & Fitness Program Coord.
Delaney Brauw, Asst. Facilities Manager
Trish Feid, Park Board Secretary/Executive Asst.

Guests

Robert Friskics
Randy Kochanski

A.J. Collier
Chris Johlie

Approval of Agenda

Commissioner Ruff moved and Commissioner Cozza seconded that the agenda for the meeting be approved. Director Clark asked to remove item D under New Business on the agenda, the services contract is under legal review. By a voice vote, the agenda for the regular meeting of January 22, 2019 was approved as amended.

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

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 Rogers 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 January 8, 2019; Closed Session Minutes of January 8, 2019; Resolution #19-01 for Appointment of Authorized IMRF Agent; November Financial Statement; and, Approval of Warrant #2-including Expenses for Travel Expenses. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Comments from the Audience

No comments presented.

Presentations

President Gould acknowledged Mr. Robert (Bob) Friskics regarding his retirement from the Park District. On behalf of the Park Board, residents and employees, President Gould awarded Resolution #19-02 giving public recognition to Bob's contributions to the Palatine Park District. Continuing, President Gould said that this resolution is now part of the permanent record of the Palatine Park District and a copy of this resolution will be presented to Bob as a tribute from the community. Commissioner Rogers moved and Commissioner Ruff seconded that the Board of Park Commissioners adopt Resolution #19-02 for recognition and appreciation of Bob Friskics. President Gould requested a voice vote; the Resolution was unanimously accepted. The Board and staff acknowledged Bob's years of service and wished him well in his retirement.

The Board welcomed Mr. Randy Kochanski, Executive Vice-President of Palatine Community Baseball/Softball (PCBS) Board to the meeting. Mr. Kochanski previously provided the Park Board with a comprehensive presentation detailing both Palatine Youth Baseball/Softball (PYB/S) and Palatine Baseball Association (PBA) 2018 yearly reports and highlights regarding the merger transition of the two organizations, which are now under one group called Palatine Community Baseball/Softball (PCBS). Mr. Kochanski presented statistics of both groups including their 3-year enrollment trend, highlights and some challenges. Regarding Palatine Park District facilities, Mr. Kochanski wanted to give special recognition to the Parks Department including Superintendent Tynczuk; Assistant Superintendent Holder; Parks Manager Esunis; along with the Park Board all the other helpful staff members of the Park District, the support during the season and the improvements such as the shade structures are greatly appreciated. Regarding other areas of support, Mr. Kochanski gave special thanks to Assistant Superintendent Danz; Accountant Lyons; Aquatics Manager/Software Specialist Griffin; and, Assistant Customer Service Manager Bialek. Mr. Kochanski appreciated Lyons and Griffin's time and efforts with the financial reconciliation of the two organizations, which was a significant process. PCBS is looking forward as one force working together; Mr. Kochanski mentioned the redesigned logo; PCBS's new mission statement, vision and values; operating with 40 board members; and, continuing as a volunteer base organization. Director Clark complimented Mr. Kochanski who also worked hard along with staff reconciling financials. Commissioner Cozza and the entire Park Board thanked Mr. Kochanski for his time and energy contributing to the success of the baseball/softball organization and for tonight's presentation.

Regarding the proposed Affiliate, Parent and Special Interest Groups Platform, Executive Director Clark said that this is a significant goal which was many years in the making to accomplish. The Park Board previously received the platform booklet in preparation of tonight's presentation and potential adoption. Clark presented the proposed new platform and reviewed the classification system to create a more legally accepted and efficient platform of how the park district will support all groups. Clark said that we have more than 30 interest groups and the number continues to grow. The current non-written and inconsistent practices to support and manage the needs of various levels and groups with affiliation with the park district has become unmanageable; along with outdated affiliate agreements, new law and liability issues. Clark said that staff has worked with both MRMA and corporate legal counsel to review, endorse and create the requirements and update the agreements, which are included within the booklet materials. Clark also reviewed the process to educate all user groups; assist with filings; etc. Concerning Commissioner Cozza's inquiry, Clark will revise the platform booklet and add another group level for such groups as Bike Palatine Club. The Board thanked Director Clark and staff on their efforts with the Affiliate, Parent and Special Interest Groups Platform development.

Staff introduced the recently hired new full-time staff members to the Park Board, Alison Shariatzadeh, Recreation & Fitness Program Coordinator and Delaney Brauw, Assistant Facilities Manager. The Park Board welcomed Alison and Delaney to the Park District and thanked them for attending tonight's meeting.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. E. Tynczuk highlighted several report items including that the ice rink was to open today; the rink is located behind the amphitheater since Community Park grounds are in progress with the installation project of the field's new lighting.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle expressed the sad news of Stables Trainer/Barn Manager Bruns' husband passing. Regarding the Fitness Open House event in January, \$5,000 of revenue was generated that day with purchases of fitness renewal and new fitness passes. In February Custodial Manager Landeck will be retiring; staff is working on his replacement. Success continues with Falcon Park rentals, which are up 30% in 2018 from previous year. The ICompete fundraiser is scheduled for this Friday at Durty Nellie's and Nagle mentioned that any support would be appreciated.

The Park Board reviewed the previously distributed Finance Department Report. Asst. Supt. Becke highlighted 2018 annual review and year-end statistics covering the finance department and customer service/registration department highlights including program totals, special event registrations and staff updates. Lastly, Becke mentioned that the annual audit process is underway with staff interviews; and, the Park Bonds Ordinance is on tonight's agenda for approval.

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

New Business

The Park Board reviewed a previously distributed board summary for the proposed Affiliate, Parent and Special Interest Groups Platform approval and had discussion of this item during Director Clark's presentation of the proposed new program. There was consensus of the Park Board to table this motion; and, to incorporate the feedback from tonight's presentation concerning adding another group level titled "Special Interest Group". Director Clark appreciated the feedback received from his presentation and will make the appropriate additions and revisions to the platform booklet. Motion tabled.

For Park Board information only, staff distributed 2018 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 2018 fiscal year. As indicated when the Agency Work Plan for 2018 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. Continuing, Clark said that everyone is on the same page, which reflects solid effectiveness of the plan. Commissioner Cozza appreciates that it is a good job executing all the hard work in modernizing of the Park District with all the best processes and directories; though, wondered now to slow things down. Concurring, Director Clark said that during the recent workplan retreat, there was discussion about scaling back on goals, quality over quantity. The Park Board thanked staff for the final trimester reporting for 2018 and look forward to the new goals of 2019.

The Board reviewed a previously distributed board summary for Adoption of Ordinance #19-01; Consideration of an ordinance providing for the issue of \$789,000 taxable general obligation limited tax park bonds of the District for the purpose of providing the revenue source for the payment of certain

outstanding alternate bonds of the District, providing for the levy of a direct annual tax to pay the bonds and authorizing the sale of the bonds to the District's Corporate Fund Commissioner Rogers moved and Commissioner Ruff seconded that the Park Board of Commissioners adopt ordinance #19-01 as presented allowing the District to sell \$789,000 in Taxable Limited Park Bonds, Series 2019. Director Clark said that at January 8, 2019 Park Board meeting, Mr. Anderson reviewed the Park Bonds in preparation for tonight's Board action for the annual rollover bonds proceedings. The motion was approved by a roll call vote as follows:

AYE: Susan Gould, Jennifer Rogers, Nicholas Sawyer

NAY: None

ABSTAIN: John Cozza, Terry Ruff

Motion carried.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark reminded the Park Board about January's State Conference and thanked everyone on replying to the various events; Clark was happy to report that State Representative Tom Morrison will join us during the award luncheon in Chicago. In response to Commissioner Rogers' questions regarding Community Center's east side garage roof damage, staff confirm that we are in the process of insurance administering. Clark also mentioned many of February events which are coming up, please let us know if you are interested. Regarding school district's 60-acre parcel sold for home development, Clark noted that District 211 made their decision. Clark informed the Park Board on the new changes concerning the Prevailing Wage law.

Commissioners' Comments

Commissioner Sawyer is looking forward to IAPD/IPRA State Conference this week in Chicago.

Regarding future agenda items, no items were mentioned.

Executive Session

President Gould 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)(1) Open Meetings Act for discussion of appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District; Commissioner Sawyer supported the motion. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried at 8:48 p.m.

Return to Open Session

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

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

NAY: None

ABSENT: None

Motion carried at 9:14 p.m.

Action on Matters Considered in Closed Session

President Gould said that the Board of Park Commissioners met in closed session to discuss Section 2(c)(1) Open Meetings Act for discussion of appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District; President Gould said that there is no action at this time.

Adjournment

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

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

NAY: None

ABSENT: None

Motion carried at 9:14 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Susan Gould
President

Next scheduled Park Board meetings:

- February 12, 2019
- February 26, 2019
- March 12, 2019
- March 26, 2019
- April 9, 2019
- April 23, 2019



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, February 12, 2019 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

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

Commissioner Absent

Susan Gould, President

Staff Present

Michael Clark, Executive Director
Ed Tynczuk, Supt. of Parks & Planning
Steve Nagle, Supt. of Facilities
Cheryl Tynczuk, Supt. of District Services & Projects
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)
Joan Scovic, Communications & Marketing Manager
Brad Helms, Golf Course Supt.
Dan Hotchkin, Golf Operations Manager & Head Professional
Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests Present

Joe Petricca, PHGA

Public Hearing

Vice President Cozza opened the Public Hearing for the 2019 Budget and Appropriations Ordinance and stated that in accordance with the Park District Code of the State of Illinois, a Public Hearing is to be held prior to the adoption of Ordinance #19-02, which sets forth the budget and made appropriations of sums of money for the necessary expenditures of the Palatine Park District for corporate purposes for the fiscal year beginning January 1, 2019 and ending December 31, 2019. Notice of Availability of Proposed Annual Budget for 2019 was published in the Daily Herald on Thursday, January 11, 2019; and, notification of the public hearing was published in the Daily Herald on Friday, February 1, 2019. The public hearing was declared open and the floor was open to questions or comments from the Board; no questions or comments were presented. Vice President Cozza offered that the floor was open to questions or comments from the audience. There were no questions or comments from the audience; Director Clark added that he did not receive any inquiries or comments prior to tonight's board meeting. In response for a motion to officially declare the public hearing closed, Commissioner Rogers moved and Commissioner Ruff seconded that the Board of Park Commissioners close the public hearing regarding the 2019 Budget and Appropriations Ordinance #19-02. The motion was approved by a roll call vote and Vice President Cozza closed the Public Hearing for the 2019 Budget and Appropriations Ordinance. The result to close the Public Hearing of the Palatine Park District follows:

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

Motion carried.

Approval of Agenda

Commissioner Rogers moved and Commissioner Ruff seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of February 12, 2019 was approved as presented.

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

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Rogers 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 January 22, 2019; Closed Session Meeting Minutes of January 22, 2019; and, Warrant #3 – including Expenses for Travel Expenses. The result of the roll call vote follows:

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

Motion carried.

Comments from the Audience

No comments were offered.

Departmental Reports

The Park Board reviewed the previously distributed District Services and Projects Department Report. Supt. C. Tynczuk said that staff is busy working on bid preparations for many projects; and, ready to proceed after tonight's approval of 2019 Budget and Appropriation Ordinance. Regarding Vice President Cozza's question of the steel retaining wall project, staff said that golf course staff has the project lead.

The Park Board reviewed the previously distributed Recreation Department Report. Asst. Supt. Danz mentioned that Aquatics programming at Harper continues to be successful with various swim lessons for infant through adult, all age groups. Vice President Cozza said that the recent catalog looks great! Communications and Marketing Manager Scovic asked the Park Board to let her know if you do not receive your catalog shortly, since they were expected to be delivered on Monday, February 11, 2019. Danz reported that Pickleball programming was canceled for Friday's play; Vice President Cozza inquired about Monday's status of Pickleball, Danz confirmed that Monday's play will stay.

The Park Board reviewed the previously distributed Golf Course Annual Report. The Park Board and staff welcomed Golf Supt. Helms and Golf Operations Manager & Head Professional Hotchkin to present the Golf Course Annual Report. With regards to presenting the Golf Course Annual Report, staff thanked the Park Board for their time. Regarding the rainy weather statistics reported throughout the golf season, Golf Operations Manager & Head Professional Hotchkin said that the record measures of significant rain fall had an affect on revenue due to relentless rain falls on typically busy days for golf play. Golf staff continues to be diligent by boosting other tee times and providing special prices during exclusive times. Hotchkin highlighted various events planned monthly for the Palatine Hills Golf Course's 50th anniversary; unfortunately, it rained every weekend during those scheduled event activities. Compliments to the Communications and Marketing Division for their help with the 50th anniversary party and other events. Staff also thanked the Park Commissioners for attending and being part of the special events including the time capsule ceremony; despite the rain the events were successful. In regard to future thoughts for the golf course, the short game area shows that revenue is up, the short game area attracts all users; and staff continues to grow programming. Hotchkin reviewed other ways that Palatine Hills expands awareness and potential usage, the clubhouse's winter rental schedule showed many parties booked along with various types of meetings scheduled. According to the golf course survey, 85% of the folks responded that they would recommend Palatine Hills Golf Course; Hotchkin gave special recognition to Asst. Golf Pro Klebosits; Golf Supt. Helms; Asst. Golf Course Supt. Sharp; and, the entire golf course staff. After the record-high precipitation numbers, Hotchkin added that the golf course is in good shape due to Helms and Sharp and their staff. Continuing with the annual report, Golf Supt. Helms added that the last 10 years were rough for staff to overcome due to the turf damage from the inclement weather; especially with the subsequent severe rain events, one after another. Helms proudly mentioned the great improvements at Palatine Hills and thanked the Park Board for their support. As Hotchkin mentioned, it was a very difficult year with the hot rainy season, like the golf season back in 1995. Staff members were able to have the first 14 holes preserved and in good condition. Flooding continued to create painstaking ongoing efforts to recover all the turf; staff is looking forward to the completion of Gewalt Hamilton's engineering drawing project. Another challenge for the golf course includes staffing shortages, it continues to be difficult to have an appropriate amount of available staff on hand. Some of the Capital Project successes mentioned involved the completion of the irrigation project; sod improvements; front entrance enhancements; and, pond dredging at hole 17. And, the seawall project which is in progress near holes 16 and 17. Once again, golf staff thanked the Park Board for their support; and, looks forward to better weather. In response to Commissioner Rogers' question, Helms said that the current weather affects should not be too bad on the greens; staff has acted on some ice areas; the snow blanket is good over the greens if there is oxygen, which staff continues to monitor. Commissioner Rogers' inquiry regarding part-time staff minimal wage, Helms said that the average starting rate of pay is \$12. Concerning the increase with minimal wage for camp employees, staff replied to Vice President Cozza that in awareness of the minimal wage increase, staff structure may change. In regard to the wage increase happening, Director Clark will have staff outline their camp staff hours worked. Responding to Vice President Cozza, Helms reviewed the past culvert project and the scenarios of the internal model, the 8 foot culvert under Smith Street has helped with the heavy storms, the course still floods but is less threatening and length of time that the water is on the turf, helps get water via the golf course then out on south end; the weir is designed to hold volume. Supt. Nagle gave thanks to the golf staff for their constant efforts; the Park Board thanked golf staff for the comprehensive report.

Vice President Cozza noted there were no other Departmental Reports. The Park Board thanked staff for the Department Reports and the Golf Course Annual Report.

New Business

The Board reviewed a previously distributed board summary pertaining to the Approval for Adoption of the Budget and Appropriation Ordinance #19-02. Commissioner Ruff moved and Commissioner Sawyer seconded that the Board of Park Commissioners adopt Ordinance #19-02 authorizing the fiscal 2019 Palatine Park District Budget and Appropriation Ordinance in the amounts of thirty-three million, five hundred ninety-three thousand, two hundred seventy-three (\$33,593,273) dollars and thirty-six million, nine hundred fifty-two thousand, six hundred (\$36,952,600) dollars respectively. The motion was approved by a roll call vote upon approval of the consent agenda; the result follows:

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

Motion approved.

The Board reviewed a previously distributed board summary for the approval of Award of Bid for 2019 Palatine Community Baseball Softball (PCBS) Uniforms. Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners award the lowest responsible bidder, Santo Sports Store of Chicago Ridge, in the amount not to exceed a base bid of \$6,001.08 for the fourteen types of teams for 2019 Palatine Community Baseball Softball Uniforms. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the Award of Bid for 2019 Palatine Community Baseball Softball (PCBS) Equipment. Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners award the lowest responsible bidder, Santo Sports Store of Chicago Ridge, in the amount not to exceed \$26,418.26 for the 2019 Palatine Community Baseball Softball Equipment. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the Approval of the final Engineering and Permitting Services for Palatine Trail Replacement of Two Bridges. Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners approve Christopher B. Burke Engineering TTD in Rosemont, Illinois in the amount not to exceed \$47,300 for final engineering and permitting services to remove and replace two bridges on Palatine Trail west of Hicks Road. Vice President Cozza inquired on bridge standards used for determining cost and expressed concerns of over-engineering the project; staff responded that costs were in range with standard specifications regarding

the steel bridge design. Thoughts to ask other park districts for cost information on bridge projects when they used another company besides Burke Engineering; and, being compliant with the law. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the Approval of Lease Agreement with Weber-Stephen Products LLC. Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners approve the lease with Weber-Stephen Products LLC allowing the continued use of the subject property by the Palatine Park District for the Palatine Trail. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the Approval of Professional Services Contract for Hamilton Service Building Expansion Project. Commissioner Rogers moved and Commissioner Sawyer seconded that the Park Board of Commissioners approve DLA Architects of Itasca, Illinois, in the amount not to exceed \$146,743 to provide architectural construction documents and permitting for the budgeted Hamilton Service Building Expansion Project. In response to Commissioner Rogers' question, Supt. Tynczuk said that the project will be out to bid in June; and, start construction after Labor Day. Concerning Vice President Cozza's inquiry, staff said that there will be heat in the facility; garage areas for park district and for the affiliates; bathrooms will be heated for patron and staff usage; thoughts for concessions with warming area in the future. Asst. Supt. Holder is meeting with the Village to review the plans. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the Award of Bid for Community Center Basketball Standards Replacement. Commissioner Rogers moved and Commissioner Sawyer seconded that the Board of Park Commissioners approve and enter into a contract with Haldeman-Homme, Inc. of Lombard, IL in the amount of \$63,600 for the removal of existing and furnishing and installation of six new Porter basketball standards and goals. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the Adoption of 2019 Agency Work Plan. Commissioner Rogers moved and Commissioner Sawyer seconded that the Board of Park Commissioners adopt the 2019 Agency Work Plan as presented. Director Clark said that this is the result of the Leadership Team and support staff executing the District Work Plan; and, highlighted many of the goals. Vice President Cozza said this looks like another aggressive year for the District, there are many projects and goals in the plan. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the Approval of Proposed Affiliate, Parent and Special Interest Groups Platform. Commissioner Rogers moved and Commissioner Sawyer seconded that the Board of Park Commissioners adopt the Affiliate, Parent and Special Interest Group Program as presented and direct staff to introduce the adopted program to interested groups accordingly. Discussion ensued regarding the various levels of classifications and groups; criteria and the process of applications; flexibility to change group designation; process of platform education/awareness to all user groups of the District; improved financial control and special group identity. Also mentioned and debated was concern of potential burden on District staff; insurance option; and, cross benefits. Director Clark highlighted that this program helps groups with more of a legal structure; insurance opportunity; banking and financial organization; District's liaison to assist; and to streamline the time and efforts that the groups spend year-round. The motion was approved by a roll call vote as follows:

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

Motion carried.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark reported that the RFP for Meadowlark Park development has been distributed, once the vendor is secured, they will start facilitating the process leading to the culmination of feedback and input from the community, Park Board and staff. Clark also reminded the group of the upcoming Legislative Breakfast at Schaumburg Golf Club and Palatine Township Senior Center Council's annual gala. Since we have NWSRA Executive Director, Tracey Crawford, alternating years to present at the Park Board meeting, Director Clark referred to his EDR Report's attachments from NWSRA with their annual information. Another attached item which Clark highlighted was the year-end District's employee benefit totals; regarding the 2018 benefit report, Director Clark added it will be interesting to see 2019 totals. Lastly, Clark mentioned another retirement party, Tom Landeck's celebration will be on Friday, February 22 at Tap House in Palatine.

Commissioners' Comments

Commissioner Ruff thanked Asst. Supt. Ludolph with a few early morning calls regarding staff needs; also thank you to Asst. Supt. Holder and crew with securing the gas leak situation.

Commissioner Cozza said that the annual volunteer recognition event was great! Director Clark said that in regard to next year's planning, notes were added for the Park Foundation Board to be recognized during introductions; and to provide face-time concerning the Foundation's scholarship program, educating the volunteer groups on great opportunities. Regarding the program for next year's event, Commissioner Ruff asked if we can control the program's line-up of information, perhaps streamlining some areas. Director Clark said that staff took note of Commissioner Ruff's suggestion.

Commissioner Sawyer agreed that the volunteer event was wonderful.

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

Adjournment

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

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

Motion carried at 8:37 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

John Cozza
Vice President

Next scheduled Park Board meetings:

February 26, 2019
March 12, 2019
April 9, 2019
May 14, 2019
June 11, 2019
July 9, 2019

March 26, 2019
April 23, 2019
May 28, 2019
June 25, 2019
July 23, 2019



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, February 26, 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

Jennifer Rogers

Nicholas Sawyer

Staff Present

Michael Clark, Executive Director

Ed Tynczuk, Supt. of Parks & Planning

Steve Nagle, Supt. of Facilities

Cheryl Tynczuk, Supt. of District Services & Projects

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)

Toni Bruns, Stables Trainer/Barn Manager

Michael Noens, Digital Marketing Coordinator

Brian Udany, Risk Manager

Rich Silver, Custodial Manager

Megan Shahinian, Stables Asst. Manager/Trainer

Trish Feid, Park Board Secretary/Executive Asst.

Citizens and Guests Present

Tom Landeck

Approval of Agenda

Commissioner Sawyer moved and Commissioner Ruff seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of February 26, 2019 was approved as amended with the removal of the Finance Department Report, which will be presented at the second meeting in March.

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

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 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 February 12, 2019; Adoption of Ordinance #19-03 Surplus of Property; and, Warrant #4 – including Expenses for Travel Expenses. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Comments from the Audience

No comments presented.

Presentations

President Gould acknowledged Mr. Thomas (Tom) Landeck regarding his retirement from the Park District. On behalf of the Park Board, residents and employees, President Gould awarded Resolution #19-03 giving public recognition to Tom's contributions to the Palatine Park District. Continuing, President Gould said that this resolution is now part of the permanent record of Palatine Park District and a copy of this resolution will be presented to Tom as a tribute from the community. Commissioner Rogers moved and Commissioner Ruff seconded that the Board of Park Commissioners adopt Resolution #19-03 for recognition and appreciation of Tom Landeck. President Gould requested a voice vote and the Resolution was unanimously accepted. The Board and staff acknowledged Tom's years of service and wished him well in his retirement.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. E. Tynczuk highlighted several report items including updates on the new field lighting project, the LED lights at Ost Field were turned on and Community Center lights are in the process of completion. Staff continues to work on the ComEd grant opportunity; the playground projects are ready for the bid process; and Cardinal Park naturally transformed into an ice rink this season. In response to Commissioner Cozza, staff said that the power outage which interrupted the pool use at Harper in Building M has been restored, the power source had one of its connection components' break down, the failed leg of connection is fully repaired.

The Board reviewed the previously distributed Facilities Department Report. First, Supt. Nagle introduced the Park District's new hire Custodial Manager Rich Silver. Silver mentioned his background in facility supervisory roles and the custodial field; along with his other park district experiences. Silver said that he is grateful for this opportunity at the Palatine Park District; the Park Board welcomed Rich aboard. Continuing with the department report, Supt. Nagle said that the kids' program at Falcon Park is well attended and highlighted many POC/ICompete items. Regarding the Customer Service staff committee update, Nagle said that the group is working on various initiatives, starting with the focus on staff.

The Park Board reviewed the previously distributed Palatine Stables Annual Report. Supt. Nagle and the Park Board welcomed Stables Manager/Trainer Bruns and Stables Asst. Manager/Trainer Shahinian to the meeting. Bruns said that Palatine Stables had another great year and highlighted many of her report items including the successful horse shows and the show team accomplishments. Bruns also mentioned the grant received from Illinois Equine Industry Research and Promotion Board; reviewed many completed projects to enhance and improve the Stables' facility including the wash rack project and arena 2 renovation project; reviewed data on programming, lessons, boarders, and special events including the second annual family campout night, which had a significant increase with families attending. President Gould noticed group lessons participant numbers are increasing; Bruns added that the summer camp enrolled numbers are filling-up already. From the recent stables' survey, Bruns gave compliments to Stables Asst. Manager/Trainer; Megan is well-liked and doing a great job at the Stables. Commissioner Rogers asked about opportunity for future Stables improvements based on the scheduled capital plan; Nagle added that the operational items of capital include the new sign board which is very

visible on the roadside and LED lighting, both projects are completed. Although, the desired heating of the barn would be nice or having insulation would be valuable; unfortunately, the current structure will not support the project. Staff is looking at other options. Regarding Stables Financial Report, staff will look at the information and get back to Commissioner Cozza on his thoughts concerning variance spread figures within the operations' numbers. Regarding the discussion of a student having their own pony at the Stables, President Gould shared her story when her children participated at the Stables and developed an interest of first leasing and then owning a horse; these were great experiences for her young children. A petting zoo is on a wish list for Stables Manager/Trainer Bruns, knowing the popularity with the children enjoying the animals including her grandson.

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

New Business

The Board reviewed a previously distributed board summary pertaining to the approval of the Physical Security Assessments and Emergency Plan Development. Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners approve Facility Engineering Associates, P.C. (FEA), of Fairfax Virginia, in the amount not to exceed \$27,500 to provide a comprehensive security evaluation at designated locations throughout the Park District. Risk Manager Uday explained the process of the proposed assessment and the training plan for staff; the goal is to have a comprehensive plan in place for all types of emergency situations. In response to Commissioner Rogers' question on clarification of having all Park District facilities evaluated, Uday said that all facilities will go through an assessment. Staff will confirm if there is a plan in place at Harper College. Uday said that we have a relationship with the security assessment and emergency plan company and they understand the operations of our facilities being open to public use. The motion was approved by a roll call vote; the result follows:

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

Motion approved.

The Board reviewed a previously distributed board summary for the approval of Professional Services Contracts for the 2019 Asphalt Improvement Projects. Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners approve Gewalt Hamilton Associates, Inc., Vernon Hills, IL. The amount not to exceed \$94,100 to provide construction documents, permitting and construction administration for the budgeted 2019 Pavement Improvements and Palatine Trail relocation project. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the Award of Bid for 2019 Mowing Services. Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners approve the lowest responsible bidder, Gilio Landscape Contractors of Wheeling, Illinois,

in the amount not to exceed \$165,620 for mowing services as specified in the bidding documents. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the Award of Bid for the 2019 Aquatic Sanitation Products. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners approve the lowest responsible bidder, Aqua Pure, Romeoville, Illinois in the amount not to exceed \$52,945 to furnish and deliver aquatic sanitation products for the 2019 season. The motion was approved by a roll call vote as follows:

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

Motion carried.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Regarding the hiring of the Supt. of Finance, Director Clark reported that he hopes to have an offer by end of week; and for the hiring of Supt. of Recreation, we have a strong pool of 12 qualified and very interested candidates. The screening for the Supt. of Recreation position starts the week of March 11, 2019. Clark highlighted many other events that he attended including the annual Senior Gala, Clark said that Asst. Supt. Danz did a great job as event chairperson for the event. Clark and Commissioner Rogers attended the Legislative Breakfast last Saturday following with the Fashion Show on Sunday, the NWSRA/SLSF Annual Fashion Show and Luncheon is favorite of staff. Clark reminded the Park Board of the upcoming fundraiser, the Park Foundation's spring event is at the golf course, "Wine and Nine" on June 1, 2019. Clark responded to Commissioner Rogers' questions on the envision for Park Watch Program; Clark briefed the Park Board on his research and experience on the development of the plan. Commissioner Cozza gave thoughts concerning solar panels at Falcon Park Recreation Center; staff needs to be mindful and give consideration of the roof condition; Commissioner Cozza is sensitive about the roof situation. Director Clark said that we are in the preliminary stage of discussion and nothing is confirmed for solar panels at Falcon Park.

Commissioners' Comments

Commissioner Rogers wanted to thank various staff members for the behind the scene actions as well as their attendance at various events and conferences. Regarding last Saturday's Legislative Breakfast, Commissioner Rogers said that it felt more positive than past years; there was discussion of available grant opportunities, and a little concern of the minimum wage increase and how it will impact budgets.

Commissioner Ruff said that all the little changes in the Fitness Center are being noticed and he is hearing positive feedback. Also, Commissioner Ruff mentioned that his busy schedule has kept him from attending the recent events and activities.

Commissioner Cozza inquired about the District's surplus property of copy machine items which led to

the request of a future agenda to talk about copy machine, etc., including future discussion to have a cooperative program with the Village, possibly.

President Gould enjoyed the Senior Center fundraiser event from home; staff thanked President Gould for her generous support to the Senior Center's annual event.

Staff noted Commissioner Cozza's request mentioned in his Commissioner report, President Gould asked for other future agenda items, no other items were presented.

Adjournment

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

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

Motion carried at 8:05 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Susan Gould
President

Forthcoming Park Board Meetings:

March 12, 2019
April 9, 2019
May 14, 2019
June 11, 2019
July 9, 2019

March 26, 2019
April 23, 2019
May 28, 2019
June 25, 2019
July 23, 2019



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, March 12, 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
Ed Tynczuk, Supt. of Parks & Planning
Steve Nagle, Supt. of Facilities
Cheryl Tynczuk, Supt. of District Services & Projects
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)
Michael Noens, Digital Marketing Coordinator
Trish Feid, Park Board Secretary/Executive Asst.

Visitors and Citizens Present

Doug Sieder

Brian Taylor

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 March 12, 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 February 26, 2019; Adoption for Surplus of Property Ordinance #19-04 and, Warrant #5 – 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 offered.

Departmental Reports

The Park Board reviewed the previously distributed District Services and Projects Department Report. Supt. C. Tynczuk said that the department is busy with projects. Tynczuk highlighted the additional chart included within the report under IT information regarding the District's leased device summary; Commissioner Cozza thanked staff for providing the leased product information.

The Park Board reviewed the previously distributed Recreation Department Report. Asst. Supt. Danz highlighted the well-attended Date Night event; and, the Palatine Dance Company's dancers placing in every category that they participated in at the recent competition. Recreation staff collaborated with Parks' staff on the new outdoor fitness equipment project for the first designated outdoor fitness area at Dutch Schultz Recreation Area, which is adjacent to Palatine Hills Golf Course. Supt. E. Tynczuk added that the plan includes a repair bike station too. Danz complimented Communications and Marketing Division on their monthly report which has developed to 5 pages of department highlights; digital media snapshot of valuable data for tracking various users and social media platforms used at each facility location; sponsorships and outreach program highlights; and various community events. The Park Board provided various comments of the amount data collected, Digital Marketing Coordinator Noens said that numbers included goggle business accounts, which tracks over 100,000 views per month. Staff now has more data to track; the viewing and maneuvering process is convenient for users. Noens added that the data tracking is also useful for identifying new trends; and, other helpful information such as the tracking of Harpers users' inquiries.

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

New Business

The Park Board reviewed a previously distributed board summary pertaining to the approval of the revisions for the Personnel Policy Manual. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners approve the proposed revisions to the indicated sections of the Personnel Policy Manual with effective dates as provided in the rationale. Asst. Supt. Cahill said that this is a significant change regarding the new Illinois law for time-off leave with the loss of a child. Policy modifications to Retirement Health Insurance Coverage and the Bereavement Leave sections were presented and accepted. The motion was approved by a roll call 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 the Professional Services Agreement for Master Planning of Meadowlark Park. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners approve the lowest responsible bidder and allow staff to enter into an agreement with Hitchcock Design Group, 225 West Jefferson

Avenue in Naperville, Illinois, in the amount of \$18,800 for the master planning process of Meadowlark Park. In response to Commissioner Cozza's inquiry, Director Clark said that during the upcoming Park Board workshop with Hitchcock regarding Meadowlark Park's master planning, the Board and staff will discuss the Stables property. Clark added that staff has Stables' parcel on their radar for an in-depth discussion which was identified as a future agenda item. Clark said that a part of the workshop with Hitchcock is to have both discussions at the same time. 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 purchase of the replacement tractor through Sourcewell. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners direct staff to issue a purchase order to the lowest responsible bidder, Kubota Tractor Corporation of Torrance, California, in the amount of \$36,524.74 for the acquisition of one Kubota tractor, model number L5460HST. 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 approval for purchase of Dutch Schultz Park Outdoor Fitness Equipment and Surfacing. Commissioner Ruff moved and Commissioner Cozza seconded that the Board of Park Commissioners approve, the lowest responsible bidder, Game Time c/o Cunningham Recreation of Charlotte, North Carolina, in the amount not to exceed \$37,416.77 for the purchase of outdoor fitness equipment and the installation of poured-in-place surfacing. 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.

Executive Director's Report

The Park Board reviewed the previously distributed Executive Director's Report. As of Monday, Director Clark said that he is happy to report having Supt. of Finance Zaida Torres on board at the Park District. Torres has a variety of finance background and experience including working as Director of Finance at Village of East Dundee; Central Lake County Joint Water Agency; and, Village of Wauconda. The Park Board welcomed Superintendent Torres to the Park District. Clark thanked Asst. Supt. Cahill as facilitator for the hiring process of 2 superintendent positions; the final hiring is for the Supt. of Recreation. The recruitment is underway with upcoming interviews in place for 13 candidates. Regarding the Legislative Reception and Conference, Commissioners Rogers and Sawyer are joining Director Clark in Springfield

for the annual event. Director Clark thanked Asst. Supt. Holder for his work in helping Clark prepare for the meeting with District 15 officials regarding D15's facilities usage agreement. The Intergovernmental Agreement (IGA) with District 15 expires this fall, the IGA renewal will include written interpretation of explanations on a few items and clarification on protocol regarding past issues; it was a great meeting. Concerning the annual filings for Park Foundation, Clark reported the organization's status is updated with the completion of the filings. A few reminders, if interested the IAPD Boot Camp is available for sign-up; and, the spring Park Foundation event "Wine and Nine at the Hills" is scheduled on June 1, 2019 at Palatine Hills Golf Course. Also, following tonight's meeting, Clark and Asst. Supt. Holder suggested viewing the recently installed lights at Ost field; the LED lighting project was successful and illumination for the appropriate use is spot-on and precise.

Commissioners' Comments

Regarding POC/ICompete's fundraiser with Culver's, Commissioner Sawyer thanked President Gould for her suggestion of tonight's dinner prior to our Park Board Meeting. The Park Board and staff thanked President Gould for purchasing our meals so that the entire amount collected for tonight's dinner (along with additional donations) could go directly to the POC/ICompete fundraiser. A generous amount of over \$220 was collected.

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 Ruff moved that the regular meeting be adjourned. Commissioner Sawyer 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 7:22 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Trish Feid
Secretary

Approved:

Susan Gould
President

Upcoming Park Board Meetings:

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

March 26, 2019
April 23, 2019
May 28, 2019
June 25, 2019
July 23, 2019



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, March 26, 2019 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

Susan Gould, President
Terry Ruff, Treasurer
Jennifer Rogers

Commissioners Absent

John Cozza, Vice President
Nicholas Sawyer

Staff Present

Michael Clark, Executive Director	Jim Holder, Asst. Supt. of Parks & Planning
Ed Tynczuk, Supt. of Parks & Planning	Joshua Ludolph, Asst. Supt. of Facilities
Steve Nagle, Supt. of Facilities	Pete Cahill, Asst. Supt. of District Services & Projects (HR)
Cheryl Tynczuk, Supt. of District Services & Projects	John Wilhelm, Falcon Park Recreation Manager
Donelda Danz, Asst. Supt. of Recreation	Trish Feid, Park Board Secretary/Executive Asst.

Approval of Agenda

Commissioner Rogers moved and Commissioner Ruff seconded that the agenda for the meeting be approved. Since we have 3 Park Commissioners present tonight, President Gould noted that we will have roll call votes for each motion and the approving votes will need to be unanimous. The result for the approval of the regular meeting of March 26, 2019 was approved as follows:

AYE: Jennifer Rogers, Terry Ruff, Susan Gould

NAY: None

ABSENT: Nicholas Sawyer, John Cozza

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Rogers 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 March 12, 2019; December and January Financial Statements; and, Warrant #6 – including Expenses for Travel Expenses. The result of the roll call vote follows:

AYE: Jennifer Rogers, Terry Ruff, Susan Gould

NAY: None

ABSENT: Nicholas Sawyer, John Cozza

Motion carried.

Comments from the Audience

No comments presented.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. E. Tynczuk highlighted the upcoming community meetings, the first forum is on Wednesday, April 3, 2019 regarding the Skate Park planning at Community Center in the multipurpose room. The master planning meeting for Maple Park's redevelopment, which is required for the OSLAD grant application process, is on Wednesday, April 10 at Falcon Park Recreation Center.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle reported that Palatine Hills Golf Course opened this weekend; many tee times were set-up and purchases made during the pro shop visits. At Falcon Park, new scoreboards with modernized controllers were recently installed. Nagle gave thanks to Asst. Supt. Ludolph and Parks staff on various energy changes within the District. Nagle responded to President Gould's question regarding IComplete, the online fundraiser campaign was distributed in lieu of the regular fundraiser event which was unexpectedly cancelled. Nagle will get back with President Gould on fundraising details regarding sponsoring a child or a program trip event. President Gould congratulated Stables Manager/Training Brun on Palatine Stables recognition from the United States Hunter Jumper Association (USHJA), which now lists Palatine Stables as an USHJA's Recognized Riding Academy. In response to Commissioner Rogers' inquiry regarding potential solar panels at Falcon Park, Asst. Supt. Holder said that staff is still looking into the prospective venture.

The Board reviewed the previously distributed Finance Department Report. Supt. Torres thanked Asst. Supt. Becke for preparing the department report. Torres briefed the Park Board on the preparations for the upcoming audit and GASB (Governmental Accounting Standards Board) statements 74/75 implementation regarding financial reporting. Torres complimented and highlighted staff members on various accomplishments; reviewed department statistics and information. Torres mentioned the IMET report included within the Commissioners' cloud folder for their review.

The Park Board reviewed the previously distributed 2018 Summer Program Evaluation Report. Asst. Supt. Danz reviewed the summer evaluation report and highlighted many activities and events along with programming challenges and solutions.

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

New Business

The Board reviewed a previously distributed board summary pertaining to the Award of Bid for Equipment Purchase for Dutch Schultz Recreation Area and Doug Lindberg Park Playground. Commissioner Rogers moved and Commissioner Ruff seconded that the Board of Park Commissioners approve, the lowest responsible bidder, Parkreation, Inc. of Prospect Heights, Illinois in the amount not to exceed \$115,411.15 for the purchase and delivery of playground equipment for the Dutch Schultz Recreation Area and Doug Lindberg Park. The motion was approved by a roll call vote; the result follows:

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

Motion approved.

The Board reviewed a previously distributed board summary for the Award of Bid for the Playground Installation Renovation Project for Dutch Schultz Recreation Area and Doug Lindberg Park. Commissioner Rogers moved and Commissioner Ruff seconded that the Board of Park Commissioners approve the lowest responsible bidder, Absolute Home Improvements of Highland Park, Illinois, in an amount not to exceed \$111,248 for Dutch Schultz Recreation Area and Doug Lindberg Park Playground installation renovation projects. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the Award of Bid for Falcon Park Window Replacement Project: Phase 1. Commissioner Rogers moved and Commissioner Ruff seconded that the Board of Park Commissioners approve the bid for the Phase 1 Falcon Park Vertical Window Replacement provided by Pinto Construction Group, Inc. in the amount of \$85,725. Discussion ensued and with consensus of the Park Board to amend the motion and approve the entire Falcon Park vertical window replacement project by eliminating the phased-in approach with savings to Park District; therefore, the Park Board directed staff to use funds from capital reserves, in an additional amount of \$17,059, for the grand total amount of \$102,784 to complete the project in full this year. Commissioner Ruff moved and Commissioner Rogers seconded to accept the amended motion which was approved by a roll call vote as follows:

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

Motion carried as amended.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark updated the Park Board on the progress for the hiring of Supt. of Recreation; the first round of interviews were finished, the second round includes Q and A process with the Leadership team and Recreation staff, then we plan to decide on 2 or 3 candidates for the third round, which includes a district tour of facilities; shadowing staff; programming exercise; and, "one on one" with Clark; it will be a few more weeks until the final candidate decision is made. The application for NRPA Innovation Awards with our cooperative project at Harper College has been submitted. Clark also reminded the Board to file their Economic of Interests form online with Cook County. Clark mentioned the 2 community forums on the docket: Skate Park project and Maple Park redevelopment plan. Clark said sympathy to Gymnastics Coordinator Dunne with the loss of her mother; Asst. Supt. Danz informed the Park Board of the visitation and service arrangements on Saturday, March 30.

Commissioners' Comments

In response to Commissioner Ruff, staff confirmed the location sites for the community meetings, Skate Park at Community Center and Maple Park planning at Falcon Park. Commissioner Ruff shared his thoughts of having at least one female staff member on the initial interview committee for the hiring of Supt. of Recreation.

Commissioner Rogers expressed good luck to both President Gould and Commissioner Ruff on their

upcoming re-election. Commissioner Rogers said that she will miss the next Park Board Meeting.

President Gould highlighted that Marketing and Communications Manager Scovic is posting various announcements every day on the community neighborhood sites with receiving positive comments, items such as day camp programming conversation, etc.

President Gould 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 Rogers moved that the regular meeting be adjourned. Commissioner Ruff seconded the motion which was unanimously approved by a voice vote.

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

Motion carried at 7:34 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Susan Gould
President

Upcoming Park Board Meetings:

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

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



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



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 23, 2019 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

Susan Gould, President
John Cozza, Vice President
Nicholas Sawyer

Commissioners Absent

Jennifer Rogers
Terry Ruff, Treasurer

Staff Present

Ed Tynczuk, Supt. of Parks & Planning
Steve Nagle, Supt. of Facilities
Cheryl Tynczuk, Supt. of District Services & Projects
Zaida Torres, Supt. of Finance
Donelda Danz, Supt. of Recreation
Tina Becke, Asst. Supt. of Finance
Joshua Ludolph, Asst. Supt. of Facilities

Pete Cahill, Asst. Supt. of District Services & Projects (HR)
John Wilhelm, Falcon Park Facility Manager
Todd Ranum, Athletic Coordinator
Michael Noens, Digital Marketing Coordinator
Jon Seidenzahl, Falcon Park Asst. Facility Manager
Trish Feid, Park Board Secretary/Executive Asst.

Visitors and Citizens Present

Greg Post, Celtic Soccer
Barry Nekritz, Finger Development Company
Representative

Frank Stark, PAFA

Approval of Agenda

Commissioner Sawyer moved and Commissioner Cozza seconded that the agenda for the meeting be approved. President Gould noted that we will have roll call votes for each motion which needs to be an unanimous approval with the Park Commissioners present tonight. Receiving Park Board consent and direction, President Gould acknowledged moving item 6E of New Business, Approval of Land Cash Impact Fees Proposal regarding the Finger Development Company, to follow the Contest Agenda motion. The result for the approval of the agenda of March 26, 2019 was approved as follows:

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

Motion carried as amended.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Cozza 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 April 9,

2019; Resolution #19-05 for Appointment of Authorized IMRF Agent; February Financial Statement; and, Warrant #8 – including Expenses for Travel Expenses. The result of the roll call vote follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for approval of the Land Cash Impact Fees proposal offered by the Finger Development Company. Commissioner Cozza moved and Commissioner Sawyer seconded that the Board of Park Commissioners approve the proposal from the Finger Development Company regarding impact contributions of \$250 per unit; the proposed apartment community will consist of 372 units. To answer questions regarding the proposal, Attorney Barry Nekritz, representative from the Finger Development Company, had requested to attend tonight's meeting. Mr. Nekritz confirmed that the Finger Development Company has already agreed to the same impact contributions to each of the following: Palatine School District 15, Schaumburg Police and Fire Fund and Schaumburg Cultural Center Fund. The location site for the proposed apartment community is at the northwest corner of East Algonquin Road and South Old Plum Grove Road in Schaumburg. The Park Board thanked Mr. Nekritz for attending the meeting. The motion was approved by a roll call vote as follows:

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

Motion carried.

Presentations

The Park Board welcomed Palatine Amateur Football Association (P.A.F.A.) Board President, Frank Stark, to the meeting. Mr. Stark, a teacher at Palatine High School, said that he and his growing family is fully invested in Palatine and the community. Mr. Stark reviewed the previously distributed Palatine Panthers 2018 annual report and highlighted several items from the presentation regarding the tackle and flag football programs. Some of the items mentioned include that P.A.F.A. Board acquired many new members; program participant numbers are stable; partnership with Athletico, the training company on site at the games; maintaining a substantial amount of coaches and volunteers; all coaches are certified; financial review; and, comments on receiving great responses from P.A.F.A. participating in this year's community parade. President Gould asked about the condition of the football helmets and reiterated the Park Board's focus on protecting the kids and support of safety; Mr. Stark thanked President Gould for her thoughts and explained the yearly helmet reconditioning and safety-check process; and the surplus of new (unused) helmets on hand and the purchasing cycle for the new and continuously improved helmets. The Park Board thanked Mr. Stark for all his involvement and the report.

The Board reviewed the previously distributed Celtic Soccer Annual Report and welcomed Mr. Greg Post, Palatine Celtic Soccer Club Board President, to the meeting. Mr. Post mentioned his background in the community and passion towards soccer. Some of the report items mentioned include steady numbers of soccer participants in the house and travel programs; appreciation of Park District support; partnership with Celtic Club in Scotland (founding and established name of Palatine Park District's soccer program) providing clinics, camps, and opportunity for some travel soccer members to play in Scotland in 2020; great number of volunteers and trained coaches; New Balance as club sponsor for uniforms;

fundraising efforts; and, continued success with the 2 different soccer season options. In response to questions regarding the junior high after school soccer program affecting Celtic's program, Mr. Post said that there is an interest to play soccer with fellow classmates and it is convenient; although, the quality of coaching with Celtic's house leagues is consistent, which may be different from the school programming. The Park Board thanked Mr. Post for his commitment to the Celtic program and for attending tonight's meeting.

New Business

The Board reviewed a previously distributed board summary pertaining to the Palatine Celtic Soccer Labor Day Tournament. Commissioner Cozza moved and Commissioner Sawyer seconded that the Board of Park Commissioners authorize the use of twenty-nine park/school field set ups, support for up to 450 teams with review and approval of schedule and fields by park district staff, and field lighting per staff recommendation for the Palatine Celtic Soccer Labor Day Tournament being held Friday, August 30 through Monday, September 2, 2019. Staff is requiring that no game begin before 7 a.m. at all fields. In addition, lighting will end at 11:00 p.m. for Celtic Park, except Hamilton Sports Fields which will end at 10:30 p.m. (per Village agreement). Staff will once again work with the tournament committee to adjust schedules, signage, parking, litter removal and staffing. The motion was approved by a roll call vote; the result follows:

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

Motion approved.

The Board reviewed a previously distributed board summary for the Award of Bid for 2019 Contractual Fertilizer Applications. Commissioner Cozza moved and Commissioner Sawyer seconded that the Board of Park Commissioners approve the lowest responsible bidder, Arthur Clesen Inc. of Lincolnshire, Illinois in the amount not to exceed \$22,872.50 to furnish and apply fertilizer applications for the 2019 season. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the Approval of Purchase for the Replacement Chipper through Sourcewell Co-Op Program. Commissioner Cozza moved and Commissioner Sawyer seconded that the Board of Park Commissioners direct staff to issue a Purchase Order to the lowest responsible bidder, Atlas Bobcat LLC of Elk Grove, Illinois, in the amount not to exceed, \$61,874.56 for the acquisition of one Bandit Chipper model number 19XPC. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the Approval of Bank Signatures, Resolution #19-06. Commissioner Cozza moved and Commissioner Sawyer seconded that the Board of Park Commissioners approve Resolution #19-06 for Bank Signatures at Palatine Bank and Trust, Harris Bank for PMA Managing Agent, First Bank of Highland Park, IMET, Fifth Third, IPDLAF, PMA, and Metro Credit Union be signed and accepted as presented. Commissioner Cozza wants to make sure staff keeps in mind the importance of FDIC insurance regarding the various banks the District will be using. The motion was approved by a roll call vote as follows:

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

Motion carried.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. E. Tynczuk highlighted the upcoming community forum meetings regarding the proposed Skate Park and development of Maple Park. The “Kids around the World” company will be breaking down and removing the playground equipment at Dutch Schultz Recreation Area and Doug Lindberg Park. Other updates include that the Hamilton project is back in progress with better weather conditions; and, Parks’ crews are getting ready and working hard on summer projects and tasks.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle reported that Stables needs to reschedule the next home show, a notice will follow when it is confirmed. Reminder of upcoming events, the annual Head to the Hills at Palatine Hills Golf Course and POC’s Cinco de Mayo fundraiser at Community Center gym. Falcon Park’s Family and Youth Program Specialist Lara is very busy securing grants for POC and ICompete programming needs. Nagle provided updates regarding the gas smell incident at Community Center, gas was turned off and Nicor did identify a suspect line. The weather-related claim incident at Palatine Hills regarding the driving range has been submitted to the insurance company, the Park District is supporting upgrading to steel-grade posts on the driving range; Nagle thanked staff for assistance with preparing and processing the claim.

The Board reviewed the previously distributed Finance Department Report. Supt. Torres highlighted many report items; Torres said that the Finance Department provided staff with the ACA hours report for management of part-time staff; the auditor team starts on Monday; attended meetings with various banks; having weekly update meetings with Executive Director Clark and Asst. Supt. Becke; and, arranged many orientation meetings with Superintendents. Torres agrees with Commissioner Cozza’s thoughts on safeguarding District funds and plans to look over the District’s investment policies. Commissioner Cozza appreciates the monthly financials and the details within the reports. Regarding the report’s variances data, Commissioner Cozza inquired that we may not necessarily need to know all the variances knowing the time involved with creating the report, Torres explains the importance to identify the significant change by month for staffs’ budget purposes. Asst. Supt. Becke added that this feature is new with Incode, the new software.

The Park Board reviewed the previously distributed 2018 Falcon Park Annual Report. Supt. Nagle introduced John Wilhelm, Falcon Park Facility Manager Wilhelm and Falcon Park Asst. Facility Manager Seidenzahl to the Park Board. The report was thoroughly reviewed. Staff commented on statistics regarding programming; all rentals; gym/turf usages; affiliate activities; budget review; tournaments; highlights and challenges; and, staff added comments that it was another good year for Falcon Park.

President Gould said she is delighted on how successful Falcon Park is doing and the benefit to the community; adding that the facility is doing so well that it can fund other programs. The Park Board thanked staff for their report.

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

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Regarding the report item of staff promotion, the Park Board and staff congratulated Supt. of Recreation Donelda on her promotion.

Commissioners' Comments

No comments were presented.

President Gould 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 Cozza moved that the regular meeting be adjourned. Commissioner Sawyer seconded the motion which was unanimously approved by a voice vote.

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

Motion carried at 8:35 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

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



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, May 14, 2019 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

Susan Gould, President
John Cozza, Vice President
Nicholas Sawyer

Terry Ruff, Treasurer
Jennifer Rogers

Staff Present

Michael Clark, Executive Director
Ed Tynczuk, Supt. of Parks and Planning
Steve Nagle, Supt. of Facilities
Cheryl Tynczuk, Supt. of District Services & Projects
Zaida Torres, Supt. of Finance
Donelda Danz, 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)
Trish Feid, Park Board Secretary/Executive Asst.

Approval of Agenda

Commissioner Sawyer moved and Commissioner Cozza seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of May 14, 2019 was approved as presented.

AYE: Nicholas Sawyer, Terry Ruff, John Cozza, Susan Gould
NAY: None
ABSTAIN: None

Motion carried.

Certification of Election Results; Approval of Resolution #19-07

The Park Board reviewed the previously distributed documents regarding the Certification of Election Results; Resolution #19-07. Commissioner Rogers moved and Commissioner Cozza seconded that the Park Board of Commissioners adopt Resolution #19-07 declaring Susan Gould and Terry Ruff duly elected as Commissioners of Palatine Park District with said terms commencing at today's annual meeting of May 14, 2019 and expiring at the annual meeting in May of 2025. The Cook County Clerk's Official Certificate of Results including the detailed precinct information from the April 2, 2019 Consolidated Election were provided to the Park Board. The result of the roll call vote follows:

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

Motion carried.

Administration of Oath of Office; Susan Gould and Terry Ruff

Administering the Oath of Office, Secretary Feid swore in Susan Gould and Terry Ruff as Commissioners of Palatine Park District Board of Park Commissioners for the term of 2019-2025. Along with the Park Board and staff, Secretary Feid congratulated Commissioners Gould and Ruff on their re-election victory and look forward to another 6-year term serving on the Park Board.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Sawyer moved and Commissioner Cozza 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 April 23, 2019; and, Warrant #9 – including Expenses for Travel Expenses. The result of the roll call vote follows:

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

Motion carried.

Visitors and Citizens Present

No citizens in attendance.

New Business

The Park Board began the annual election process, nominations for the position of President for the 2019-2020 year were offered. Commissioner Rogers nominated Commissioner Cozza for the position of Board President. There being no further nominations, Commissioner Rogers moved and Commissioner Ruff seconded that the nominations for Park Board President be closed; by a voice vote the motion was unanimously approved. Commissioner Rogers moved and Commissioner Ruff seconded to elect Commissioner Cozza for the office of Park Board President. Upon the requested roll call vote approving Commissioner Cozza for the office of Park Board President on behalf of the 2019-2020 year, the result follows:

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

Motion passed. The Park Board and staff thanked Commissioner Gould for serving as President; Commissioner Gould received many compliments for doing a great job during the busy term. Commissioner Gould gave the meeting over to President Cozza.

President Cozza asked to receive nominations for the position of Vice President for the 2019-2020 year. Commissioner Roger nominated Commissioner Ruff for the position of Vice President. There being no further nominations offered, Commissioner Rogers moved and Commissioner Gould seconded that nominations be closed; by a voice vote the motion was unanimously approved. Commissioner Rogers moved that Commissioner Ruff serve as Park Board Vice President for the 2019-2020 year; Commissioner Gould seconded the motion. The motion was approved as follows:

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

ABSENT: None

Motion passed.

Commissioner Gould moved that the appointment of Commissioner Rogers for Park Board Treasurer for the 2019-2020 year be approved. Commissioner Sawyer seconded the motion. By a voice vote, the motion was approved as follows:

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

Motion passed.

Commissioner Gould moved that the appointment of Trish Feid for Board Secretary for the 2019-2020 year be approved. Commissioner Rogers seconded the motion. By a voice vote, the motion was approved as follows:

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

Motion passed.

President Cozza submitted for Board approval the following appointments for the period of May 28, 2019 through May 12, 2020: Mike Clark: Executive Director, Secretary Pro Tem, Representative to the Northwest Special Recreation Association, alternate Representative to the Metro Risk Management Agency and Park Foundation Liaison, and; Zaida Torres: Representative to the Metro Risk Management Agency, and; Joan Scovic: Liaison to the Greater Palatine Chamber of Commerce and Industry, and; President Cozza: Liaison to PALS (Palatine Affiliate Leaders) and Liaison to Employee Health Insurance Committee, and; Mike Clark and Trish Feid appointments as Open Meetings Act (OMA) officers, and; Mike Clark and Trish Feid appointments as Freedom of Information Act (FOIA) officers, and; Zaida Torres appointment of Compliance Office of drafting and updating of disclosures as they relate to bond issuance; and, Donelda Danz and Ed Tynczuk appointments as ADA Representatives. Commissioner Gould moved to approve President Cozza's appointments; Commissioner Sawyer seconded. The motion 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 passed and all those present agreed to serve.

President Cozza said that with the agreement of the Park Board to approve the proposed meetings of the Board of Park Commissioner of the Palatine Park District for 2019-2020; declaring that regular meetings of the Board will be conducted at the Village of Palatine Community Center Building in Room B at 200 East Wood Street in Palatine, Illinois on the second Tuesday and fourth Tuesday of each month, beginning at 7:00 p.m., except for the months of September and December which will have one

meeting. Commissioner Gould moved and Commissioner Rogers seconded the motion, which was unanimously approved by a voice vote as follows:

AYES: Susan Gould, Nicholas Sawyer, Jennifer Rogers, Terry Ruff, John Cozza
NAYS: None
ABSENT: None

Motion passed.

The Board reviewed a previously distributed board summary for the Award of Bid regarding the 2019-2020 Janitorial Service. Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners award the 2019-2020 Janitorial Service contract to the lowest responsible bidder, Crystal Maintenance Services Corporation of Mount Prospect, Illinois and sign the contract in the amount of \$47,790 for the first year of janitorial service. 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 Park Board reviewed a previously distributed board summary pertaining to the approval of the Skate Park equipment purchase and installation contract with Sourcewell. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners approve the lowest responsible bidder, American Ramp Company of Joplin, Missouri in the amount not to exceed \$225,771.81 for the purchase and installation of skate park modular equipment through Sourcewell Cooperative Purchasing Program, contract number 030777-ARC. 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 approved.

The Board reviewed a previously distributed board summary regarding ratification of the Village of Palatine's repayment for providing a six-inch water service line and a fire hydrant. Commissioner Gould moved and Commissioner Sawyer seconded that the Board of Park Commissioners will ratify the repayment to the Village of Palatine in an amount not to exceed \$52,800 for the installation of a six-inch water service line and fire hydrant for the Hamilton Service Garage Expansion Project. Staff mentioned that Smith Road will be closed Thursday for the installation. 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.

The Board reviewed a previously distributed board summary for the approval of Resolution #19-08 for the Intergovernmental Agreement with Community Consolidated School District 15. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners approve Resolution #19-08; Intergovernmental Agreement with Community Consolidated School District 15 (CCSD15) and Palatine Park District. Director Clark thanked Asst. Supt. Holder for joining him at the cooperative meeting; updating of the IGA included explanation with mowing details. Clark briefed the Park Board on the trade-off with Salt Creek Park District regarding mowing cost in exchange for use of Winston Campus on Saturdays. Supt. Danz added that the IGA includes revisions to the Janitorial schedule, now confirming available janitorial staff on hand during our C.A.R.E. programming. Commissioner Rogers noted that the IGA will be in force until June 30, 2022. 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.

Departmental Reports

The Park Board reviewed the previously distributed District Services and Projects Department Report. Supt. C. Tynczuk said that she has been covering the Volunteer Coordinator's duties while out on leave along with Asst. Supt. Cahill and things are going well. The document rotation process with the scanning service is going well; the site access should be open soon. Civic HR application project is underway; staff has a wish list of on boarding operations to have in place. This improvement will streamline onboarding processes including volunteer onboarding too. Park District Risk Manager Udany attended a risk training seminar in Texas and reports that it was a good training and a very useful conference.

The Park Board reviewed the previously distributed Recreation Department Report. Supt. Danz highlighted the successful annual Hound Egg event last month and thanked Commissioner Gould for her support as an event sponsor. Danz inquired about Park Board direction regarding the Musical Matinee event, which has been losing momentum over the past several years, staff has tried many different tactics to attract attendees. Discussion ensued, staff will investigate co-op programming options with neighboring community senior facilities; potential sponsorship support with event programming; new event title; and/or a different band. Staff will continue to work on other ideas to gain awareness since the folks in attendance commented that they enjoyed the band. Danz continued with her department report and stated that Day Camp sessions are almost full. The Pickleball programming is doing well, it was mentioned that folks are looking forward to play on Hamilton Park's new courts. Debate followed regarding rotation of pickleball play on the forthcoming new courts and concerns were voiced of pickleball courts being dominated by the Picklers. Director Clark noted that he is more concerned with residents getting their time to play when courts are not reserved and Picklers wanting to reserve courts 100% of available playing time. With concern of open court time being monopolized at Hamilton, it was stressed to make sure the new courts are not dominated by the Picklers' group and Clark reiterated the proposed courts are for public use as well. President Cozza interjected that Palatine Picklers are an open rotating group; they are very interactive with visiting groups; and, the Picklers take on training new players. Danz wanted to remind the Park Board that it is a busy weekend with the Mari-Rae Sopper Gymnastics Show at Community Center and the annual Casey Pohl Memorial Tournament at Hamilton

Park. Staff added that access to the Hamilton Park for the tournament will be no problem. In response to President Cozza's questions, Danz explained that the Windy City diving program, which is their own entity. This program is in addition to the Palatine Park District's Tiger Sharks since the Tiger Sharks does not have a diving team.

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

Executive Director's Report

The Park Board reviewed the previously distributed Executive Director's Report. Executive Director Clark highlighted that the Park District is near the end of the search for Asst. Supt. of Recreation, Clark and Asst. Supt. Cahill have been working on the hiring progress. Regarding the actions for Meadowlark Park Master Site planning, Clark gave thanks to Supt. Nagle who is doing a great job spearheading the project. Staff organized several public and staff input sessions for Meadowlark Park Master Site Planning, including the most recent forum last night where we had some residents providing feedback and comments; Hitchcock Design Group will be putting thoughts together. As of last Friday, the audit team completed their assessment/testing process onsite which kept Finance staff very busy. Clark reminded the Park Board of the upcoming Park Foundation spring fundraising event; Wine and Nine at the Hills, Palatine Hills Golf Course on Saturday, June 1 from 3:00 to 8:00 p.m. Director Clark gave special thanks to President Cozza and his company for being the fundraiser event's presenting sponsor. Director Clark briefed the Park Board on streamlining of the prevailing wage formality, the Park District is no longer required passing an Ordinance. Now to comply with the Act, we will reference and provide the link to Illinois Department of Labor's on the Park District website. Commissioner Gould said that her office is participating in the Stuff the Duffel drive and inquired on the drop-off date deadline for contributing to Stuff the Duffel, a community driven campaign via Facebook to collect needed items for child in foster care. Staff said that we are collecting until Monday, May 21. Clark added that through his networking he has heard they may be acquiring a warehouse to store the donations; the community response was overwhelming with support.

Commissioners' Comments

Regarding Commissioner Rogers' comments, Legislative Conference was observed as routine, an uneventful and insipid event. Commissioner Rogers gave thanks to Commissioner Gould on serving as Park Board President this past year.

Commissioner Ruff agreed with Commissioner Rogers that it was a great year and congratulations to outgoing President, Commissioner Gould. Commissioner Ruff and some of his family attend the Big Truck event, it was a great event and staff was very diligent.

Commissioner Gould reported on the great Egg Hound event, it was a lot of fun and well organized.

Regarding the recent Springfield visit, Commissioner Sawyer commented that there seems to be a lot of unknown development and they are not grasping change; Director Clark added there was mention of budget efforts.

President Cozza also thanked outgoing President Gould, it was a busy year with a lot going on. President Cozza is hoping for another good year.

President Cozza reported that no future agenda items were presented tonight.

Adjournment

There being no further business to come before the Park Board on this date, Commissioner Gould moved that the regular meeting be adjourned. Commissioner Sawyer 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 8:55 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

John (Jay) Cozza
President

Upcoming Park Board Meetings:

June 11, 2019
July 9, 2019
August 13, 2019
September 10, 2019
October 8, 2019
November 12, 2019
December 10, 2019

May 28, 2019
June 25, 2019
July 23, 2019
August 27, 2019
-
October 22, 2019
November 26, 2019
-



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, May 28, 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
Susan Gould

Commissioner Absent

Nicholas Sawyer

Staff Present

Michael Clark, Executive Director
Ed Tynczuk, Supt. of Parks & Planning
Steve Nagle, Supt. of Facilities
Cheryl Tynczuk, Supt. of District Services & Projects
Zaida Torres, Supt. of Finance
Donelda Danz, 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)
Joan Scovic, Communications & Marketing
Trish Feid, Park Board Secretary/Executive Asst.

Visitors and Citizens

Nick Arriaga, Hitchcock Design Group

Approval of Agenda

Regarding the consent agenda, Director Clark asked to approve the warrant excluding the purchase card items to allow appropriate time for the Park Commissioners to review. Per consensus of the Park Board, Commissioner Gould moved and Commissioner Rogers seconded that the agenda for the meeting be approved as amended. The result for the approval of the agenda of May 28, 2019 follows:

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

NAY: None

ABSENT: Nicholas Sawyer

Motion carried as amended.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Through consensus of the Park Board, Commissioner Ruff moved and Commissioner Gould seconded that the consent agenda be approved as amended. By a roll call vote, the following items under the consent agenda were approved: Regular Meeting Minutes of May 14, 2019; March Financial Statement; and, Warrant #10 – including Expenses for Travel Expenses and excluding purchase card items. Approval of the purchase card items will be on the June 11, 2019 Park Board agenda. The result of the roll call vote follows:

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

Motion carried as amended.

Presentations

The Park Board welcomed Hitchcock Design Group representative Mr. Arriaga to the meeting. Staff said that tonight's presentation of Maple Park's master re-development plan is to provide the Park Board with input received from staff and the community forum; informational only at this point. Mr. Arriaga, architect for Hitchcock Design Group, walked through the previously distributed PowerPoint presentation and highlighted the top priority items of the new master site plan concept. Community members top-ranked improvements include expansion and improvement to the paths; enhanced landscaping; shelter seating area; new playground; restroom and drinking fountain. Reviewing the illustration of the proposed concept plan, discussion for potential future improvement of the preschool building ensued; and, the architect made note for the site drawing of possible preschool expansion. Other topics mentioned and reviewed entailed additional landscaping to soften the existing building; OSLAD grant applicant and program; installation of bike repair station; new fitness equipment; new proposed playground and basketball court; and, swale rain garden for stormwater mitigation measures. The Park Board and staff thanked Mr. Arriaga for attending tonight's meetings. At an upcoming Board meeting, Asst. Supt. Holder said that staff will provide a Board Summary with a motion of actual costs and numbers for Maple Park's master plan.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. E. Tynczuk highlighted many project items at Hamilton Park and updates on the Skate Park development at Margreth Riemer Reservoir. E. Tynczuk complimented his staff with accomplishing difficult tasks during this rainy season, the baseball folks appreciated the efforts with the annual Casey Pohl Tournament and, opening process for all the pools along with unforeseen gas line breaks. In response to President Cozza's question, staff said that the disc golf tournament will be Father's Day weekend at Riemer Reservoir and the event plans have been arranged.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle reported that the weather continues to be brutal and very disruptive for outdoor activities; it is a struggle to maintain projects on the golf course. Nagle thanked many of the Facilities staff for their support at many events over the past several weekends. Palatine Stables Manager/Trainer Bruns is securing some new horses at Palatine Stables, a donated horse and a new boarder.

The Board reviewed the previously distributed Finance Department Report. Supt. Torres highlighted many report items from both Finance and Registration Departments. During the busy season with the onset of summer, Torres said that the Finance Department dedicated a lot of time with the audit team and fulfilling their additional requests of reports and documents, it was very overwhelming and extremely time consuming. Staff will get back to President Cozza on his inquiry of memberships sold as stated in the report.

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

New Business

The Board reviewed a previously distributed board summary pertaining to Award of Bid for Family

Aquatic Center Concessions' HVAC Upgrade Project. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners approve the lowest responsible bidder, Core Mechanical Inc. of Chicago Illinois, in the amount not to exceed \$26,600 for HVAC work at the FAC Concession Building. Staff said that the work will start when the pool is closed for the season; the project involves moving a lot of ductwork. The motion was approved by a roll call vote; the result follows:

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

Motion carried.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark reported on several items. Clark complimented Risk Manager Udany regarding his diligent work with the OSHA inspector and thanks to Parks staff with executing a substantial amount of work at Cutting Hall; Clark will continue to keep the Park Board updated. Clark is happy to announce the recent new hire of Asst. Supt. of Recreation; Colleen Palmer is scheduled to start on June 4. Director Clark reminded everyone of the June 19 special workshop meeting for discussion of Meadowlark Park and Palatine Stables at 5:30 p.m., location to be confirmed. Over the next couple of weeks, interviews will start for the hiring of the Supt. of Parks' position; Clark gave thanks to Asst. Supt Cahill. Clark said that the Park Foundation's spring fundraiser is this Saturday, June 1 at Palatine Hills Golf Course. Clark mentioned the disappointing delay with Community Center's basketball standards project and details of the process to date including his letter to the company's president with requesting a prompt response on this unsatisfactory situation.

Commissioners' Comments

Commissioner Ruff said that the project development work at Hamilton looks great. Commissioner Ruff complimented staff for the good job at Eagle Pool with repairing the gas leak.

Commissioner Gould is hearing positive feedback regarding Hamilton's new bike path from some of her neighbors, President Cozza added that this improvement is a great amenity to the park and community. Staff thanked Commissioner Gould for sharing the aerial picture of Hamilton Park that her son was able to capture. Commissioner Gould is waiting to hear back from the Village Manager regarding parking permit stickers for her neighborhood area.

Commissioner Rogers asked about the soggy conditions of the bike path by Ashwood Park, staff will investigate the area and review the FEMA flood map.

President Cozza highlighted Hamilton Park's Pickleball courts progress and thanked Asst. Supt. Holder on providing the multi-color selection options for the courts' colors. President Cozza said that he hopes to see everyone out at the golf course this weekend for the Park Foundation's fundraiser, the event Wine and Nine will be a lot of fun.

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 Gould moved that the regular meeting be adjourned. Commissioner Ruff seconded the motion which was unanimously approved by a voice vote.

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

Motion carried at 8:08 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

John (Jay) Cozza
President

Upcoming Park Board Meetings:

June 11, 2019
July 9, 2019
August 13, 2019
September 10, 2019
October 8, 2019
November 12, 2019
December 10, 2019

June 25, 2019
July 23, 2019
August 27, 2019
-
October 22, 2019
November 26, 2019



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, June 11, 2019 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

Terry Ruff, Vice President
Jennifer Rogers, Treasurer
Nicholas Sawyer
Susan Gould

Commissioner Absent

John (Jay) Cozza, President

Staff Present

Michael Clark, Executive Director
Ed Tynczuk, Supt. of Parks & Planning
Steve Nagle, Supt. of Facilities
Cheryl Tynczuk, Supt. of District Services & Projects
Zaida Torres, Supt. of Finance
Donelda Danz, 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)
Colleen Palmer, Asst. Supt. of Recreation
Joan Scovic, Communications & Marketing
Trish Feid, Park Board Secretary/Executive Asst.

Visitors and Citizens Present

Robbie Mephram

Shelby Mephram

Approval of Agenda

Commissioner Gould moved and Commissioner Rogers seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of June 11, 2019 was approved as presented.

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

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Sawyer 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 May 28, 2019; Warrant # 10 Purchase-Card Expenditures – including Expenses for Travel Expenses; and, Warrant # 11– including Expenses for Travel Expenses. The result of the roll call vote follows:

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

ABSENT: John Cozza

Motion carried.

Visitors and Citizens Comments

Vice President Ruff greeted the guests and welcomed them to come before the Park Board. Mrs. Robbie Mepham and her daughter Ms. Shelby Mepham of 600 North Eagle Lane in Palatine introduced themselves to the Park Board. Mrs. Mepham came before the Park Board to request a solution for allowing her daughter turf field usage time; currently, they are traveling outside of Palatine for soccer practices on other towns' turf fields. Mrs. Mepham expressed a desire for her daughter to play on Palatine's turf; and, they are willing to work through details and guidelines for public use on the Park District's turf field area. In response to Vice President Ruff, Ms. Mepham said that Tuesday and Thursday mornings from 6:00 a.m. to 7:30 a.m. would work best. Vice President Ruff said that he would meet them at Celtic Park and open the fence gate for Ms. Mepham on those mornings; staff will investigate an alternate method for the family's entrance onto the turf field. After hearing the process that the Mepham's went through with attempting to secure time at Celtic Park's turf field for soccer practice, Director Clark informed Mrs. Mepham to call his office with future inquiries. The Park Board and Director Clark thanked Mrs. Mepham and her daughter for attending tonight's meeting and letting the Park District know of this situation/request. After the guests left the meeting, staff and the Park Board had a brief conversation about the Intergovernmental Agreement with Celtic Soccer Club along with a discussion concerning the secured fence around one of our District's parks; staff will arrange a time in the future to continue thoughts shared from tonight's meeting.

No other comments were presented.

New Business

The Board reviewed a previously distributed report for Trimester 1 Progress Reporting of Palatine Park District's Agency Work Plan Goals. The report is for informational purpose only; no motion. After reviewing the report, if any Commissioners have any questions about the District's goals and recorded updates, Director Clark is available for feedback. Clark complimented staffs' progress and said that he is happy with their efforts along with the departmental cross-coordination to accomplish tasks.

The Board reviewed a previously distributed board summary for ratification of emergency expenditure for abatement services at Cutting Hall. Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners approve the emergency expenditure by the Executive Director for the abatement services provided by Axis Response Group of Glenview, Illinois in the amount of \$12,700. In response to Commissioner Rogers, it was agreed that the amount is not above the bidding threshold limit; although, Director Clark said that he followed the Governance Policy protocol since it was an emergency expenditure, not a budgeted or re-appropriated item, he wanted to bring the expense before the Park Board. Director Clark said that Commissioner Gould responded well to reporter's call; Commissioner Gould said that the questions regarding Cutting Hall was unexpected and she was caught off guard. Director Clark gave thanks to Asst. Supt. Holder for expediting the recovery process at Cutting Hall; and, compliments to all other staff members who immensely helped the Park District through this process; it was a great team effort. Considering all that we were confronted with, Clark highlighted that the impact was as minimal as it could be for the facility and District. Responding to Commissioner Rogers, Director Clark said that the work needed at Cutting Hall was not eligible as an insurance claim. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the award of bid for 2019 Hamilton Service Garage Renovation Project. Commissioner Gould moved and Commissioner Sawyer seconded that the Board of Park Commissioners approve the lowest responsible bidder Stuckey Construction Company, Inc. of Waukegan, Illinois in an amount not to exceed \$1,668,200 for the construction of Hamilton's Service Garage Expansion. Regarding the bid, Clark liked this bid's formality which has a built-in contingency plan within the base amount, an allowance if needed for unanticipated costs, or for covering alternate options; all with remaining under the budgeted bid amount. Replying to questions, Asst. Supt. Holder said that the project will start in mid-August. Vice President Ruff asked about concession facility's bathroom hand dryers and inquired if there is enough electric power for the addition of bathroom air dryers to be installed; Asst. Supt. Holder will check on that amenity to be included in the project. The motion was approved by a roll call vote as follows:

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

Motion carried.

The Board reviewed a previously distributed board summary for the approval of change order #1 for Riemer Skate Park Concrete Pad. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners approve change order #1 in the amount of \$12,348 to add fabric reinforcement materials to the sub-base of the concrete pad and extend the asphalt pathway. The motion was approved by a roll call vote as follows:

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

Motion carried.

Departmental Reports

The Park Board reviewed the previously distributed District Services and Projects Department Report. Supt. C. Tynczuk said that due to the weather there has not much progress on projects; although, work on the project management site is coming along, the site will be a home for all scanned documents. Asst. Supt. Cahill continues to work with CivicHR on the platform; the onboarding force task team had a meeting this month and plan to launch the new program in the fall. Currently, the IT Department continues working on many workstation replacements; then, the IT duo will start the server replacements which is planned in the following months. The Volunteer Coordinator will have a report next month; and, the Risk Manager continues to be busy with various trainings.

The Park Board reviewed the previously distributed Recreation Department Report. Supt. Danz introduced her new assistant, Colleen Palmer. The Park Board welcomed the new Asst. Supt. to the Park

District. Continuing with the report, Supt. Danz highlighted that staff estimated over 3,000 people visited the Big Trucks' special event in May; 750 goodies bags were given out within the first hour. It was a very successful event. After the event, some families stayed and enjoyed the parks. The Performing Arts program held their spring concert. Palatine Children's Chorus used Immanuel Lutheran Church with 246 patrons attending the performance to host their event, the church was a beautiful setting for the concert. The Palatine Dance Company's recital at Harper College's Performing Arts Center was also a wonderful presentation. Supt. Danz said that she enjoyed attending the variety of shows since it is an accumulation of what we have here at Palatine Park District through all the different programming offered. Regarding the last couple years of experiencing difficulties with hiring pool lifeguards, staff is now having success by offering free lifeguarding classes and attracting new hires from the classes presented by Park District staff at Harper College. Supt. Danz added that Aquatics Manager Griffin and Aquatics Coordinator DeMichael did a great job with the creative recruitment. Regarding summer camps, there are only a few openings available. Supt. Danz will amend the report's information regarding May's preschool dates posted; Danz thanked Commissioner Gould for bringing this to her attention. Brief discussion of the recent pool incident was mentioned. Director Clark said that he did not provide all the details within the email to the Park Commissioners; and, Supt. Danz added that it would have been handled differently if the situation was brought to staff attention at the time of the occurrence.

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

Executive Director's Report

The Park Board reviewed the previously distributed Executive Director's Report. Executive Director Clark reviewed several report items. Staff hopes to have an offer ready at the end of the week for the Supt. of Parks' position, we are in the final stage of the hiring process. Clark confirmed the date and location of next week's Special Meeting of the Park Board regarding Meadowlark Park and Palatine Stables, Wednesday's meeting will be at the Palatine Senior Center in the multipurpose room, the area downstairs which was our former site for Park Board Meetings. Clark was happy to announce that the IDNR grant program is confirmed and we can apply. Director Clark reported that the Park Foundation's fundraising event went well. Discussion of the event ensued. Concerning a few items, Director Clark said that he will share the Park Board's thoughts with the Foundation Board at their meeting tomorrow and he appreciated the feedback. Clark updated the Park Board on the cancellation of the annual NWRSA/SLSF Golf Classic event which was scheduled at Palatine Hills. Due to the weather causing continual wet and soggy conditions on the golf course, SLSF staff had to call-off the golf part of the outing. The dinner still took place and rainchecks were provided for golf. Regarding Director Clark's dissatisfaction letter to the president of Haldeman-Homme Inc., no formal response has yet to be received to the Park District; although, Asst. Supt. Ludolph reported that work is moving along and the crew is making very good progress now. In reply to Commissioner Rogers' inquiry concerning Falcon Park's windows, Supt. Nagle said that staff is working with Tressler and waiting for direction regarding Pinto Construction.

Commissioners' Comments

Commissioner Gould attended a wedding at Lake County Forest Preserves; the wedding was outside on the grounds of Independence Grove and the reception with a wonderful dinner was held at the Visitors Center. The Libertyville venue was wonderful with great amenities which is inviting and fitting for many events, parties and weddings. Thoughts were shared on the value of such an amenity.

Vice President Ruff attended the Palatine Park District dance recital at Harper College's Performing Arts Center and agreed with Supt. Danz that the venue was nice and it was an enjoyable event.

Vice President Ruff 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 Gould seconded the motion which was unanimously approved by a voice vote.

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

NAY: None

ABSENT: John Cozza

Motion carried at 7:39 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Terry Ruff
Vice President

Upcoming Regular Park Board Meetings:

-
July 9, 2019
August 13, 2019
September 10, 2019
October 8, 2019
November 12, 2019
December 10, 2019

June 25, 2019
July 23, 2019
August 27, 2019
-
October 22, 2019
November 26, 2019



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, June 25, 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	Colleen Palmer, Asst. Supt. of Recreation
Ed Tynczuk, Supt. of Parks & Planning	Brad Helms, Golf Course Superintendent
Steve Nagle, Supt. of Facilities	Christine Hubka, Customer Service Manager
Cheryl Tynczuk, Supt. of District Services & Projects	Patrick Griffin, Aquatics Manager
Zaida Torres, Supt. of Finance	Keith Schmerer, Facilities Manager
Donelda Danz, Supt. of Recreation	Delaney Blauw, Asst. Facilities Manager
Tina Becke, Asst. Supt. of Finance	Tony Gallagher, Swim Team Coordinator
Jim Holder, Asst. Supt. of Parks & Planning	Michael Noens, Digital Marketing Coordinator
Joshua Ludolph, Asst. Supt. of Facilities	Trish Feid, Park Board Secretary/Executive Asst.
Pete Cahill, Asst. Supt. of District Services & Projects (HR)	

Visitors and Citizens

Emil Borre, Swim Team Parent Advisory Board President

Approval of Agenda

Commissioner Gould moved and Commissioner Rogers seconded that the agenda for the meeting be approved. By a voice vote, the agenda for the regular meeting of June 25, 2019 was approved as presented.

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. In response to Commissioner Rogers' inquiry on the audit delay and for the other questions asked regarding fees for

posting the lengthy Annual Statement of Receipts and Disbursement Report via publications due to not approving the District's Annual Audit by June 30, 2019, the entire list of disbursements along with the report will need to be published. Director Clark said that Mr. Berg of Sikich LLP, provided various reasons for the audit delay and an extension was filed. Clark added that we can use a local publication source that is less expensive to post the document. Commissioner Gould moved and Commissioner Rogers 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 June 11, 2019; Updated Appointments of ADA Officers; April Financial Statements; Annual Statement of Receipts and Disbursements (Treasurer's Report); Warrant #11 – omitted Employer portion of Payroll Expenses/Taxes; and, Warrant #12 - 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 welcomed Mr. Lewis of PMA Securities, LLC. Mr. Lewis provided the Park Board and staff with an informative PowerPoint presentation of District's debt overview, market update and the refunding opportunity for Palatine Park District with potential of using callable bonds. Mr. Lewis explained each chart. In today's market with historical low interest rates, Mr. Lewis added that it is a good time to borrow and to invest. Municipal bonds are tax exempt and viewed positive to rollover as Treasury index falls. Mr. Lewis reviewed the current District's bonds status and the different types of refunding possibilities for the District's callable bonds. The position of the District's callable bonds is determined when issued debt has opportunity with improving current rates to refinance and with approval of Park Board Ordinance when the "call" date for the bonds is within 90 days prior to their callable date. Mr. Lewis said that \$1,355,000 of 2011A bonds are callable on December 15, 2019 and the present interest rate is desirable for refinancing, there is an estimate of potentially \$30,000 of savings to the District. Mr. Lewis reviewed the projected timeline if the Park Board approves an ordinance at the July 23, 2019 Park Board Meeting. The Board and staff thanked Mr. Lewis for his presentation; President Cozza complimented the report.

Regarding the 2020 Fitness Membership Restructure presentation, the Park Board welcomed Facilities Manager Schmerer and Asst. Facilities Manager Blauw to the meeting. Staff said that currently the Fitness Center offers 24 different rates and explained the simplicity of offering 4 membership options and a few payment options with the restructure; and, staff noted that these proposed changes are aligned with industry standards. In February of 2019, staff provided the Fitness Center participants with a Member Survey, direction from feedback and thoughts received are part of the future restructure arrangement. Explanation of the proposed plan continued and discussion ensued. President Cozza inquired on the various percentages offered via discounted rates when additional members of the same household sign-up or the special student/senior rates; President Cozza suggested making it 10% for all categories of discounts to avoid confusion. Other items mentioned include the one-time enrollment fee; cancellations; monthly fees for placing a membership on hold; cost regarding a punch pass, daily pass, monthly and 12-month memberships; and, December's Open House to kickstart the new membership options for 2020 with staff onsite to answer questions and to explain the restructure. During the Open House, staff will be offering New Year's promotions and incentives. The Park Board thanked staff for

their presentation regarding Fitness Membership restructure.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. E. Tynczuk highlighted that this is his final report before the Park Board. Supt. E. Tynczuk will be retiring this Friday with 35 years of employment at the District. Continuing with the Department Report, E. Tynczuk said that the opening day of Hamilton Park's new pickleball courts was similar to a District's playground inaugural, many enthusiastic visitors hurried to check out and use the new courts; the parking lot was packed as well. Since the new interest at Hamilton Park's, Sycamore pickleball courts have been unoccupied; President Cozza added that the courts at Sycamore Park are great for the beginning level of pickleball play. Regarding the new Skate Park pad at Margreth Riemer Reservoir, E. Tynczuk said that it has been noticed; staff is waiting on the equipment which will be delivered in mid-August. There was a brief discussion on the removal of a few timber bollards at Hamilton Park which were replaced with boulders. Staff reminded the Park Commissioners of the 4th of July parade schedule on Saturday, July 6 and where to meet staff. E. Tynczuk noted that both the Park District and Commissioner Gould's floats for the parade are placemark consecutively in the lineup.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle highlighted that the Meadowlark Master Planning work continues and he will keep everyone informed as the draft is developed. Nagle gave praise to many Facilities' staff members regarding Cutting Hall's brief restoration project. The golf lessons at Palatine Hills Golf Course are doing well; the golf camp brings lots of kids and they are getting familiar with the golf course, it is great to see the golf course gathering interest. Falcon Park Recreation Center is busy with rental bookings, staff continues to secure many parties and the facility continues gaining a good reputation from the renters and visitors. In response to Commissioner Gould, Nagle said that we include the list of caterers with rental packet information along with various helpful information for the renters; it is a plan for staff to consider discount opportunities with food venues. Commissioner Ruff asked about Falcon Park Manager Wilhelm's idea regarding the outdoor patio addition to the facility with a firepit and other outdoor amenities to promote and welcome more rentals, which could generate revenue. Nagle said that the outdoor addition is on staffs' radar and there has been discussion with an architect and the fire department concerning outdoor fire pits. Commissioner Rogers inquired about noise level concerns with near-by neighbors, and President Cozza agreed that it would be a nice feature to add at Falcon Park. Staff agreed that the potential enhancement is a good concept; although, there are particulars to work through. Regarding the report, President Cozza added that he liked the play segment data in the golf course report; and it is good to see the bump up of participation with Stables lessons.

The Board reviewed the previously distributed Finance Department Report. Supt. Torres highlighted that staff remains busy with data entry as it is a busy season and employment numbers are increasing. Supt. Torres attended an interesting GFOA Conference and mentioned the session she attended regarding p-card usage. Torres along with staff has completed all submission requests for the audit; the audit was a challenge and staff is looking forward to 2019's audit process being easier. Asst. Supt. Becke arranged the scheduling to offer budget refresher classes and p-card training for staff, the budget training opportunity has been well received. During the recruitment process for the Accounts Payable Specialist position, Supt. Torres acknowledged Accountant Lyons and Asst. Supt. Becke with stepping in during the vacancy and fulfilling the p-card work and other account payable responsibilities; Asst. Supt. Becke has a good understanding of the p-card process. The hiring for Falcon Park's Customer Service Assistant Manager is underway with final interviews. Finance Department is glad to have Payroll Specialist Hankner back on duty. Regarding customer service data, Customer Service Manager Hubka joined the meeting. Referencing President Cozza's questions from the last Park Board Meeting, Hubka reviewed her prepared report and addressed the concerns of household data and membership data numbers

between the registration department versus facilities department breakdowns. In response to Commissioner Rogers' questions on scholarships awarded and if the District has a cap on contributions bestowed, Hubka said that there is a budgeted amount for scholarships; Asst. Supt. Becke noted that the District has reached 37% of the budgeted amount as of today's date. Regarding the Park Foundation Scholarship Program's new platform, Director Clark added that the idea is to get more affiliate support to help with awarded scholarships through the Park District. In response to President Cozza's inquiry, Asst. Becke said that we have 25,000 registered households. For the month of May, Customer Service Manager Hubka highlighted the addition of 30 new households registered from the northeast quadrant of Palatine, all 30 new families were able to receive scholarships. Hubka was pleased to report that the availability of scholarship opportunities for qualified residents is being communicated.

The Park Board reviewed the previous distributed Swim Team Annual Report. Aquatics Manager Griffin welcomed Mr. Emil Borre, President of the Palatine Swim Team Parent Advisory Board and Head Coach/Swim Team Coordinator Gallagher to the meeting to review the 2018 season. Swim Team Coordinator Gallagher highlighted a few of the report items; he thanked the Park Board for the continued support and expressed gratitude for the new pool at Harper. It has been a busy and exciting year for the program; the swim team (and parents) appreciated not driving to Streamwood for practices and they want to thank the Park Board. Swim Team Park Advisory Board President Borre gave special thanks to Aquatics Manager Griffin, Aquatics Coordinator DeMichael, Head Coach/Swim Team Coordinator Gallagher, Head Age Group Coach Thompson and the entire coaching staff; thanking them for everything that they do for the swim team program, we have an awesome coaching staff! Continuing with the report, Gallagher said that enrollment numbers have increased, now that the renovation process is complete, things are getting back to normal. The swim team parents love the pool at Harper and the steady practice schedule; they feel very fortunate. Other items reviewed included highlights and acknowledgments from the past year; swim meets; fundraising efforts; the program continues building positive relationships with District 211 and District 214 coaches and school representatives. In response to President Cozza's question regarding District 211, staff said that there are no other competitive swim team programs with high school students feeding into the local school districts. The Park Board thanked Mr. Borre and staff for presenting the Swim Team Annual Report.

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

New Business

The Board reviewed a previously distributed board summary pertaining to Adoption of Resolution #19-09 for Recognition of Ed Tynczuk. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners adopt Resolution #19-09 for recognition and appreciation of Ed Tynczuk. A resolution honoring Ed for his commitment and outstanding contribution to the Palatine Park District. President Cozza read the resolution; the Park Board and staff congratulated Supt. E. Tynczuk for his hard work and contribution to the Park District with his dedicated 35 years of service. 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 Award of Bid for Palatine Hills Golf Course Irrigation Project Phase 4. Commissioner Gould moved and Commissioner Rogers

seconded that the Board of Park Commissioners approve, the lowest responsible bidder, Halloran and Yauch, Inc. of Lake Forest, Illinois and enter into a contract in the amount not to exceed \$128,600 for Phase 4 Irrigation Improvements. 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 Approval; Disbursement of 2018 C.A.R.E. Funds Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners authorize payment of \$167,051.34 to CCSD15, of which 50% of this balance shall be allocated to the "CCSD15 Master CARE Account" maintained by the CCSD15 Board, 25% of the balance shall be allocated to the CCSD15, and 25% of the balance shall be returned to Palatine Park District. Under the terms of the agreement, Supt. Danz said that the Park District will be getting the allocated 25% of the balance. 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 ratification of Utility Commodity for District Gas and Electric Suppliers. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners approve the lowest responsible bidder, Direct Energy, PA, for the electric supplier and Interstate Gas Supply, OH, for the gas supplier for a 36 month contract in the amount not to exceed \$0.05769 per kilowatt hour and \$0.309 per therm for the electric and gas supply respectively. In response to Commissioner Rogers, Director Clark said that Asst. Supt. Holder did an outstanding job to act fast with locking in for the 3-year commitment for the District's gas and electric suppliers; Clark had to secure the contracts last weekend and then post ratification of this expense on tonight's agenda for Park Board approval. 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. Director Clark congratulated Asst. Supt. Holder on his promotion to Superintendent of Parks and Planning as well as his actions to save the District money on securing utility contracts, he did a great job with negotiations. Clark highlighted that Community Center gymnasium is up and running with the new basketball standards; staff is hearing many compliments. The standards adjust with ease and they look great. Communications and Marketing Manager Scovic is working on the Annual Publication's theme and completing content articles; staff will confirm President Cozza's letter for the Annual Publication. Clark said that here are no updates to report regarding the Falcon Park windows project; staff will inform the Park Board when

information is received. Regarding Commissioner Rogers' questions concerning the window replacement project, staff said that according to our District's legal direction, we will have staff interact first with the contractor, then if necessary, our attorney will intervene. Director Clark asked for Park Commissioners' feedback on the level of reporting information incorporated into the monthly finance reports. With looking for thoughts and/or suggestions, Clark recommended after review and consideration of the report to let him know what the Park Commissioners feel is the satisfactory level of information and threshold that they would like to see in the monthly report.

Commissioners' Comments

Commissioner Ruff congratulated Supt. E. Tynczuk and Asst. Supt. Holder on the development progress at Hamilton Park and for their quick input to resolve issues or concerns when they arise.

Commissioner Rogers inquired on the Palatine Picklers Club, and Commissioner Rogers has concerns with the Club reserving and monopolizing the new courts; thoughts about communicating and posting the rules, protocol, structure of play time, etc. was discussed. Communications and Marketing staff provided various media alerts for the pickleball courts' opening, the awareness added to the successful opening day of the courts at Hamilton Park.

Commissioner Sawyer congratulated retiring Supt. Ed Tynczuk on his great accomplishments at the Park District over the last 35 years. Commissioner Sawyer then welcomed Jim Holder on his promotion as Supt. of Parks and Planning.

Commissioner Gould shared a charming story from her visiting grandson after he heard the lightening detector sound system alerting from her home; President Cozza added that it proves the system's alarms are good and working well.

Looking around the room, President Cozza wanted to congratulate all the new Superintendents and the Assistant Superintendent, many big changes and new faces joining us at our biweekly Park Board Meetings.

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

Executive Session

President Cozza requested a motion to close the public portion of the meeting and convene in executive session. With consensus of the Park Board, Commissioner Gould moved that the Board of Park Commissioners go into closed session for discussion of Executive Session; Section 2(c)(11) Open Meetings Act for discussion of pending, or probable and imminent litigation against, affecting or on behalf of the District; and 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 Ruff seconded. This was unanimously approved by a roll call vote. The result of which follows:

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

Motion passed at 8:31 p.m.

Return to Open Session

Commissioner Ruff moved to come out of closed session and resume to the regular meeting of the

Board of Park Commissioners; Commissioner Rogers 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 at 8:56 p.m.

Action on Matters Considered in Closed Session

President Cozza said the Board of Park Commissioners met in closed session to discuss two items. Regarding discussion on pending litigation, President Cozza said that there is no action at this time. Regarding the second item of Executive Session 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 Ruff motioned and Commissioner Sawyer seconded that the Board of Park Commissioners approve Resolution #19-10; Determining the Confidentiality of Closed Sessions Minutes. The motion which was approved by a voice vote as follows:

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

Motion passed.

Regarding the previous reviewed and discussed Finance Department Report, the Park Board had a few questions about the audit; Director Clark briefly responded on the audit's progress.

Adjournment

There being no further business to come before the Park Board on this date, Commissioner Gould moved that the regular meeting be adjourned. Commissioner Ruff 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 8:56 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

John (Jay) Cozza
President

2019 Park Board Meetings

-
August 13, 2019
September 10, 2019
October 8, 2019
November 12, 2019
December 10, 2019

July 23, 2019
August 27, 2019
-
October 22, 2019
November 26, 2019



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, July 23, 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
Susan Gould

Commissioner Absent

Nicholas Sawyer

Staff Present

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
Christine Hubka, Customer Service Manager
Joan Scovic, Communications & Marketing
Dan Hotchkin, Golf Operations Manager & Head Professional
Erik Klebosits, Assistant Golf Professional
Trish Feid, Park Board Secretary/Executive Asst.

Visitors and Citizens

Mallory Munson, Park District Summer Intern
Joe Petricca
Bruce Stegman
Mike Bower
Dan Stockwell

Dave Mitzner
Karl Stevens
Andrew Kim, PMA Securities
Dan Berg, Sikich LLP

Approval of Agenda

Regarding the consent agenda, Commissioner Gould moved and Commissioner Rogers seconded that the agenda for the meeting be approved. The approval of the agenda of July 23, 2019 follows:

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

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Through consensus of the Park Board, Commissioner Gould moved and Commissioner Rogers 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 June 25, 2019; Closed Session Meeting Minutes of June 25, 2019; May Financial Statement; and both Warrant #13 and Warrant #14 – including Expenses for Travel Expenses.

The result of the roll call vote follows:

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

Visitors and Citizens Comments

No comments were presented.

Presentations

Regarding the special presentation for honorable actions at Palatine Hills Golf Course, the Park Board welcomed Karl Stevens, Bruce Stegman, Erik Klebosits and Dan Hotchkin to the meeting. President Cozza asked them to come before the Board to receive a formal recognition on their quick responses and lifesaving attentiveness to this serious incident at Palatine Hills Golf Course. Ken Smith, Woody Werderits and Brad Helms were recognized although not able to attend the Board Meeting. Golf Operations Manager & Head Professional Hotchkin reviewed the details of the incident, Hotchkin praised Karl Stevens for immediately starting cardiopulmonary resuscitation (CPR), Bruce Stegman for contacting the responders, Assistant Golf Professional Erik Klebosits for getting the AED unit and then starting the process to revive the collapsed golfer. Klebosits complimented the quick arrival of Palatine paramedics, they were onsite within 5 minutes of the call. Knowing that every minute matters, Commissioner Gould mentioned that her husband Randy Gould, a retired Palatine paramedic/fireman, would always stress the importance of starting CPR immediately and that the emergency medical services (EMS) appreciate individuals' performing CPR prior to EMS arriving. The Park Board and staff thanked the group and expressed great appreciation with their lifesaving efforts. The Park Board and staff members were glad to hear that the fellow golfer is recovering well.

New Business

The Board reviewed a previously distributed board summary pertaining to Adoption of Resolution #19-11; Recognition of Jay Hwang. Commissioner Rogers moved and Commissioner Ruff seconded that the Board of Park Commissioners adopt Resolution #19-11 for recognition and appreciation of Jay Hwang. President Cozza recapped Trade staff member Jay Hwang's 37-year career in the Parks Department and highlighted his accomplishments. The Park Board expressed gratitude on Jay's commitment to Palatine Park District and wished him well in retirement. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the acceptance of the Annual Audit and Management Letter. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners accept the Audit Report and Management Letter for the fiscal year ending December 31, 2018. Supt. Torres introduced Mr. Dan Berg of Sikich LLP to the meeting. The audit results reflect a good year for the Park District, Mr. Dan Berg of Sikich mentioned as he reviewed the audit process and final report. Mr. Berg mentioned other items including a change in accounting principle standards on how we need to measure and record liabilities; an actuary study was completed regarding potential former employees staying on insurance program and it is required to conduct an actuary study every other year. Mr. Berg said that a substantial amount of resources went to the pool

project at Harper College, decreasing the amount of the acquisition and improvement fund and that spending is not recorded as a capital asset owned by the Park District. President Cozza inquired about the pool at Harper College not being a capital asset; Mr. Berg said that it is an investment in the community and in Harper College's infrastructure. The Park District programs the pool facility and the contribution is an outflow on the District's books, it is considered a "right to use" and for programming according to the Intergovernmental Agreement. Mr. Berg commented that the best news an auditor can provide their client with is that the District had a good year and we issued a "clean opinion". Mr. Berg said that once again they will submit the Comprehensive Annual Financial Report (CAFR) to the Government Financial Officers Association for Participation and Certificate of Achievement. For a full inclusive account of the Comprehensive Annual Financial Report, Mr. Berg highly suggested reading the statistical section. Lastly, Mr. Berg reminded the Park Board to communicate any questions on the annual audit, management letter or the process of the 2018 audit to his attention. The Park Board thanked Mr. Berg for his time. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to Adoption of Ordinance #19-05 for Consideration of an ordinance providing for the not to exceed \$1,450,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019A of the Palatine Park District, Cook County, Illinois, for the purpose of refunding certain outstanding alternate bonds of said Park District, providing for the pledge of certain revenues to the payment of principal and interest on said bonds and the levy of a direct annual tax sufficient to pay such principal and interest if the pledged revenues are insufficient to make such payment and authorizing the sale of said bonds to the purchaser thereof. Commissioner Gould moved and Commissioner Rogers seconded that the Park Board of Commissioners adopt the Ordinance #19-05 as presented allowing the District to sell not to exceed \$1,450,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019A. Mr. Andrew Kim of PMA Securities reviewed the PowerPoint presentation including the timeline; type of bond sale options and processing fees involved; and, an update on savings, currently with today's rates refinancing of bonds will be of savings of \$65,581 to the District. There was Park Board consensus for postponement of approval due to not having a quorum, Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners table the motion and bring back for approval at the August 13, 2019 Park Board Meeting. The Park Board and staff thanked Mr. Kim of PMA Securities for his thorough presentation and PowerPoint material, there was Board direction that Mr. Kim would not need to be present at the next Board Meeting, staff will include all of tonight's information in the August 13, 2019 Board packet. The motion was approved by a voice vote.

AYE: Susan Gould, Jennifer Rogers, Terry Ruff, John Cozza
NAY: None
ABSENT: Nicholas Sawyer
Motion to table was carried.

The Board reviewed a previously distributed board summary pertaining to approval of Resolution #19-12 for Maple Park Re-development OSLAD Grant Application. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners approve Resolution #19-12 authorizing Palatine Park District Board of Park Commissioner to execute the Resolution of Authorization for the OSLAD Grant Application for Maple Park Re-development. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to approval of the GoodBuy Purchasing Cooperative. Commissioner Rogers moved and Commissioner Gould seconded that the Park Board of Commissioners approve the Interlocal purchasing cooperative known as GoodBuy as a purchasing vehicle and authorize the Palatine Park District to become members of the GoodBuy Purchasing Cooperative program. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to approval of Community Park Shelter purchase and installation. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners approve the lowest responsible bidder, Icon Shelter Systems of Holland, Michigan, in the amount not to exceed \$60,590 for the purchase and installation of one shelter at Community Park through GoodBuy Cooperative Purchasing Program, contract #18-19-9B0000. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to an Award of Bid for the 2019 Vehicle Replacement Bid. Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners award the bid to Ray Chevrolet of Fox Lake, Illinois in the amount not to exceed \$59,415 for the purchase of two 2020 4X4 cab/chassis trucks. The motion was approved by a roll call vote; the result follows:

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

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. Tynczuk said that along with Parks Secretary Laegeler they have finished going through all the drawings of parks and property documents from Combined Services Facility's basement for the data base scanning; next month the plan is to start going through the older documents in the attic. Once the archiving is completed and the final product is released, staff will provide a demonstration for the Park Board. Regarding the diagram of the District phone routing system shown within the Department Report, President Cozza admired the intricate workings of the phone system.

The Board reviewed the previously distributed Recreation Department Report. Supt. Danz introduced

Park District summer intern Mallory Munson to the Park Board and asked Mallory to say a few words. Ms. Munson said that she is excited to be here and to learn as much as she can about the park district industry. After recently graduating from Northern Arizona, Ms. Munson said that she had the opportunity of moving to Illinois along with her aunt. The Park Board welcomed Mallory to the District. Moving on to Department highlights, Danz said that all summer programs are in full swing and going along well. Brief highlights on various items including the successful watersports; Park District Swim Team hosting meets and enjoying the competitions; summer camps and concerts are going well.

The Park Board reviewed the previously distributed Parks and Planning Department Report. Supt. Holder provided updates on several projects. The Lindberg Park's new playground was open to the public yesterday and Dutch Schultz's Recreation Area's playground project started today. The playground projects are moving along slower than expected but the 2-man crew are doing an excellent job, along with paying attention to details. In response to Commissioner Rogers, Holders replied that it is a newer and smaller playground installation company; they are doing great, also the wet weather delayed parts of the project. Regarding the 4th of July festivities, Holder wanted to publicly thank the Park guys for diligently working throughout the holiday week; and, thank you to the Jaycees, the group was very organized. The Jaycees they did a great job with the annual festivities and assisted in the clean-up every night. Regarding the Asst. Supt. Parks and Planning position, Holder said that 3 candidates are coming back for another round of the interview process. Holder gave recent reports on the bridge project regarding permits and potential grant opportunity. President Cozza reported that the signboard at Cottonwood Park had more vandalism, Holder will investigate the damage.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle highlighted the special honors that the Park Board acknowledged tonight; and then commented on the nice thank you Palatine Hills Golf Course received regarding the CDGA Scramble Championship event; the note is attached to the Executive Director's Report. The July golf numbers are trending up nicely. Nagle mentioned the new trend in the rental world e-leagues; the District secured a recent rental of 20-30 video leagues participating in an event on a Friday night. ICompete camp started last week, this program has a great partnership of support with many community agencies. Regarding the Village of Palatine Zoning Board reviewing the potential hayshed at Palatine Stables, Nagle confirmed that the proposed project variance was approved tonight.

The Board reviewed the previously distributed Finance Department Report. Supt. Torres highlighted many report items including the completion of Finance staff training on the budget for interested staff; Finance uploaded 2020 budget with instructions to come for staffs; payroll is busy with summer staff including the District hiring of 440 new individuals; and, Asst. Supt. Becke is working with Stables Manager Bruns and Supt. Nagle on Stables financials. Special thank you recognitions to Accountant Lyons and Asst. Supt. Becke for stepping-up during the challenges with purchase card administration as well as the bank conversion process, staff is integrating the checks and balances' procedures. Supt. Torres gave instructions to Asst. Supt. Becke regarding PMA cash flow analysis; and, Supt. Torres attended the recent staff insurance committee meeting. Reporting on the Registration section of the Finance Department Report, Torres invited Customer Service Manager Hubka to the Park Board Meeting. Hubka addressed questions that were presented at a previous Board Meeting. Hubka provided data on scholarships numbers awarded by the Park District, identified the types of scholarship programs granted and scholarship budget information. Also included within the report was registration household data; and, the breakdown of recent non-resident registration activity. Hubka reported that Stacey Carpenter, a part-time staff of 7-years at Falcon Park front desk area, has been selected as the final candidate to fill the Assistant Office Manager position; Carpenter is a great asset to the Falcon Park team and to the District. Regarding the Executive Director's previous inquiry, there was discussion of the comprehensive monthly financial report content, Torres said that in her role as Supt. of Finance, she is

require by state statute to provide various reports and the auditors want to see such reports included monthly as well. The Park Commissioners liked the summary of the monthly financial report and the fact knowing that state statute information is available via e-storage for review; and, that the District is doing what we need to do legally; appreciation of the time involved creating the reports was mentioned.

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. Compliments to Communications and Marketing Manager on her article regarding the collaborative Palatine "StoryWalk" project with the Palatine Public Library Board and the Palatine Park District. The August Illinois Parks and Recreation Magazine included the article, which follows the Executive Director's Report.

Commissioners' Comments

Commissioner Rogers said that it was a nice bike ride event on Saturday with Bike Palatine Club and there was a good turnout. The group plans to organize the community bike ride again next year.

Commissioner Gould commented on the beautiful blooming wildflowers which are spreading on Hamilton's grounds. At the recent Palatine Chamber of Commerce event, Commissioner Gould sat with State Representative Tom Morrison and the new Cook County Commissioner Scott Britton's District Director, Karen Paszkiewicz. Commissioner Gould had a nice conversation with Karen and sent her the Park District program guide and a few other helpful items to get acquainted with Palatine's community and the Park District.

President Cozza agreed that it was good bike ride event. President Cozza commented that the Bike Palatine Club is being well recognized with the Palatine Mayor, several council members and Park Commissioners participating in the community event. The recent Jazz band performing as part of the Sounds of Summer series, Petra's Recession Seven, is a good band and well known, very popular in Japan. President Cozza added that the concert series is almost over.

President Cozza asked for future agenda items and Commissioner Ruff said that he would like to have discussion of security issues at Falcon Park concerning the recent incident on the path and would also like to revisit staffs' previous concerns when exiting the building after late hours of operations. Commissioner Ruff said that we need to address these concerns at a Board Meeting, and he preferred August 27, 2019 for the meeting's discussion.

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 Rogers seconded the motion which was unanimously approved by a voice vote.

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

NAY: None

ABSENT: Nicholas Sawyer

Motion carried at 8:22 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Trish Feid
Secretary

Approved:

John (Jay) Cozza
President

Upcoming Park Board Meetings:

August 13, 2019
September 10, 2019
October 8, 2019
November 12, 2019
December 10, 2019

August 27, 2019
-
October 22, 2019
November 26, 2019



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 13, 2019 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present

John Cozza, President
Jennifer Rogers, Treasurer
Nicholas Sawyer
Susan Gould

Commissioner Absent

Terry Ruff, Vice President

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
Brad Helms, Golf Course Supt.
Dan Hotchkin, Golf Operations Manager & Head Professional
Erik Klebosits, Assistant Golf Professional
Michael Noens, Digital Marketing Coordinator
Trish Feid, Park Board Secretary/Executive Asst.

Visitors and Citizens

Dan Matthews, GHA
Mei Zhu, GHA
Mike Bower, PHGA

John Helpap, PHGA
Bill Crowley, PHGA
Joe Petricca, PHGA

Approval of Agenda

Regarding the consent agenda, Commissioner Gould moved and Commissioner Sawyer seconded that the agenda for the meeting be approved. Approval for August 13, 2019 agenda follows:

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

NAY: None

ABSENT: Terry Ruff

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Rogers 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 July 23, 2019; Resolution #19-13 for Northwest Special Recreation Association (NWSRA) Annual Member Contribution; and, Warrant #15 – including Expenses for Travel Expenses. The result of the roll call vote follows:

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

Visitors and Citizens Comments

No comments were presented.

New Business

Introductions and greetings to Consulting Engineers Don Matthews and Mei Zhu of Gewalt Hamilton Associates, Inc., to present updates on Palatine Hills Golf Course Drainage Study regarding Smith Street culvert improvements. Commissioner Gould moved and Commissioner Sawyer seconded that the Board of Park Commissioners accept a proposal from Gewalt Hamilton Associates in the amount of \$99,952 to conduct the Phase II engineering services for the Smith Street Culvert project. Mr. Matthews said that studying the flooding issues at Palatine Hills Golf Course had started several years ago with a comprehensive study completed in 2011. Tonight, the engineers showed new analysis reports including a revision to the precipitation data, the data is 15% higher since rainfall totals are on the rise; and, re-examining the 2011 Study's 4 proposed alternate options along with new cost estimates. Regarding alternate #2, enlarging the existing culver at Smith Street. The results found in the 2011 study show that the golf course could benefit from doubling the size of the culvert under Smith Street. For this project and to avoid restriction by regulatory agencies, the existing culvert can remain intact, operational and functioning. The project would involve creating an additional culvert while maintaining the existing culvert, which will be less of an impact and helpful as construction progresses on the second culvert structure. Construction would cause only half of Smith Street to be closed, allowing traffic movement, which is extremely helpful. Alternate #2 will allow water to reach the Tom T. Hamilton reservoir drainage structure system with less impediment on the golf course; and, would in-turn lessen total inundation levels on the golf course and reduce the length of time the water remains on the course. Ms. Zhu and Mr. Matthews viewed all the other chart slides from the PowerPoint presentation and mentioned that all 4 alternates are all critical to allow the golf course to recover; therefore, quicker re-opening of the golf course after storm events. In response to questions, Clark reiterated the key point that alternate #2 will not stop the flooding, it will have the most impact during more intense storms; and, it may slow inundation on the golf course, less saturation. Regarding tonight's motion on the proposed engineering services for Smith Street culvert project, Mr. Matthews said that after the engineering work is complete, more tweaking will be made to the design's function. Commissioner Rogers inquired if there were conversations with the agencies involved about obtaining permits and if agencies would be onboard with the culvert project; in response, Mr. Matthew said that the permit requests are routine but that we would need Village of Palatine's approval. Concerning the trend with golf participation numbers declining, Commissioner Rogers would like comparisons over the years of when the golf course is closed due to flooding and the costs involved with restoration and totals of revenue lose. Commissioner Gould commented and others agreed that it is difficult to see the golf course flooding while the reservoir remain practically empty. Palatine Hills Golf Course is owned by the taxpayers too. There was consensus of the understanding as to why Metropolitan Water Reclamation District of Greater Chicago (MWRD) wants to preserve the large reservoir; Tom T. Hamilton Reservoir is there for the big surge of water events to avoid resident flooding. President Cozza raised thoughts concerning if we can afford to increase golf rates to assist with the significant drainage improvement costs. Staff introduced Palatine Hills Golf Association (PHGA) President Mr. Mike Bower, who requested to join the conversation and provided a letter of support for the drainage project, which was included with the Board Packet for the meeting. Mr. Bower introduced some of the PHGA's Executive Board who were present for the meeting and Mr. Bower said that he can sense the frustration due to the flooding issues and the excitement with potential drainage improvements. Mr. Bower said that PHGA has an

estimate of 160 members and complimented the efforts of Palatine Park District staff of trying to keep the golf course playable. President Cozza inquired about potential golf fees increasing due to drainage improvements cost to the Park District, Mr. Bower said if the increased rates are being competitive, and it would be attractive if improvements solve flooding. Discussion continued, President Cozza received consensus of the Park Board to table the motion. President Cozza would like Commissioner Ruff's thoughts on proposed drainage project, President Cozza said that alternate #2 will not solve the problem, it will help; and, it would be good for the Park Board to have time for contemplating. In response to Director Clark's inquiry towards the Park Board for additional information, which will be helpful and useful in formulating a decision, Commissioner Rogers requested staff to prepare a report with firm numbers of loss revenues and the expenses to restore when having to close the golf course due to weather related issues, and working with prior years of history data. Staff will plan to present for discussion the additional information at September 10, 2019 Park Board Meeting. Commissioner Gould moved and Commissioner Sawyer seconded that the Board of Park Commissioners table the proposal from Gewalt Hamilton Associates regarding phase 2 engineering services for the Smith Street Culvert project. Consensus to table the motion with the results following:

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

NAY: None

ABSENT: Terry Ruff

Motion tabled; item to be moved to September Park Board Meeting.

The Board reviewed a previously distributed board summary pertaining to Adoption of Ordinance #19-05, an ordinance providing for the issue of not to exceed \$1,450,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019A of the Palatine Park District, Cook County, Illinois, for the purpose of refunding certain outstanding alternate bonds of said Park District, providing for the pledge of certain revenues to the payment of principal and interest on said bonds and the levy of a direct annual tax sufficient to pay such principal and interest if the pledged revenues are insufficient to make such payment and authorizing the sale of said bonds to the purchaser thereof. Commissioner Gould moved and Commissioner Rogers seconded that the Park Board of Commissioners adopt the Ordinance #19-05 as presented allowing the District to sell not to exceed \$1,450,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019A. At the July 23, 2019 Park Board Meeting, Mr. Andrew Kim of PMA Securities reviewed the PowerPoint presentation including the timeline; type of bond sale options and processing fees involved; and, an update on savings, currently with today's rates refinancing of bonds will be of savings of \$65,581 to the District. The motion was approved by a voice vote.

AYE: Susan Gould, Nicholas Sawyer, Jennifer Rogers

NAY: None

ABSENT: Terry Ruff

ABSTAIN: John Cozza

Motion carried.

The Board reviewed a previously distributed board summary pertaining to Award of Bid for Community Park Drainage Project. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners approve the lowest responsible bidder, Prime Construction of Hampshire in Illinois, in an amount not to exceed \$69,820. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: Terry Ruff

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the 2019 Paving Project Bid updates. Supt. Holder wanted the Park Board to be aware of the situation, the District had 6 contractors request bid documents for the paving project; although, no bids were received. Apparently, with the inclement weather in the spring, the paving companies are busy finishing up large projects. Staff might be submitting a change order to the Community Park project to complete the drainage area, which will go out to bid soon.

Departmental Reports

The Park Board reviewed the previously distributed Parks and Planning Department Report. Supt. Tynczuk said that Human Resources has been busy with hiring staff, correcting some personnel situations, employee benefit preparation work and the CivichR onboarding platform. According to Risk Manager Uday highlights in the Department Report, June and July incidents were down over last year's numbers. The department is working on filling volunteer needs including many spots open for the upcoming Feet Fest event. Commissioner Rogers offered to volunteer on Sunday, August 25, 2019; Commissioner Sawyer is set to be the master of ceremonies (MC) for the starting of the race event, his standing position for all the District annual race events.

The Board reviewed the previously distributed Recreation Department Report. Supt. Danz announced that Communications and Marketing Manager Joan Scovic has accepted a new position at Northbrook Park District. This move in Joan's career is suited for her; unfortunately, it is a big loss for the Park District. Moving on with the report, Danz said that summer activities are coming to an end. Danz wanted to thank Commissioner Gould for being a sponsor at Canine Carnival, her support is appreciated at the popular annual event. Some of the other highlights mentioned included that the summer concerts are going great; swim lessons at Harper's aquatics did well throughout the summer and staff secured plenty of swim instructors; and the July temperatures helped populate the outdoor pools. President Cozza talked about his recent visit to Carmel Park District and highlighted their flex program pass information chart displayed on various television screens through their facility; Danz commented that our fitness staff is in the process of reworking our flex program format to match or be competitive with other fitness models, which staff has researched. President Cozza added thoughts on his vision with offering great service; and, President Cozza is looking for our service and opportunities to be a conversation piece in the community.

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 mentioned that at the next meeting, the topic about Falcon Park Recreation Center security will be addressed; Risk Manager Uday will be attending the meeting to answer questions on concerns and steps of actions. In the meantime, staff has cleared-out the path; worked with Falcon Park staff to create less apprehensiveness; police have conducted trainings and offered to escort staff to their cars. Continuing with the report, Clark said that the Succession and Re-organization Plan 2.0 is underway, meeting #4 with the Leadership Team took place last week and we are close to completing the proposed new job descriptions and corresponding job analysis questionnaires for the new plan. The 5-year plan will be presented to the Park Board before the end of 2019. Clark is happy to report that Glenn Hussey will be starting soon with the District, the new Asst. Supt. of Parks and Planning comes to us from Woodridge Park District. Regarding the window replacement project, the contractor has been onsite and crews

have started replacing windows at Falcon Park. The Celtic Cup Tournament is approaching and coming together; highlights of Cook County Board President Toni Preckwinkle's visit to Edgebrook's after school summer program through ICompete where she read to the children as a part of her community tour; staff is very happy to report the approval of the bike trail/bridges grant in the amount of \$200,000; Community Center elevator inspection process was a challenge and staff has made note to insist on another inspector for next year's annual review; and, Digital Marketing Coordinator Noens created a great video promoting Falcon Park's facility, which will be displayed during Falcon Park's open house, on the website, etc.

Commissioners' Comments

Commissioner Gould complimented staff on the organization of the Park District's Canine Carnival event; there was a service dog who attended the event and joined in on a lot of fun. Commissioner Gould said that it is always a great event.

Adjournment

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

AYE: Susan Gould, Nicholas Sawyer, Jennifer Rogers, John Cozza
NAY: None
ABSENT: Terry Ruff
Motion carried at 8:53 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

John (Jay) Cozza
President

Upcoming Park Board Meetings:

September 10, 2019	August 27, 2019
October 8, 2019	-
November 12, 2019	October 22, 2019
December 10, 2019	November 26, 2019



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

-
October 22, 2019
November 26, 2019



Minutes of a Regular Meeting
Board of Park Commissioners of Palatine Park District
at the Village of Palatine
Community Center Building in Community Room B
200 East Wood Street in Palatine
Tuesday, September 10, 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
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
Todd Ranum, Athletic Coordinator
Michael Noens, Digital Marketing Coordinator
Trish Feid, Park Board Secretary/Executive Asst.

Approval of Agenda

Commissioner Rogers moved and Commissioner Gould seconded that the agenda be amended by adding an Executive Session regarding Section 2(c)(5) Open Meetings Act for discussion of the acquisition or lease of real property for the use of the District. By a voice vote, the agenda for the regular meeting of September 10, 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 Sawyer 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 August 27, 2019; and, Warrant #17 - 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 shared.

New Business

The Board reviewed a previously distributed board summary pertaining to approval of the Insurance Renewal for the 2020 Plan Year. Commissioner Gould moved and President Cozza seconded that the Board of Park Commissioners approve the Insurance Committee recommendations as follows:

1. Accept Option IV (attachment included in the Board Packet), with an overall increase of 5.89% for medical and dental insurance;
2. Maintain employee contributions at the current percentages;
3. Maintain the Blue Cross Blue Shield (BCBS) HMO plan as is;
4. Change the United Health Care (UHC) PPO plan from a Health Reimbursement Arrangement (HRA) to a Health Savings Account (HSA) with deductibles as stated in Option IV;
5. Enter into an agreement with the UHC/Optum HSA Bank to be the HSA bank provider for the District;
6. For the 2020 plan year, fund the HSA's at 50% in the first pay period and 50% over the remaining 24 pay periods.

Regarding the employee health insurance renewal for 2020 plan year, discussion ensued and many questions were presented regarding the current HRA (health reimbursement arrangement) versus the proposed HSA (health savings account). In response, Commissioner Ruff inquired about the missing HRA cost dollar amount on the data chart, which notes that the HRA cost is built in. Commissioner Ruff wants to know what the difference in a dollar amount would be between the 2019 HRA and the proposed 2020 HSA; essentially, Asst. Supt. Cahill said that it will not be a huge difference, you have to subtract out the cost difference; IPBC (Intergovernmental Personnel Benefits Cooperative) estimates out and then builds the cost into the premiums; and, the District is spending less with the HSA option. Cahill said that premiums are going down by the saving of costs that are built into the HRA; reducing costs by paying a lower amount for HSA. Commissioner Rogers wanted to know how that is figured; and, would like to know the cost and potential liability for the HRA; suggesting that we need a breakdown of what HRA costs have been. With conversation continuing, Commissioner Ruff would like to see the missing HRA number before voting; he understands the concept but something is off with the chart's presentation. Concerning the proposed HSA, Commissioner Rogers asked what happens if the money is not used, staff responded that it rolls over every year, it is like a having a regular bank savings account. There is a maximum on what you can contribute to it; and, it is limited on what you can use it for. Asst. Supt. Cahill said we have current issues with managing claims/reimbursements with the TPA (third party administrator) via HRA. Cahill added that only 2-4% of organizations within the United States use HRA accounts; and, we found that there is not much support. With the HSA, Cahill said that basically it is like taking out the middleman and employees manage their own health reimbursement accounts. IRS monitors the eligible expenses; therefore, everyone is personally responsible for managing and administrating their HSA with PPO plans. Commissioner Rogers said that it seems like a lot for employees with the "out of pocket" staying the same amount and suggested that we raise premiums; Cahill reviewed the rate increase chart of the employee contributions survey from various park districts and our increase percentage is in the middle comparison range. There was Board consensus to table the motion; direction for staff to send electronically the breakdown of election by employees' options from last year's costs to this year's costs; and, the difference of HRA and HSA costs to the Park District. Clark would like all Park Board questions and consensus on the motion coming through his office; concerning open enrollment deadlines, staff will internally get the process going and then have the motion before the Board on the October 8, 2019 agenda for ratification. The motion to table the item of 2020 Employee Health Insurance Renewal was approved and the result follows:

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

Motion tabled.

The Board reviewed a previously distributed board summary pertaining to the Award of Bid for 2019 Paving Project. Commissioner Rogers moved and Commissioner Ruff seconded that the Board of Park Commissioners approve the lowest responsible bidder Evans and Son Blacktop Inc. of West Chicago, Illinois, in an amount not to exceed \$654,780 for the 2019 Paving Project. 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.

Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. Tynczuk highlighted that IT Manager Mangum never ceases to amaze staff; Tynczuk highlighted a photo from the Department Report showing Mangum working with a microscope soldering micro-chip pieces with success.

The Board reviewed the previously distributed Recreation Department Report. Supt. Danz highlighted several items; with the month of August, the busy nature of summer recreation programming ends; the well-enjoyed annual Feet Fest event has participation numbers dropping and there will be discussion to try something different, various ideas are being considered. In response to Director Clark's inquiry, staff will be meeting as well to provide feedback and suggestions regarding the annual family 3K race. Another update, the P.A.F.A. cheerleading program has its first male coach this year. Danz reported that on many maintenance tasks performed at Harper College, which were under warranty; and, the ADA stairs for the pool were finally installed.

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. Holder highlighted that the Community Park shelter is ready to be installed; Hamilton Park's Service Garage construction is coming along and soon we will start to see wall structures; and, the annual Celtic Cup's Labor Day Tournament went smoothly. In response to Commissioner Rogers, Holder said that we had promised District 15 that there would be no parking on the grass areas during the Labor Day Tournament; unfortunately, some soccer partakers still parked there. Next year, Holder said that staff will provide snow fencing with signage.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle highlighted the recent edition of the Fitness Newsletter, a copy is in the Board packet folder. This weekend is another horse show at Palatine Stables; and, staff is happy to report good attendance numbers at the golf course. Nagle reported on a few other items not included within the report, this Friday the Park District's is hosting a customer service presentation with Laurie Guest as the speaker for all full and part time employees, the purpose of this in-house gathering is to circle back and enforce previous customer service trainings. Nagle also mentioned the fall campout at Palatine Stables/Meadowlark Park grounds which is scheduled for September 20, 2019 with over 50 registered; Nagle reminded everyone of the upcoming Fall Fest and distributed flyers. Commissioner Rogers inquired about a previous agenda item,

Nagle said that staff plans to bring the culvert project to the Park Board in October. President Cozza mentioned that he still thinks it would be great to get people out at the golf course during the winter months and to have notice in the winter catalog.

Regarding the Finance Department Report, Director Clark noted that he did not make it clear to Supt. Zaida with presenting all department reports at the first and only meeting in September; since many staff will be at Nationals later this month only one meeting was scheduled. Asst. Supt. Becke added that financial numbers and report data would not be ready this early in the month for reporting; staff will add a supplemental report for September.

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 said that it is great news on bond issues and happy to report on the savings to the Park District. Clark mentioned the new legislation house bill allowing discussion of volunteers, contractors, etc. as an exemption topic during closed session meetings. The Cutting Hall's IDOL complaint status is officially closed; Clark thanked Facilities staff, Parks staff and the Risk Manager with accomplishing tasks and compiling the inspector's requested information to successfully close the case. The recent welcome meeting with Executive Director Clark and Mr. Wider, the new Executive Director for Palatine Township Senior Citizens Council, went very well; they had great conversations while getting to know each other. Regarding budget work, Clark acknowledged staffs' diligence and commitment with sticking to the timeline. Director Clark wanted to publicly thank Horticulture Manager Corey Zak; Corey orchestrated the development of Community Center's (at the front entrance area) butterfly garden; the perennial garden was awarded 1st place in the business division from the Village of Palatine's Beautification Commission. Clark added that Corey enjoys the outcome of his efforts; the awarded certificate follows the Executive Director's Report. Clark gave thanks to Supt. Holder for his handling of project management, there are many significant projects underway. The new Skate Park at Reimer Reservoir was opened this past week with many participants stopping and using the new outdoor venue. Commissioner Rogers inquired about the P.A.F.A. situation during the annual kick-off event; Clark explained the situation and regarding Clark's (official on-notice) letter to P.A.F.A. highlighting the enforcement of Park District policies and consequences, currently no written or verbal reaction has been received back to the Park District office.

Commissioner Reports

Commissioner Ruff reported on several of his site visits over the weekend. The grounds repair at Sundling Junior High School, due to the Celtic Cup Tournament and individuals parking on a part of the grass area, is in great shape, the repair work by Parks staff made the area look better than ever; the new Skate Park at Reimer Reservoir is fabulous, it was packed and very functional with the various apparatuses being used. Also, the outdoor fitness training area at Robert (Dutch) Schultz Recreation Area is very nice, Commissioner Ruff and his wife liked using the outdoor equipment; and, Commissioner Ruff attended the P.A.F.A. parade for their homecoming; there was a mention of kids on a trailer which was concerning.

Commissioner Gould noted that the soccer tournament went well; although, Commissioner Gould received a call from a lady at one of the Celtic games to inform her about a parent from an opposing team getting unruly, fortunately several parents were able to calm her down. Commissioner Gould wanted to quickly comment on the obnoxious Viking horn sounds, which was heard throughout the entire Labor Day tournament; President Cozza added that probably there is a regulation against using

the horn during the games. Commissioner Gould thanked everyone for joining in with tonight's treats prior to the meeting in honor of her father Elvis (Moose) Foster, celebrating his 100th birthday in heaven. Commissioner Gould highlighted her father's remarkable legacy.

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

Executive Session

President Cozza requested a motion to close the public portion of the meeting and convene in executive session. With consensus of the Park Board, Commissioner Gould moved that the Board of Park Commissioners go into closed session for discussion of Executive Session; Section 2(c)(5) Open Meetings Act for discussion of property for use of the District; Commissioner Ruff seconded. This was unanimously approved by a roll call vote. The result of which follows:

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

Motion passed at 8:30 p.m.

Return to Open Session

Commissioner Ruff moved to come out of closed session and resume to the regular meeting of the Board of Park Commissioners; Commissioner Rogers 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 at 8:30 p.m.

Action on Matters Considered in Closed Session

President Cozza said the Board of Park Commissioners met in closed session to discuss Section 2(c)(5) Open Meetings Act for discussion of the acquisition or lease of real property for the use of the District; conversation only, no action.

Adjournment

There being no further business to come before the Park Board on this date, Commissioner Gould moved that the regular meeting be adjourned. Commissioner Ruff 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 8:53 p.m.

Respectfully submitted,

Trish Feid

Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

John (Jay) Cozza
President

2019 Park Board Meetings

November 12, 2019
December 10, 2019

October 22, 2019
November 26, 2019



Minutes of a Regular Meeting
Board of Park Commissioners of Palatine Park District
at the Village of Palatine
Community Center Building in Community Room B
200 East Wood Street in Palatine
Tuesday, October 8, 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
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
Brad Helms, Golf Course Supt.
Dan Hotchkin, Golf Operations Manager/Head Professional
Christine Hubka, Customer Service Manager
Michael Noens, Digital Marketing Coordinator
Trish Feid, Park Board Secretary/Executive Asst.

Visitors and Citizens

Don Matthews, Gewalt Hamilton Associates, Inc.
Mike Bower, PHGA
John Helpap, PHGA
Bill Crowley, PHGA
Joe Petricca, PHGA
Jim Toth, PHGA

Bob Mathieson, PHGA
Larry Niemczyk, PHGA
Greg Brunks, PHGA
Dan Stockwell, PHGA
George Nassif, PHGA

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 October 8, 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 Gould 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 September 10, 2019; Closed Session Meeting Minutes of September 10, 2019; July and August Financial Statements; Warrant #18 – including Expenses for Travel Expenses; and, Warrant #19 - 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.

New Business

Information only; no motion. The Board reviewed a previously distributed board summary for 2019 Trimester 2 Agency Work Plan Progress Reporting. Director Clark said that staff continues to provide trimester reports and maintains the check-in intervals to stay on target with department goals of the District. Clark said that he is pleased with the progress and efforts from staff.

The Board reviewed a previously distributed board summary pertaining to ratification of the 2020 Employee Health Insurance Renewal. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners approve the Insurance Committee recommendations as follows:

1. Accept Option IV (attachment included in the Board Packet), with an overall increase of 5.89% for medical and dental insurance;
2. Maintain employee contributions at the current percentages;
3. Maintain the Blue Cross Blue Shield (BCBS) HMO plan as is;
4. Change the United Health Care (UHC) PPO plan from a Health Reimbursement Arrangement (HRA) to a Health Savings Account (HSA) with deductibles as stated in Option IV;
5. Enter into an agreement with the UHC/Optum HSA Bank to be the HSA bank provider for the District;
6. For the 2020 plan year, fund the HSA's at 50% in the first pay period and 50% over the remaining 24 pay periods.

From direction of the Park Board, staff provided supporting documents concerning staff's recommendation and motion. Director Clark added that staff has made note to take into consideration the employee rates when working through the 2021 employee insurance renewal. In response to Commissioner Ruff regarding the survey insurance data, Clark said that the insurance committee used the GovHr Compensation Study's 9 factors for using comparable park districts' information. The motion was approved and the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the approval of the Adoption of the Park District Board and Foundation Board's Scholarship Policy. Commissioner Ruff moved and Commissioner Sawyer seconded that the Board of Park Commissioners adopt the Palatine Park District Board and Palatine Park Foundation Board's Scholarship Policy. President Cozza inquired if the affiliates and other organizations are aware of this new direction with the scholarship process, Clark said that it has been presented; and, the new procedure aligns with new affiliate/parent groups/user groups' platform to have each party involved. The new guidelines were developed to address the limited resources of the Park Foundation and to ensure that organizational partners of Park District share in the commitment of scholarships awarded; the Park Foundation did not want to be the sole source and their

funds are limited. Commissioner Rogers suggested to change the wording to include family/adults as well as youths who are financially challenged concerning scholarships for pool memberships, etc. President Cozza noted that individuals could volunteer or do community service to offset all or part of the minimum 20% of the registration fee process. President Cozza said that the wording regarding limiting to 80% of the Foundation's fund balance is not clear and, asked if the Foundation Board is considering setting an amount each year allocated for scholarships; and, President Cozza questioned staffs' process of executing approvals and then collecting scholarship funds via the organization; the Park Foundation and the Park District; the process is complicated but understands the premise. Director Clark reviewed the organizations that partner with Palatine Park District and their part with contributing to the requested and approved scholarships. With having the new policy already approved by all parties involved, Commissioner Gould added that the process of sharing the scholarship costs would be anticipated by each organization. Commissioner Ruff inquired if the affiliates and the other groups have a budgeted amount set for scholarships; Clark confirmed that they are aware of the new platform. After tonight's adoption, Clark said that official letters will be sent to each of the organizations that partners with the park district to formalize the new scholarship guidelines. 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 the previously distributed presentation for review and discussion of the Golf Course Flooding Loss Revenue and Cost Analysis Report. Director Clark said that staff has assembled the report with data from the last several years. Tonight's presentation should provide additional insight and justification for the culvert project. Supt. Nagle, Golf Supt. Helms and Golf Operations Manager/Head Professional Hotchkin has worked with Gewalt Hamilton Associates, Inc. (GHA) to provide the requested information regarding the proposed culvert improvement project; GHA provided many aerial photographs after the very recent 10-year rain event (4.75" of rainfall) showing the effects on the golf course; computer generated illustrations of the present condition of the rainwater system and then various visuals of the area with the proposed project improvements. Staff explained how Hamilton Reservoir works, the diagrams showed the restrictor (3 holes) at Hamilton which rainwater flows through; although, MWRD will not allow any rainwater intake to the reservoir; the reservoir is in holding stage for the 100-year rain events to assure neighboring homes will not flood. Commissioner Ruff asked how the golf course would look with the culvert improvements; staff explained improvements for 2-year; 10-year; 50-year and 100-year events and referred to corresponding illustrations. In response to Commissioner Gould, staff said that this is a significant improvement for the golf course, the most important thing is duration of rainwater saturation; continuing, Helms said that the trouble is from the amount of time that the rainwater remains on the course. Doubling the culvert's width will help and the course will experience less turf loss; the current condition of the culvert restricts the rainwater flow. Staff explained each PowerPoint slide in detail; the computer generator hydraulic illustrations provide great depictions on the effect of substantial rain events. Concerning other factors from the flooding on the course, staff said that it is an impact on players not coming back to Palatine Hills Golf Course. Hotchkin provided one of many examples with a visiting sizeable group of golfers, after 2 rainouts, they lost interest at PHGC for their traveling golf tournaments. Golf Operations Manager/Head Professional pulled the financial data concerning the return on the proposed investment which includes both the lost revenue of known rounds booked as well as potential revenue lost based on averaging of utilization rates of the tee sheets and related play segments. Revenue was calculated based on weekday and weekend rates including a contingency for discounted rounds. The data also reflects the extra costs the golf course experienced due to the staff repair time, equipment and material necessary to recover from

the inundation. In response to Commissioner Rogers, staff said that the culvert widening project would be the first phase in alleviating flooding problems, the estimated cost for this phase is \$980,000. Additional phases for the flooding solutions at Palatine Hills Golf Course would be around \$2,000,000, at least. Commissioner Sawyer asked if we know how many players we are losing if the cart path is not accessible; staff said that is another impact, golfers who have issues walking will not use PHGC when it has cart path only restrictions. In response to Commissioner Sawyer, staff said that rainwater from the north and west does affect the course. Staff also mentioned that according to MWRD with looking at new data concerning the flood study, probably more restrictions will be coming; Mr. Matthews of Gewalt Hamilton Associates, Inc. said that the State allows you to increase your culvert, the culvert is an artificial restriction. In response to questions, Mr. Matthews said that the project involves opening Smith Road, the project construction plan would be to close half of the road at a time so that Smith Road is still accessible for traffic. In response to Commissioner Rogers' inquiry, the source of flooding at Ashwood Park is from a different source. Consulting engineer Mr. Matthews replied to Commissioner Gould on the timeframe for the culvert project; Mr. Matthews said that plans can be confirmed within 2 to 3 months after approval, with completion of the project in a year from now. Commissioner Rogers said thank you for getting the information and asked Director Clark on the direction from here; Commissioner Rogers also inquired if staff wants a vote from Board at future meeting. Clark wanted to make sure all Board questions and concerns were appropriately covered so that the Park Board would have all the facts before making a decision. Regarding the upcoming 2020 budget, staff is prepared with having 2 options for the budget direction, Plan A with culvert improvement project costs; and, Plan B without the culvert improvement costs. Clark said that if going with Plan A, most new capital projects for 2020 would be deferred; and, some repair and replacement items, an estimate of 8-10 items, would need to be deferred. President Cozza asked if anyone in the audience would like to make a comment; Palatine Hills Golf Association (PHGA) President Mr. Mike Bower came before the Park Board to reiterate his thoughts on behalf of Palatine PHGA, which he presented at August 13, 2019 Park Board meeting during the discussion of the proposed project. The PHGA group is in complete support of the proposed culvert project. Many PHGA members attended tonight's meeting to show their patronage towards the improvement for the golf course. President Cozza summarized the facts presented and reiterated that this is a very difficult decision. The Park Board needs to digest and vote at a future meeting. President Cozza conveyed that the District does not have an unlimited amount of money from taxpayers. Continuing, President Cozza said that the 15-year payback plan from revenue gained, if numbers work out, it is forever; the golf course entity is forever. Commissioner Gould said it is important to protect our assets; Palatine Hills Golf Course is a beautiful facility and understands that it takes money to take care of our properties; although, \$980,000 is a lot of money. Commissioner Gould said that a long time ago the golf course made money; today, golf trends have changed. The Park Board thanked staff and Mr. Matthews for the presentation; also, the Park Board of Commissioners thanked the PHGA for taking time to attend the meeting.

The Board reviewed a previously distributed board summary for discussion of the Meadowlark Park Concept Plan. Director Clark said that Commissioner Rogers emailed him regarding new ideas for Meadowlark Park. Commissioner Rogers missed the Board meeting when discussion of the Meadowlark Park concept took place; afterwards, Commissioner Rogers talked with Supt. Nagle to review the concept conversation. Commissioner Rogers said that she called Commissioner Gould to see if she could view the site with her; it was helpful to walk around the beautiful parcel. To identify the new proposed amenities, Commissioner Rogers added color markings on the original concept plan, highlighting some of the new thoughts and ideas for the land. As with the original concept plan, the project can be broken-down and phased-in. The green and yellow markings indicate the playground and picnic shelter, which is close to the parking lot and able to be seen from Northwest Highway and the trainline. There is accessible from Doe Road by the path. The area where the playground was originally placed could be used for an adventure trail that could utilize the terrain change. Along with various ideas for mixed-use

trails throughout the rest of the park for walking paths, cross country skiing; safety town, an educational facility; etc. were some of the thoughts mentioned. To capture the beauty of the park and fill a need within the District, thoughts of renovating the existing building into a banquet type facility, which is shown in blue on the concept plan. The banquet facility could have glass doors that open onto a patio overlooking the park. The setting is beautiful with big trees and rolling hills. Commissioner Gould took pictures throughout the walk, the beautiful area reminded Commissioner Gould of Lake County's Independents Grove. Many other ideas were expressed for the proposed banquet hall including having a caterer kitchen; building use for park district programming; various and substantial rental opportunities; and provide Stables awareness. The proposed concept of a community garden, animals, etc. does not do justice to this beautiful piece of land. President Cozza said that we do lack having banquet space; President Cozza suggested that we could build a bigger shelter along with other ones; but have one shelter that is very substantial for hosting large rentals; we would still need bathrooms; though, this thought is cheaper than constructing a building. Clark looked for consensus on the Board's interest to have another workshop with Hitchcock Design Group to explore this option in more detail; then cost estimates.

Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. Tynczuk asked if there were any questions; Commissioners Gould liked the picture with the volunteers from the Lands Day event within the report. President Cozza asked about purpose for the Falcon Park Recreation Center's garage; staff said that the structure was planned to be constructed on the northside of the facility for holding seasonal items, etc. Unfortunately, this project and the Stables' hay shed project will not be happening; both projects received bids which were significantly over the expected budgeted amounts; staff will rebid next year. Staff plans to execute alternate A at northwest end of Palatine Stables, to be completed inhouse with landscape.

The Board reviewed the previously distributed Recreation Department Report. Supt. Danz said that the construction on the second dog park for smaller dogs will start soon, it will be great having 2 dog parks. Danz provided information on the closing of Harper College's gymnasium due to the floor remodeling project. On March 9, 2020 the gymnasium doors will close until August; for an estimate of 5 months. Also, starting this month, there will be some days where we are limited to 1 court section for programming. Director Clark said that he will talk with Dr. Proctor of Harper College since the Palatine Park District has an allocated area for program use.

The Board reviewed the previously distributed Finance Department Report. Supt. Torres said that the Finance Department has provided 2 reports for August and September statistics. Torres gave praise to all departments with budget preparations and process. Staff will confirm a separate budget meeting with the Park Board for budget consensus. Continuing with the department report, Torres has been working with Supt. Tynczuk on job descriptions; Asst. Supt. Becke is busy with purchase-card reconciling; Accountant Lyons is working hard on the warrant processing; and the RFP for the District's audit is ready soon to go out. Customer Service Manager Hubka presented the Registration/Customer Service section of the monthly reports; Hubka reported on many items including resident versus non-residents' household data; online registration statistics; many trainings for part time staff at all 3 facilities; and, success with staff being cross trained working registration and facility attendant needs under 1 office. Hubka highlighted C.A.R.E Assoc/Scholarship Coord/CPR Orr working with Falcon Park Family and Youth Program Specialist Lara in successfully getting the message out to families within the northeast quadrant for scholarship needs, the meetings at POC was helpful for parents and Orr was able to work with them on what is needed with the scholarship application process. Hubka said that the revived gift card program is successful and gift card sales are up from last by 152% in gift card sales; Hubka gave thanks to Supt. Torres and former employee Eve Widmaier on the guidance and support with understanding

and processing the budget. Supt. Nagle complimented Manager Hubka on her work on customer service week.

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 highlighted many administration items. Clark is happy to report the good news with bond issue refunding transaction saving the Park District more money than originally anticipated; the year-end number for the annual maintenance for Building M at Harper College is almost half of what was budgeted for; and, the OSLAD grant is underway. Clark gave thanks for the opportunity to attend National Conference in Baltimore. Clark noted the save the date events and reminded everyone to mark their calendars. Commissioner Gould mentioned another event, the November 7, 2019 Relators Against Homelessness (R.A.H.) fundraiser event at Stonegate in Hoffman Estates; support to attend is appreciated.

Commissioner Reports

Commissioner Sawyer thanked golf staff on the excellent presentation tonight; Commissioner Sawyer reiterated that the culvert improvement is something we need.

Commissioner Gould provided information on the annual R.A.H. fundraiser event during Director Clark's report.

Commissioner Rogers was glad to report that she was able to get home from Baltimore's NRPA conference; the severe weather stranded many travelers. The conference had a couple of interesting sessions including good news for the competitive video games' growing industry; staff added that we have booked rentals at Falcon Park and Community Center for video games tournaments; and, staff is hoping to pair up with Rolling Meadow Park District on attracting more tournaments. Another popular trend is adult recess time with adult size playgrounds; and, discussion concerning that the golf industry continues to be trending down with climate change, time constraints and costs contribute to the declining of golf interests.

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

Executive Session

President Cozza requested a motion to close the public portion of the meeting and convene in executive session. With consensus of the Park Board, 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 for discussion of property for use of the District; Commissioner Sawyer seconded. This was unanimously approved by a roll call vote. The result of which follows:

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

NAY: None

ABSENT: None

Motion passed at 8:56 p.m.

Return to Open Session

Commissioner Ruff moved to come out of closed session and resume to the regular meeting of the Board of Park Commissioners; Commissioner Rogers 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 at 9:33 p.m.

Action on Matters Considered in Closed Session

President Cozza said the Board of Park Commissioners met in closed session to discuss Section 2(c)(5) Open Meetings Act for discussion of the acquisition or lease of real property for the use of the District; conversation only, no action.

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 Sawyer 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 9:34 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

John (Jay) Cozza
President

2019 Park Board Meetings

October 30, 2019 - SPECIAL MEETING FOR CAPITAL/2020 BUDGET Wednesday at 5:30PM

November 12, 2019
December 10, 2019

November 26, 2019



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, October 22, 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
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
Trish Feid, Park Board Secretary/Executive Asst.

Visitors and Citizens

Courtney Kulig, Jaycees

Danielle Green, Jaycees

Approval of Agenda

Commissioner Ruff moved and Commissioner Sawyer seconded that the agenda be approved. By a voice vote, the agenda for the regular meeting of October 22, 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 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 October 8, 2019; Closed Session Meeting Minutes of October 8, 2019; 2020 IAPD Annual Meeting Delegate/Alternates Credentials Certificate; Rejection of Bids for Falcon Park Detached Storage Garage Project #19-04F; Rejection of Bids for Palatine Stables Hay Shed Project; and, Warrant #20 - 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 Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Supt.

Holder provided updates on many items including the bike trail extension along Roselle Road at Harper College, a collaborative project with Village of Palatine; the Dog Park expansion will include a new separate area for smaller dogs and installation of another shelter; and, the Palatine Trail bridge replacement construction is moving to a 2020 start date due to IDNR paperwork backup. Holder also reviewed progress on various paving projects and reported that the Hamilton Service Building expansion is moving along. In response to President Cozza's question on the Park District closing off a section of the bike trail after the completion of a recent neighboring commercial construction project, staff responded that the Park District was not aware of the alteration. The Park district was not included in discussion of Palatine trails' reconfiguring, which is different from the original trail plan illustrated within the (recorded with Cook County) Intergovernmental Agreement. The 200-foot section of Palatine Bike Trail at the corner of Roselle and Algonquin Roads was changed without Palatine Park District's acknowledgement or awareness, this section will remain closed until further discussion and resolution. Park District's representative from Metro Risk Management Association (MRMA) directed the Park District to keep it closed since it is a safety hazard and that section would not be insured. Director Clark said that he is planning to coordinate a meeting with the Village of Palatine, IDOT and the Park District regarding the bike trail safety issue; Clark will keep the Park Board informed on progress. Regarding the new Service Building Garage at Hamilton, Commissioner Gould asked if we could put a sign-up at the project site for awareness of the new amenity; Commissioner Gould has received many inquiries and questions on the development plans.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle highlighted a new upcoming program, ICompete's Pirate Program. The Pirate's Program is for about 40 future Pirates (Palatine High School) to educate future students on many opportunities available for them; the program is a great collaboration of support from community members. On November 9, 2019 at Falcon Park, the Chamber will host their Business Expo event. The Customer Service Committee is finishing up the week with many activities each day for staff at all facilities as part of our internal customer service initiatives. Tomorrow at Palatine Hills, the driving pad and access areas will be repaved; the window repair at Falcon Park Recreation Center on the upper track area had another inspection by DuraGard, the manufacture agent, and received warranty approval. Lastly, Nagle reported on the chilly cold day for Fall Fest at Palatine Stables; special thanks with the pre-event efforts by the Parks Department and Stables' staff; and to all staff members and volunteers who helped during the event.

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

New Business

The Park Board reviewed a previously distributed board summary for approval of Palatine Jaycees 2020 Hometown Fest Celebration Request. Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners approve the Palatine Jaycees use of Community Park and associated facilities for the 2020 Hometown Festival. Palatine Jaycees' committee leads, Ms. Courtney Kulig and Ms. Danielle Green, provided an overview of the proposed plans and highlighted the activities for each day of the Hometown Fest. In response to Executive Director Clark's inquiry, Supt. Holder said the 4th of July fest event went very smooth this year and the Jaycees were easy to work with during the planning and throughout the entire event; both parties agreed that communications and expectations were great. The Park Board and staff thanked Ms. Kulig and Ms. Green for their time and dedication to the community. The motion was approved and the result follows:

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

Motion accepted.

The Board reviewed a previously distributed board summary pertaining to the approval of 2020 Merit Pool Recommendation. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners approve the 2020 Merit Pool for full-time staff in the amount of 3%. In consideration for next year, Commissioner Ruff commented to be mindful of the approaching higher minimum wage costs to the District; and, thoughts for awareness of people paying Cook County taxes who may not be receiving an annual 3% compensation increase. 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 Resolution #19-14 Truth in Taxation. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Commissioners approve Resolution #19-14, a Resolution providing an estimate for the 2019 property tax levy. 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 proposed changes to Personnel Policy Manual, Sections 3.06.1 Holidays and 3.06.2 Personal Days. Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners approve removing Christmas Eve and New Year's Eve as designated Holidays and approve the addition of two Personnel Days for full time, benefitted employees. 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 2019 IMRF Repayment. Commissioner Ruff moved and Commissioner Sawyer seconded that the Board of Park Commissioners authorize the 2nd lump sum payment to IMRF in the amount of \$582,883.29, as the majority set forth in the 2019 Combined Budget and Appropriation Ordinance #19-02, which was approved on February 12, 2019. Prior to making such payment, a budget adjustment of \$58,930.29 will be required since the budgeted amount is always an estimate. This is because the updated IMRF Funding progress report is not available until after the end of current year. 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. Director Clark reported that staff is in the final draft stages of the budget and as soon as possible staff plans to have the draft budget in front of the Park Board. Regarding the special meeting on Wednesday, October 30, 2019 to provide detailed summaries of the 2020 Operating Budget and Capital, Clark said that we will have a light dinner while we work through the sections of the proposed operations and capital plans. Clark said that Supt. Torres will provide the overview of operating budgets; then, Supt. Nagle and Supt. Holder will review capital plans and associated budgets. Then following the presentation, Director Clark will ask for consensus from the Park Board for public posting of the 2020 budget notice while having the ability to look over the draft before Board adoption on November 12, 2019. Director Clark mentioned the potential new hire for Marketing and Communications Manager. The discussion of Meadowlark Park concept plan proposal for site planning will be before the Park Board soon. Clark reminded everyone of the upcoming staff recognition parties. During this past week, Clark conducted a refresher/training for new Superintendents, Asst. Superintendents and Managers, the Performance Appraisal workshop was well received. Clark said that it has been 2 years since the last training, now with having new staff in place and many other interested staff who manage full-time employees, the training was useful. The Park Foundation fundraiser event is tomorrow night at the clubhouse; Dutch Schultz has done great with the event; and, Outreach Community Coordinator McNamara has been doing a great job working with the Foundation. Clark reminder the Park Commissioners to confirm their interest in attending State Conference in January so that we can make appropriate arrangements for registration.

Commissioner Reports

After reading so many emails from some passionate people who want the culvert improvement concerning Palatine Hills Golf Course, Commissioner Sawyer said that he agrees with their comments and thoughts. Commissioner Sawyer expressed his support for the culvert improvement. *The Park Board had several public meetings discussing the proposed engineering statistics, rain event evaluations and the improvement costs along with Park District's data of operating expenses versus revenues from the impact of past flooding events on Palatine Hills Golf Course.*

Regarding a warrant item, Commissioner Ruff wanted to bring to staffs' attention his thoughts concerning wrist guards.

Commissioner Gould mentioned the fundraiser event on November 7, 2019. The Realtors Against Homelessness (R.A.H.) fundraiser event at Stonegate in Hoffman Estates, supports District 211 high school students in financial needs.

During Fall Fest at Palatine Stables, President Cozza and his family visited the Stables' barn and saw the horses; President Cozza said that he will be volunteering next year at this event. President Cozza remarked that Meadowlark Park is a beautiful place to host the Stables' event, especially in the fall season; although, it was very chilly and windy this year.

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 7:36 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

John (Jay) Cozza
President

2019 Park Board Meetings

October 30, 2019 – 5:30 p.m. Special Meeting; Discussion of 2020 Operating and Capital Budget Plans

November 12, 2019

November 26, 2019

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



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



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



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, December 10, 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	Josh Ludolph, Asst. Supt. of Facilities
Steve Nagle, Supt. of Facilities	Pete Cahill, Asst. Supt. of District Services & Projects (HR)
Cheryl Tynczuk, Supt. of District Services & Projects	Colleen Palmer, Asst. Supt. of Recreation
Zaida Torres, Supt. of Finance	Glenn Hussey, Asst. Supt. of Parks & Planning
Donelda Danz, Supt. of Recreation	Christine Hubka, Customer Service Manager
Jim Holder, Supt. of Parks & Planning	Brittani Sotzen, Communications and Marketing Manager
Tina Becke, Asst. Supt. of Finance	Trish Feid, Park Board Secretary/Executive Asst.

Public Hearing

President Cozza opened the Public Hearing for the 2020 Budget and Appropriations Ordinance and stated that in accordance with the Park District Code of the State of Illinois, a Public Hearing is to be held prior to the adoption of Ordinance #19-07, which sets forth the budget and made appropriations of sums of money for the necessary expenditures of the Palatine Park District for corporate purposes for the fiscal year beginning January 1, 2020 and ending December 31, 2020. Notice of Availability of Proposed Annual Budget for 2020 was published in the Daily Herald on Tuesday, November 5, 2019; and, notification of the public hearing was published in the Daily Herald on Friday, November 29, 2019. The public hearing was declared open and the floor was open to questions or comments from the Board; no questions or comments were presented. President Cozza offered that the floor was open to questions or comments from the audience. There were no questions or comments from the audience; Director Clark added that he did not receive any inquiries or comments prior to tonight's board meeting. In response for a motion to officially declare the public hearing closed, Commissioner Gould moved and Commissioner Sawyer seconded that the Board of Park Commissioners close the public hearing regarding the 2020 Budget and Appropriations Ordinance #19-07. The motion was approved by a roll call vote and President Cozza closed the Public Hearing for the 2020 Budget and Appropriations Ordinance. The result of the vote to close the Public Hearing of the Palatine Park District follows:

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

NAY: None

ABSENT: Jennifer Rogers

Motion carried

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 December 10, 2019 was approved.

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 November 26, 2019; Closed Session Minutes of November 26, 2019; Award of Contract for Pool Concession Operator; Honor Roll Nominees; October Financial Statements; and, Warrant #23 - 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 reviewed a previously distributed electronic copy of Succession and Reorganization Plan 2.0 draft. Director Clark presented the summary and highlights of the proposed plan; the 2nd generation of the District's Comprehensive Strategic Master Planning implemented in 2013. Director Clark said that 2019 was a gap year in between plans and the Leadership Team used that time to continue envisioning and create Plan 2.0. With consideration of forecasted District needs including facility improvements, growth and staffing plans, staff had many discussions and debates. This process started a year ago with a total of 5 workshop retreats from December 2018 to October 2019. Clark reviewed each year of the proposed 5-year plan's formal strategy including detailed budget implications starting with the gap year (2019) through 2024. Clark added that new staffing positions and opportunities will remain confidential until Plan 2.0 is adopted along with formal Board approval upon each budget cycle, which will be the trigger to start each new year of the 5-year Plan 2.0. Director Clark said that he is happy with the results from the first Plan and with the groundwork dedicated on Plan 2.0; Clark thanked all members of the Leadership Team. Over the next month, Director Clark suggested that the Park Board review the proposed Plan 2.0 and get back to him with any questions or thoughts; the adoption of the proposed plan will be posted on the January 14, 2020 Park Board Agenda.

New Business

The Board reviewed a previously distributed board summary pertaining to the Approval for Adoption of the 2020 Budget and Appropriation Ordinance #19-07. Commissioner Gould moved and Commissioner Sawyer seconded that the Board of Park Commissioners adopt Ordinance #19-07 authorizing the fiscal 2020 Palatine Park District Budget and Appropriation Ordinance in the amounts of thirty-two million, three hundred forty-one thousand, seven hundred forty-eight (\$32,341,748) dollars and thirty-five million, five hundred seventy-five thousand, nine hundred twenty-two (\$35,575,922) dollars respectively. 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 pertaining to the Approval of Ordinance #19-08 Tax Levy. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners adopt Ordinance #19-08 assessing and levying taxes for 2019 in the amount of \$13,732,311 (thirteen million, seven hundred thirty-two thousand, three hundred eleven dollars). 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 pertaining to the Approval of Resolution #19-15 Property Tax Extension Limitation Law (PTELL). Commissioner Gould moved and Commissioner Sawyer seconded that the Board of Park Commissioners approves Resolution #19-15 Allocation of Tax Levy Amounts, directing the County Clerk to make any reduction in the District's 2019 Tax Levy request by decreasing the amount in excess of the legal Levy amount in the District's Recreation Fund. 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 pertaining to the Approval of Ordinance #19-09 Tax Abatement. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners adopt Ordinance #19-09. An ordinance abating the tax hereto levied for the year 2019 to pay the principal of and interest on General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015C, General Obligation Park Bonds (Alternate Revenue Source), Series 2017, and General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019A, of the Palatine Park District, Cook County, Illinois. 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 pertaining to the Approval of recommended Professional Auditing Services. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners enters a contract for professional auditing services and all associated work for the fiscal year ending December 31, 2019 with Lauterbach and Amen, at a cost of \$22,000. The Board will have the opportunity to renew the agreement annually for each of the next two years which includes a 2.72% annual increase. 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 pertaining to the Approval for National

Cooperative Purchasing Alliance Membership. Commissioner Gould moved and Commissioner Sawyer seconded that the Park Board of Commissioners approve the Park District registering as members of National Cooperative Purchasing Alliance for the purpose of procuring products/services for the District. 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 pertaining to Consensus; Supplemental 2019 Budget and Appropriation Ordinance #19-10. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Commissioners provide consensus to make the Supplemental Budget available for public viewing for a period of at least 30 days so that it may adopt it on January 14, 2020. The motion was approved by a voice vote; the result follows:

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

NAY: None

ABSENT: Jennifer Rogers

Board consensus was agreed upon; the supplemental 2019 budget will be available for public inspection.

Departmental Reports

The Park Board welcomed the District' recent hire, Brittani Sotzen, the Communications and Marketing Manager. Sotzen said that she grew up in the Park and Recreation industry and worked in many part-time jobs as a youth to full-time positions after college at Rolling Meadows and Arlington Heights Park Districts. Sotzen is looking forward to her career at Palatine Park District, currently a lot of listening and taking into consideration her division's expectations and District's needs.

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. Tynczuk mentioned that she is working on staff reviews this month and year-end work.

The Board reviewed the previously distributed Recreation Department Report. Supt. Danz reviewed the annual Turkey Trot event's statistics and complimented Recreation & Fitness Program Coordinator Shariatzadeh on doing a great job with the event planning; also, the elimination of not running on Euclid Road as part of the course path was well received and the safety consideration was appreciated. Commissioner Ruff said that the tradition of families attending the race is remarkable. President Cozza mentioned the past process of distributing Turkey Trot event flyers to the community schools to promote participation; President Cozza added that he enjoyed being at the event.

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. Holder highlighted many report items, the crew was busy with fall maintenance activities and installing the ice rink walls. Holder updated the Park Board on several projects regarding Hamilton Service Garage; District paving final workings; and Birchwood's parking lot lighting.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle highlighted the busy weekend, it was a great time at Turkey Trot; Palatine Stables received Horse Show of the Year; and various fitness opportunities.

The Board reviewed the previously distributed Finance Department Report. Supt. Torres said that it was her first experience with the Turkey Trot event and she added that it was a great event. Regarding

preparations for tonight's Budget documents, Torres thanked Digital Marketing Coordinator Noens for the cover picture, Communications Assistant Kernan for the budget binder culmination and to co-workers on their dedicated efforts with creating the final budget; Torres also thanked the Park Board and Executive Director Clark. Highlighting a few other report items, Torres said that the Finance Department's new hire will start on December 18; there is a change with Professional Auditing Services provider as best practice; and, staff is working on 2020 District and Department goals. Customer Service Manager Hubka reviewed the customer service department of the combined report. Hubka said that the promotion of fitness memberships has been successful and staff is doing a great job marketing the fitness center. Other statistics mentioned included Turkey Trot registration numbers; and, regarding year-end comparisons of 2018 to 2019, the snow days in 2018 caused an increase in the refunds processed. Updates on the new addition of recreation software, which will compliment RecTrac, Hubka said that it sounds like an excellent product and staff is looking forward to using it. Hubka reported that the staffs' change of combining registration staff and facility attendants has generated over 81 after-hours' transactions.

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. Executive Director Clark said that last week, the Leadership Team gathered to review trimester 3 progress and to work on developing 2020 agency goals; it was a successful workshop and staff plan to have the adoption of 2020 Agency Work Plan Goals on the February 11, 2020 Park Board Agenda. Clark reminded the Park Board that we have one meeting in December and to be on the lookout for the email requesting e-approval of the month's second warrant with ratification at the January 14, 2020 Park Board Meeting. Clark highlighted that managers and supervisors are engaged with Performance Appraisals and their individual meetings to be completed by year-end. Also, a reminder of the annual full-time staff and Park Board holiday party this Saturday, December 14 starting at 6:00 p.m. at Meridian Banquet and Conference Center in Rolling Meadows.

Commissioner Reports

Since Commissioner Sawyer will not be able to attend this year's holiday party, Clark wanted Commissioner Sawyer to receive his special recognition and be awarded for his 10 years of service as a Park Commissioner. Staff and the Park Board congratulated Commissioner Sawyer.

Commissioner Ruff mentioned that he saw former employee Scovic.

Commissioner Gould said that it was great to visit Clayson House during the Christmas season tonight. The Park Board and staff gave compliments to Museum Supervisor Pesch, the coordination of having members of the Palatine Historical Society onsite during our visit to answer questions or tell history, along with Historical Society President Petykowski was appreciated. Staff highlighted that Commissioner Gould served on the Palatine Historical Society. When President of the Historical Society and as a volunteer member, Commissioner Gould reminisced on some of the history and development of Clayson House, which started as a residence in 1873. The Park Board and staff enjoyed watching the video presentation of Clayson House at the prior gathering tonight, it was insightful to understand and appreciate the efforts from the community and the Palatine Historical Society; the video was created in 1979. Staff thanked Commissioner Gould on providing holiday treats to enjoy during tonight's meeting. Thinking of her grandsons that live near the Palatine area, Commissioner Gould inquired about the Park District gift certificates, staff confirmed that they are available for Christmas giving; Danz added that staff gave it a push on Facebook. Commissioner Gould asked Supt. Danz about a historic little league

baseball which may have been in a recreation office, staff will look into the whereabouts.

President Cozza said that annual Turkey Trot event was great and it is nice to see so many families gathering on Thanksgiving morning.

Regarding a future agenda item, 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 Sawyer 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 8:00 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

John (Jay) Cozza
President

2020 Park Board Meeting

January 14, 2020
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