



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 Udany 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, Udany said that all facilities will go through an assessment. Staff will confirm if there is a plan in place at Harper College. Udany 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