



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