



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:

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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  
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October 22, 2019  
November 26, 2019