



VIRTUAL MEETING
REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT
****Remote Meeting via Zoom**
Minutes of June 22, 2021 at 5:00 p.m.

President Rogers called the remote meeting to order at 5:06 p.m. and to ensure all discussion, testimony and votes could be heard President Rogers confirmed each member of the Board was able to hear her by a roll call response.

Commissioners Present

Jennifer Rogers, President
Susan Gould, Vice President
Greg Sammons, Treasurer

Joe Petricca
Terry Ruff

Staff Present

Mike 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
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
Dan Mangum, IT Manager
Christine Hubka, Customer Service Manager
Trish Feid, Park Board Secretary/Executive Asst.

Visitors and Citizens

Courtney Clement, Lauterbach & Amen LLP

Approval of Agenda

Commissioner Gould moved and Commissioner Ruff seconded that the agenda be approved. By a roll call vote, the agenda for the meeting of June 22, 2021 was approved.

AYE: Terry Ruff, Joe Petricca, Greg Sammons, Susan Gould, Jennifer Rogers

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 on the consent agenda were approved: Regular Meeting Minutes of June 8, 2021; Closed Session Minutes of June 8, 2021; May 2021 Monthly Financial Analysis; and Warrant #12. The result of the roll call vote follows:

AYE: Terry Ruff, Joe Petricca, Greg Sammons, Susan Gould, Jennifer Rogers

NAY: None

ABSENT: None

Motion carried.

Visitors and Citizens Comments

President Rogers confirmed no questions were presented from the public prior to or during the remote meeting of June 22, 2021.

New Business

The Board reviewed a previously distributed board summary pertaining to the presentation and acceptance of the 2020 Audit and Management Letter. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners accept the Audit Report and Management Letter for fiscal year ending December 31, 2020. Supt. Torres introduced Ms. Courtney Clement from Lauterbach & Amen LLP who was in attendance to review the audit and answer questions. Torres said that Ms. Clement was our “go to” person and she worked very closely with us throughout the audit process. Ms. Clement reported that Palatine Park District received a clean opinion with no issues found, it was a good audit. Ms. Clement thanked Supt. Torres and her team, there was a lot of extra time and help needed during the audit from park district staff and they were attentive in responding. Ms. Clement highlighted key sections of the audit for additional information for the Board to review. The motion was approved by a roll call vote; the result follows:

AYE: Terry Ruff, Joe Petricca, Greg Sammons, Susan Gould, Jennifer Rogers
NAY: None
ABSENT: None
Motion carried.

The Board reviewed a previously distributed board summary and report document pertaining to the approval of 2020 Annual Statement of Receipts and Disbursements (Annual Treasurer’s Report). Commissioner Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners approve the Annual Statement of Receipts and Disbursements (Annual Treasurer’s Report) for the fiscal year ending December 31, 2020, and that President Rogers be authorized and directed to execute the report on behalf of the Board. The motion was approved by a roll call vote; the result follows:

AYE: Terry Ruff, Joe Petricca, Greg Sammons, Susan Gould, Jennifer Rogers
NAY: None
ABSENT: None
Motion carried.

The Board reviewed a previously distributed board summary pertaining to the award of bid for 2021-2022 Janitorial Services. Commissioner Ruff moved and Commissioner Petricca seconded that the Board of Park Commissioners award the 2021-2022 Janitorial Service contract to the lowest responsible bidder, Blue Fox Cleaning Services LLC of University Park, Illinois and sign the contract in the amount of \$44,320 for the first year of janitorial service. The motion was approved by a roll call vote; the result follows:

AYE: Terry Ruff, Joe Petricca, Greg Sammons, Susan Gould, Jennifer Rogers
NAY: None
ABSENT: None
Motion carried.

The Board reviewed a previously distributed board summary pertaining to the approval of the Falcon Park Turf Project through Sourcewell Co-op Purchasing. Commissioner Ruff moved and Commissioner Sammons seconded that the Board of Park Commissioners approve and enter into contract with Field Turf of Calhoun Georgia, through Sourcewell Co-op Purchasing, in the amount of \$116,294 for the removal of the existing indoor turf and furnishing and installation a new artificial turf surface at Falcon Recreation Center. In response to Commissioner Sammons, Supt. Nagle said that the new product has a 12-year lifespan, and Nagle confirmed that it is the same company used for the purchase of the original turf but this turf is a premier version. The motion was approved by a roll call vote; the result follows:

AYE: Terry Ruff, Joe Petricca, Greg Sammons, Susan Gould, Jennifer Rogers

NAY: None
ABSENT: None
Motion carried.

Departmental Reports

The Board reviewed the previously distributed Written Parks and Planning Department Report. Supt. Holder highlighted that the Hometown Fest is coming up, staff is busy preparing sites and gathering proper documents needed for the Fest. Illinois Department of Public Health will be onsite, vaccinations will be available. Other items reviewed include the wrap-up of the Maple Park redevelopment project, and Holder briefed the Board on the Hoffman Estates properties as potential Palatine Park District's acquisitions and to possibly build a neighborhood sized park on one of the sites. Director Clark added that possible acquisitions are at least a 2-years out and this is preliminary discussions at this point. Commissioner Gould reminded the Board and staff of the underserved area of Palatine Park District by Lake Cook Road which Commissioner Gould has brought up before, the kids have no place to play at the complex around the area and it is really sad for the population in the surrounding area. Commissioner Gould said that this is something to think about and to keep in mind since it would serve a lot of kids and families. Director Clark said that we will include this location within our list and add to the next Master Plan. Commissioner Gould asked about the tunnel painting and inquired about the needed additional supplies, staff said that they needed extra supplies and it is completed, the mural turned out very nice and referred to the posted pictures within the Board packet material. Responding to President Rogers, Supt. Holder explained the 2 options regarding the Birchwood driveway project and the sump pump connection for the residents, it is a minimum cost for homeowners and will require a Village of Palatine permit.

The Board reviewed the previously distributed Written Facilities Department Report. Supt. Nagle said that staff has welcomed Anna VanGilder to Palatine Stables, Anna is the new Asst. Trainer/Manager and has been around Palatine Stables since she was very young. Anna plans to visit at a future Board meeting. Nagle said that the golf course is doing well with their revenue numbers; great work by staff and they are doing a great job. Stables had 2 successful horse shows, one internal show to get riders accustomed to how horse shows work and the other show was a well-attended jumper show. Cutting Hall is returning to normal business; and there is an ICompete fundraiser this Thursday, Nagle suggested to join the trivia night event at Lamplighters, event flyer in Board packet. In response to President Rogers' inquiry about the golf course's superintendent job position status, Nagle said that many applications are coming in.

The Board reviewed the previously distributed Written Finance Department Report. Supt. Torres said that it is a misconception regarding audit groundwork and Torres gave thanks to all staff, it takes the entire staff to be successful with the audit needs. Torres reviewed some of the department report data. Torres informed President Rogers that staff plans to fill-in 2019 data in the forthcoming reports, staffs' recent focus has been on financials, audit and RecTrac. Staff will continue monitoring RecTrac and we will figure out a solution. Torres said that all of her staff is in the office and she plans to start the recruitment of Asst. Supt. of Finance after her vacation. Also, staff plans to work more deeper on the budget process; although, the process started January 1st. Torres was pleased to report that revenue is trending on the upslope. Lastly, Torres said that she was very happy with the audit, even though it was difficult process due to the RecTrac's issues; there were no deficiencies, it was a clean audit! Customer Service Manager Hubka reviewed the registration numbers and highlighted that pool pass memberships keep coming in and mentioned that patrons are excited to have that passes back. Hubka responded to Commissioner Sammons' question about online pool pass registrations, which can be an option if you have previously registered for a pool membership in past years.

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

Executive Director's Report

The Board reviewed the previously distributed Executive Director Report. Executive Director Clark gave details on the “alert” save at Birchwood Pool today and how the lifeguard observed the child struggling and made the rescue. Clark gave thanks to Communications and Marketing Manager Noens for the quick communication needs and thanks to Risk Manager Udany who did a great job onsite; Clark also gave thanks to Aquatics Manager Griffin and for his thorough training program. As mentioned in the EDR, Clark reviewed several items, we have reached the trigger point with capital projects; Maple Park is basically complete; and staff is in full pledge summer programming mode, staff members are very attentive to all operations going on. Lastly, staff is also busy with the hiring process for many incoming staff.

Commissioner Reports/Future Agenda Items

Commissioner Ruff said that Maple Park looks great, and complimented staff on the good job with pool staffing.

President Rogers mentioned that no future agenda items were presented.

Adjournment

There being no further business to come before the Park Board on this date Commissioner Petricca moved that the regular meeting be adjourned. Commissioner Sammons seconded the motion which was unanimously approved by a roll call vote.

AYE: Terry Ruff, Joe Petricca, Greg Sammons, Susan Gould, Jennifer Rogers
NAY: None
ABSENT: None
Motion carried at 6:04 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Jennifer Rogers
President

2021 Park Board Meetings

July 13, 2021
July 27, 2021
August 10, 2021
August 24, 2021

September 14, 2021
September 28, 2021
October 12, 2021
October 26, 2021

November 9, 2021
November 23, 2021
December 14, 2021