



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, January 14, 2020 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

Commissioners Absent:

Nicholas Sawyer

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
Tina Becke, Asst. Supt. of Finance

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
Brittani Sotzen, Communications & Marketing Manager
Trish Feid, Park Board Secretary/Executive Asst.

Public Hearing

President Cozza opened the Public Hearing for the 2019 Supplemental Budget and Appropriations Ordinance #19-10. President Cozza 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 #19-10, 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. The Board gave consensus for the Proposed Supplemental 2019 Budget on December 10, 2019 and then the Budget was available to the public. Notification of the public hearing was published in the Daily Herald on Saturday, December 14, 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 Ruff seconded that the Board of Park Commissioners close the public hearing regarding the 2019 Supplemental Budget and Appropriations Ordinance #19-10. The motion was approved by a voice vote and President Cozza closed the Public Hearing for the 2019 Supplemental Budget and Appropriations Ordinance. The result of the vote follows:

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

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

Approval of Agenda

Commissioner Ruff moved and Commissioner Gould seconded that the agenda be approved. By a voice vote, the agenda for the regular meeting of January 14, 2020 was approved.

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. Commissioner Rogers moved and Commissioner Ruff 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 December 10, 2019; Resolution #20-01 for recognition of Tom Dionne; the ratification of 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, Jennifer Rogers, Terry Ruff, John Cozza

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

Visitors and Citizens Comments

No comments were presented.

Presentation

The Park Board watched a special video publicizing the Palatine Park District Gymnastics Program. The intent of the video was for more awareness of the gymnastics program and to promote participation. With no additional costs to the District, Digital Marketing Coordinator Noens and Community Outreach Coordinator McNamara created the video which has been shown via Facebook with over 6,000 views and numerous accounts of sharing the video's posting. Communications and Marketing Manager Sotzen complimented the efforts of Communications and Marketing staff members Noens and McNamara with creating video. They captured genuine interviews with Gymnastics Coordinator Dunne, various gymnastics coaching instructors, and one of the parents, along with great cross connection of team and house programming, competitions and events footage, the result of the 6-minute video reflected the program in a remarkable way! Sotzen added that staffs' "in-house" production started 6-months ago, prior to the start of her tenure at the Palatine Park District. Sotzen added that in the future there will be more videos to come showcasing other areas of the District. In response to a question, Sotzen said that McNamara has his license for taking drone pictures, which added to the video's special effects. The Park Board complimented staff and added that it is a great video which they enjoyed watching.

Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Reporting on the overview of 2019, Supt. Tynczuk highlighted a few items with closing out the year and that the department is gearing up for 2020.

The Board reviewed the previously distributed Recreation Department Report. Supt. Danz highlighted the popular Polar Express events; both sessions sold out within minutes. Santa was awesome with the kids and it was a treat to have him ride on the train with the families. Danz acknowledged Recreation and Fitness Program Coordinator Shariatzadeh and Supt. Tynczuk for their efforts with submitting the Exceptional Workplace Award Renewed application and Danz is happy to report that the Park District won the award. Staff is interviewing for the Cultural Arts position. President Cozza reminded staff to be careful of what goes into the newspapers; staff appreciated the comment and will continue to watch for it.

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 the Approval of Adoption of

the 2019 Supplemental Budget and Appropriation Ordinance #19-10. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners adopt Ordinance #19-10 authorizing the fiscal 2019 Palatine Park District Budget and Appropriation Amendment Ordinance in the amounts of thirty-four million, two hundred eighty-eight thousand, three hundred fourteen (\$34,288,314) dollars and thirty-seven million, seven hundred seventeen thousand, one hundred forty-six (\$37,717,146) dollars respectively. 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 approval of Professional Services Contracts for the 2020 Asphalt and Pavement Improvement Projects. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners approve Gewalt Hamilton Associates Inc. of Vernon Hills, Illinois, in the amount not to exceed \$110,150, to provide construction documents, permitting and construction administration for the budgeted 2020 Asphalt and Pavement Improvement Projects. 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 Award of Bid for 2020 Palatine Community Baseball Softball (PCBS) Uniforms. Commissioner Gould 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 \$8,873.60 for the fourteen types of teams for 2020 Palatine Community Baseball Softball Uniforms and Coaches Shirts. 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 Approval of the Adoption of the Succession and Reorganizational Plan 2.0. Commissioner Ruff moved and Commissioner Gould seconded that the Park Board of Commissioners adopt the District's Succession and Reorganizational Plan 2.0 as presented. The motion was approved by a roll call vote; the result follows:

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

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Executive Director Clark said that the Leadership Team has a plan on those busy days with many staff out of the office due to the annual

State Conference in Chicago. Regarding the new step with the IDNR's trail grant paperwork processing, Clark gave a special thank you to Finance staff with quickly issuing a check which needed to be included with the application documents. Volunteer Coordinator DePue and many Communications and Marketing staff have been busy getting ready for the annual Volunteer of the Year Banquet scheduled for Saturday, February 1, 2020 at the Cotillion. Clark informed the Park Board that Supt. Nagle sent out an email this week that included a Meadowlark Park survey to provide the design team additional input for the workshop on Tuesday, January 28, 2020; please complete the survey when you can. It is a big year for Palatine Township Senior Citizens Council with celebrating their 20th year of the Caring Hearts Gala, please check your calendars and let us know your plans for the Saturday, February 15 gala. Clark reviewed last week's meeting with IDOT and the Village regarding the path situation, the correction to widen the path will be at no cost to the Park District. Hamilton Service Garage is going well; Asst. Supt. Hussey reported on the scheduled fire inspection for this week. Commissioner Gould inquired about the renovated building's landscaping and a signage; Hussey said that it is in the works with parks staff. Clark highlighted that Falcon Park turned 10 years old this month! Congratulations and best wishes to retiring parks staff Tom Dionne; last week there was a nice celebration for Tom and tonight we honored Tom's service with a special recognition, Resolution #20-01 for his 32 years at Palatine Park District.

Commissioner Reports

Commissioner Ruff wished everyone a Happy New year.

Commissioner Gould mentioned her neighborhoods' street permit parking issue since the Village will no longer allow permit parking on any streets in Palatine. Commissioner Gould also wished everyone a Happy New Year.

Regarding Commissioner Rogers' new recreation and fitness building at Arlington Heights Park District, everyone extended congratulations on the successful opening. Commissioner Rogers offered to show tours of ARC (Arlington Ridge Center) to anyone interested.

President Cozza also wished everyone a Happy New year and thanked staff for a good holiday party.

Regarding a future agenda item, President Cozza said that 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, Jennifer Rogers, Terry Ruff, John Cozza

NAY: None

ABSENT: Nicholas Sawyer

Motion carried at 7:36 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

John (Jay) Cozza
President

2020 Park Board Meeting

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



Minutes of a Special Workshop Meeting and Regular Board 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, January 28, 2020 at 6:00 p.m. and 7:00 p.m.

Special Workshop Meeting call to order at 6:02 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

Tina Becke, Asst. Supt. of Finance
Josh Ludolph, Asst. Supt. of Facilities
Glenn Hussey, Asst. Supt. of Parks & Planning
Christine Hubka, Customer Service Manager
Brittani Sotzen, Communications & Marketing Manager
Trish Feid, Park Board Secretary/Executive Assistant

Visitors and Citizens Present

Tom LaLonde, Williams Architects
Doug Fair, Hitchcock Design Group

Heather Baran, Palatine Park District Intern

Approval of Agenda

Commissioner Ruff moved and Commissioner Gould seconded that the agenda be approved. By a voice vote, the agenda for the special workshop meeting of January 28, 2020 was approved.

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.

Discussion; Meadowlark Park Concept Planning

Supt. Nagle welcomed Hitchcock Design Group representative Mr. Doug Fair and Williams Architects representative Mr. Tom LaLonde to the Park Board Meeting. Briefly, Nagle provided the project overview leading up to tonight's workshop. Tonight, the strategy is to gather feedback from the Park Board on the direction for future concept planning phases for the development of the 11+acre parcel, Meadowlark Park, which is adjacent to Palatine Stables and has an additional 8+ acreage. Previously, the Park Board and staff completed a survey in preparation for the workshop, Mr. Fair reviewed the survey results as part of the PowerPoint presentation and then Mr. LaLonde reviewed many past projects options of variable usage levels intended for concept ideas regarding a potential multipurpose building at Meadowlark Park. Some of the building features included sliding glass doors to an active patio/outdoor extension; outdoor patio areas; indoor/outdoor bathrooms; glorified courtyard/door areas; removable partitions some with vinyl or glass sliding walls; multifunction programming space; rental space; storage areas; and various kitchen options, including teachable areas for programming. Many questions on different building options for the parcel were debated. Staff verified the loss of substantial revenues when turning away larger rental requests and there was a discussion for a banquet building at Meadowlark Park; although, a preferred

location would be closer to the middle of town or at Palatine Hills Golf Course, not at Meadowlark Park. There were many ideas mentioned including the need for additional indoor recreation space and staff suggested that a different location other than Meadowlark Park would be more desirable, Meadowlark Park is a little farther out for patrons. A few thoughts on a new Senior Center building location was debated; confirmation of no farm animals to be part of the plan; the importance of having Meadowlark Park master plan in place for future grant opportunities was stressed; it was noted that the plan would include updates regarding parking areas based on the need; and, staff will revisit the Palatine Park District's Space Needs Assessment to review the identified needs of the District. There was consensus for the Master Plan to consider many phased-in projects over many years for the park development. Some future phased-in ideas include trail areas with various connecting trails and an adventure course; unique playground; lighting improvements; large shelter structure area with retractable walls to enclose the structure or the ability to remain open to the outdoor environment; indoor and outdoor bathrooms; and, tent options were mentioned. Commissioner Gould recommended having a flat area on the grounds adjacent to the structure reserved for a large tent option for rentals within the plan. Mr. Fair said that he is hearing a structure similar like the Barrington building, which is at a comparable setting to Meadowlark Park, the Park Commissioners agreed but would like it to accommodate a larger group. Regarding the next steps, the presenters will coordinator with Supt. Nagle on tonight's thoughts and create the draft over the next couple of months; and then sometime in March or April provide the Master Plan draft results. Nagle said if any other thoughts come to mind after tonight's meeting to send them to him. President Cozza said that going through this exercise made us think about the opportunities and our priorities; Commissioner Gould said that her visit to Independent Grove in Lake County prompted her thoughts for Meadowlark Park's possibilities shared with Commissioner Rogers' ideas for various amenities to enjoy at the beautiful parcel. The Park Board and staff thanked Mr. Fair and Mr. LaLonde for their joint presentation.

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 6:52 p.m.

Minutes of a Regular Meeting
Tuesday, January 28, 2020 at 7:00 p.m.

Regular Board Meeting call to order at 7:02 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

Tina Becke, Asst. Supt. of Finance
Josh Ludolph, Asst. Supt. of Facilities
Glenn Hussey, Asst. Supt. of Parks & Planning
Christine Hubka, Customer Service Manager
Brittani Sotzen, Communications & Marketing Manager
Trish Feid, Park Board Secretary/Executive Asst.

Visitors and Citizens Present

Heather Baran, Palatine Park District Intern

Approval of Agenda

Commissioner Ruff moved and Commissioner Gould seconded that the agenda be approved. By a voice vote, the agenda for the regular meeting of January 28, 2020 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 on the consent agenda were approved: Regular Meeting Minutes of January 14, 2020; Surplus Ordinance #20-01; November Financial Statement; and, Warrant #2 - 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 reviewed the project illustration board for Maple Park Redevelopment Project. Director Clark wanted to take this opportunity to go over the project since the Park District has official confirmation of the OSLAD Grant Award. Clark reviewed the steps of the grant application process; the trip Director Clark and Supt. Holder took to Springfield in November for the 3-minute grant presentation. After a few Park Board inquires, Clark wanted to refresh the Park Board on the concept plan. Holder highlighted all of Maple Park project's amenities; and mentioned an opportune collaboration when completing the project's streambank area; the Village is doing streambank restoration work in the area as well and plans to tie their project timeline with ours. Holder said that the total project redevelopment cost is approximately \$800,000, with a matched grant award in the amount of \$400,000; therefore, an estimate of \$400,000 in costs to the District.

Departmental Reports

Supt. Danz introduced Heather Baran to the Commissioners, Heather is the Palatine Park District's new intern until April. The Park Board welcomed Ms. Baran to the Park District and Heather stated that she is very excited to be here.

The Board reviewed the previously distributed Parks and Planning Department Report. Supt. Holder highlighted that Hamilton Service building is completed; the facility passed all inspections in building; only need the detention area inspected via MWRD. Holder added that there was a \$5,000 deduct change order from the original contract price; Holder said that the total improvement cost was 1.7M, \$100,000 under budget; staff has allowed \$15,000 for landscaping and shelving needs. Clark added that the facility sign

will be installed soon at the Hamilton Service building, the sign template is the standard park district signage. The Palatine Trail Bridge Replacement project is waiting on State documents, once received, then it will go out to bid. Currently, working with the engineers and Village of Palatine on the permit work. The 2020 playground color scheme options and fun-equipment choices are out for community voting; construction will start in May or June. Staff opened the ice rink last week and closed it on Friday; 5 days of ice-skating. Regarding the playground's survey on PPD website, Supt. Holder added that Harper College shared the awareness of the community playground and promoted completing the survey with the preschool families.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle highlighted the annual rental survey, we received great responses. The Park District has complied with the new bathroom Illinois law for a gender-neutral bathroom with signage. Falcon Park Recreation Center has new lobby window wraps, which are marketing visual aids. Supt. Nagle and Coordinator Lara met with D15 staff regarding POC/ICompete organization's awareness; President Cozza asked about POC/ICompete program numbers, staff said those are class maximum numbers.

The Board reviewed the previously distributed Finance Department Report. Supt. Torres mentioned the end of the year highlights; the IMRF payment was submitted and staff is waiting on report data; new hire in Finance is going great; Finance has completed and mailed out the W2 forms. Regarding Falcon Park Assistant Customer Service Manager vacancy, staff has hired the new Assistant Manager. Regarding the former auditor's recommendation regarding assets evaluation, it is time to go back and have a plan in place. Auditors will be onsite this Wednesday; they will be looking at Human Resources files; personnel files; review payroll processes; general ledger; bank confirmation statements of fund balance numbers. Then on March 30, the audit team is back for a week at Palatine Park District. Community Center Customer Service Manager Hubka wished everyone a Happy New Year and reviewed the Registration and Customer Service's January report including data of December's memberships and passes, which are up 19%, the pop-up sales are attracting people. Hubka added that the web-registrations continue to increase; trend in creating non-resident households, which are mostly families from Arlington Heights, Barrington and Inverness for aquatics, cultural arts programming and stables. Commissioner Gould inquired on non-residents receiving resident rates when using aquatics programming at Harper College; Hubka confirmed the one-flat fee at Harper College for qualified Harper students/families using the aquatics programming. Although, Hubka clarified that staff enters those non-resident families in our system as non-residents for correct billing of Palatine Park District registration costs.

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

New Business

For information only, staff distributed the 2019 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 2019 fiscal year. As indicated when the Agency Work Plan for 2019 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, which the Leadership Team celebrated during the December workshop. The Park Board thanked staff for the final trimester reporting for 2019 and look forward to the new goals of 2020.

Commissioner Gould inquired about consolidating certain District files for easy Park Board access when needed for discussion or history research; staff will investigate some options.

The Board reviewed a previously distributed board summary for the Award of Bid regarding Community Center Fitness Cardio Equipment replacement. Commissioner Gould moved and Commissioner Sawyer seconded that the Board of Park Commissioners approve the purchase of cardio equipment from Matrix Fitness USA through the National Cooperative Purchase Alliance joint purchasing program in the amount of \$40,650.00. In addition, approve the purchase of a SciFit One Recumbent Stepper from LifeFitness through the Sourcewell joint purchasing program in the amount of \$3,863.00 and authorize staff to issue purchase orders for both purchases. 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 Architectural Proposal for Community Center Passenger Elevator Modernization. Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners approve a proposal for Architectural and Engineering services for the planned Community Center Passenger Elevator Modernization, in the amount of \$17,500 with DLA Architects Ltd. from Itasca, Illinois. Asst. Supt. Ludolph said that the expertise of a consultant is needed for the very technical project of the elevator rebuild. 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 2019 Paving Projects, change order #05. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners approve change order #05 in the amount of \$299,838.20 to add the Birchwood South Parking Lot Improvement Project to the 2019 Paving Projects contract. In response to President Cozza, Holder said the price includes all areas of Birchwood. 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. Executive Director Clark said that this past week many staff members had the opportunity to attend State Conference in Chicago. Heather, intern attended and Clark added that many staff presented at various sessions. Everyone enjoyed the reception with Tressler and the awards luncheon. The Park District was awarded, for the second time, the Exceptional Workplace Award; kudos to both Supt. Tynczuk and Recreation and Fitness Program Coordinator Shariatzadeh in preparing the award's application. Reminder of the annual Volunteer of the Year banquet on this Saturday, February 1, 2020; and, as one of Clark's work plan goals of providing more awareness about Park Foundation and their scholarship program, Fred Hall will present and relay the message at the Volunteer of the Year event. Clark added that we are going to start pushing the new

structure and Commissioner Ruff has offered to help. The annual Legislative Breakfast event is scheduled for Feb 22, 2020 at Schaumburg Golf Club; at the moment, we are not sure which Legislators are attending. Commissioner Rogers said that she is interested in attending. The Palatine Township Senior Citizens Council's annual gala is on Saturday February 15, 2020, since we support a sponsorship, the Park District will have a table of 12, let us know if you are interested. Clark attended a community engagement workshop at the Village with Cook County Census Bureau last week, the purpose for the meeting was for increased participation and outreach. Clark clarified the IMET recovery amount and mentioned that we are expecting 58% recovery rate of original loss. NWSRA Executive Director Tracy Crawford will be presenting at our February 25, 2020 Board Meeting to provide updates on NWSRA and programming.

Commissioner Reports

Commissioner Gould asked if there was any use for a substantial amount of paver bricks, Supt. Nagle will look into Palatine Stables.

Regarding a future agenda item, President Cozza said that 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 7:57 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

John (Jay) Cozza
President

2020 Park Board Meeting

January 28, 2020
February 11, 2020
February 25, 2020
March 10, 2020
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July 28, 2020
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August 25, 2020
September 8, 2020
September 22, 2020
October 13, 2020
November 10, 2020
November 24, 2020
December 8, 2020



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, February 11, 2020 at 7:00 p.m.

Call to order at 7:00 p.m.

Commissioners Present:

John Cozza, President
Jennifer Rogers, Treasurer
Susan Gould

Commissioners Absent:

Terry Ruff, Vice President
Nicholas Sawyer

Staff Present

Michael Clark, Executive Director	Colleen Palmer, Asst. Supt. of Recreation
Steve Nagle, Supt. of Facilities	Glenn Hussey, Asst. Supt. of Parks & Planning
Cheryl Tynczuk, Supt. of District Services & Projects	Brad Helms, Golf Course Superintendent
Zaida Torres, Supt. of Finance	Dan Hotchkin, Golf Operations Manager & Head Golf Professional
Jim Holder, Supt. of Parks & Planning	Erik Klebosits, Assistant Golf Professional
Donelda Danz, Supt. of Recreation	Billy Sharp, Assistant Golf Course Superintendent
Tina Becke, Asst. Supt. of Finance	Trish Feid, Park Board Secretary/Executive Asst.
Josh Ludolph, Asst. Supt. of Facilities	
Pete Cahill, Asst. Supt. of District Services & Projects (HR)	

Visitors

Lego Team Students and their families from Virginia Lake School

Approval of Agenda

Commissioner Rogers moved and Commissioner Gould seconded that the agenda be approved. By a voice vote, the agenda for the regular meeting of February 11, 2020 was approved.

AYE: Susan Gould, Jennifer Rogers, John Cozza

NAY: None

ABSENT: Nicholas Sawyer, Terry Ruff

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Gould moved and Commissioner Rogers seconded that the consent agenda be approved. By a roll call vote, the following items on the consent agenda were approved: Special Workshop Meeting Minutes of January 28, 2020; Regular Meeting Minutes of January 28, 2020; Rejection of Bids; Palatine Stables Hay Shed Project; and, Warrant #3 - including Expenses for Travel Expenses. In response to President Cozza's question regarding Palatine Stables Hay Shed project, staff may attempt again with a different approach. The result of the roll call vote follows:

AYE: Susan Gould, Jennifer Rogers, John Cozza

NAY: None

ABSENT: Nicholas Sawyer, Terry Ruff

Motion carried.

Visitors and Citizens Comments

No comments were presented at this time.

Presentation

The Park Board enjoyed a very special presentation by a group of Lego Team students from Virginia Lake School. On behalf of Park District, Supt. Holder was approached by Mr. Steve Marquis, Virginia Lake teacher and the Coach of Lego Team, OGEL to meet with the students and share ideas. "First Lego Team" is an international competition organization for elementary and middle school students. Mr. Marquis said that this group of 5th and 6th grade Virginia Lake students are participating in the First Lego League and the theme for this year is City Shaper. The students had to investigate a problem that they see in the community and come up with a solution. After the students discussed several problems, the group's focus kept returning to their interests in community parks and felt their local parks were intended for little kids, not so much for their age group. Since park design was their emphasis and their research on park design and playground equipment was well underway, they invited park staff Supt. of Parks & Planning Holder, Supt. of Recreation Danz and Asst. Supt. of Recreation Palmer to one of their meetings to share ideas and get feedback. Holder said that the team's initial thought was to redesign Willowwood Park, then Holder asked the team if they would be interested in helping design Meadowlark Park playground area. Park staff shared some previous ideas for Meadowlark Park adjacent to Palatine Stables, which has been a recent topic with the Park Board on potential concept planning ideas for development of the 11+ parcel. The team agreed to work on designs for Meadowlark Park using a castle theme, and tonight the team displayed their thoughts on various playground apparatus and amenities. The team showed the Park Board and staff their park/playground ideas for kids of all ages and adults too including many types of playground apparatuses, exercising equipment, ADA features, obstacle courses, etc. The Park Board thanked the Virginia Lake students for attending and presenting; Park Commissioners and staff complimented the students on their efforts and see a bright future for the focused hard-working students.

Regarding Series 2020 Taxable Limited Park Bonds, Director Clark said that Mr. Eric Anderson of Piper, Sandler & Company, has provided a presentation regarding Palatine Park District bond summary, debt service extension base headroom and financial position. Mr. Anderson said that this is an annual occurrence for Palatine Park District. Continuing, Mr. Anderson thoroughly reviewed the information provided and highlighted the process for the annual short-term borrowing action of the Park District. Mr. Anderson reviewed the timeline and preparations for the alternate revenue source park bonds with the adoption of Ordinance #20-02. The Park Board thanked Mr. Anderson for his presentation.

New Business

The Board reviewed a previously distributed board summary pertaining to the approval of Ordinance #20-02; An ordinance providing for the issue of \$764,000 Taxable General Obligation Limited Tax Park Bonds, Series 2020. Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners approval of Ordinance #20-02; An ordinance providing for the issue of \$764,000 Taxable General Obligation Limited Tax Park Bonds, Series 2020, 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 principal and interest on the bonds, and authorizing the sale of the bonds to the District's Corporate Fund. The motion was approved by a roll call vote; the result follows:

AYE: Susan Gould, Jennifer Rogers, John Cozza

NAY: None

ABSENT: Nicholas Sawyer, Terry Ruff

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the approval of the purchase of the replacement Track Loader through Sourcewell. Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners approve the purchase of one Caterpillar Model 259D3 XPS Compact Track Loader for the amount of \$62,491.30 from the lowest responsible bidder Altorfer Caterpillar, 635 W. Lake St. Elmhurst, Illinois through Sourcewell, a group purchasing agency. The

motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the approval of additional professional services contract for the 2020 Asphalt Improvement Projects. Commissioner Gould 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 \$33,600 to provide construction documents, permitting and construction administration for the budgeted 2020 Asphalt and Pavement Improvement Projects. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the Adoption of the 2020 Agency Work Plan. Commissioner Rogers moved and Commissioner Gould seconded that the Park Board of Commissioners adopt the 2020 Agency Work Plan as presented. President Cozza commented that the Board has slowed down some of the items, Director Clark said that the structure with some of the new goals were more defined. Staff broke goals and objectives into smaller segments, some goals were redirected or deferred several years out. The Leadership Team reviewed the progress of the 2019 agency goals, celebrating the past year successes; then looked at the Comprehensive Plan as we move ahead to create the new goals for 2020. Clark said that we will continue to revisit the reporting documents three times a year; this is a great directional tool and staff realizes the work they do is meaningful and sets the focus. Regarding the 2020 District Wide Risk Assessment goal, Commissioner Rogers inquired on some examples for complicated deficiencies that were identified in the assessment, Director Clark said that staff will provide the information to the Park Board. In response to Commissioner Rogers' C.A.R.E. Program question, Supt. Danz said that the two C.A.R.E. program coordinators report to District 15; there was a brief discussion on the program's potential change. The motion was approved by a roll call vote; the result follows:

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

Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. Tynczuk highlighted a few items. Human Resources is working on CivicHR onboarding with new employees and figuring out the system as staff works through the process. Director Clark said that Asst. Supt. Cahill has done a great job. Clark will work with Communications and Marketing to make a video on the process and "how-to" of onboarding. Cahill said that it will be awesome in a year from now. The next step is to add the volunteer set-up. Regarding the streamline process, President Cozza mentioned that it would not be good to see job loss.

The Board reviewed the previously distributed Recreation Department Report. Supt. Danz highlighted the popular Frozen Family Fun Night event, the registration numbers were up from last year with great

attendance the night of the event even with the bad weather conditions. Staff hosted the annual preschool preview and each preschool had good turnouts with some families visiting more than one preschool site. President Cozza inquired about the indoor pool's cooler water temperatures having an impact on the tot program; Director Clark added that he is happy with the overall participation totals for the indoor swim lesson program.

The Board reviewed the previously distributed Annual Golf Course Report for 2019. Supt. Nagle said it is that time of the year for the golf course review and he welcomed Golf Course Superintendent Helms and Golf Operations Manager & Head Golf Professional Hotchkin to the meeting. Hotchkin thanked the Park Board for giving them the opportunity to report; staff reviewed various golf participation data including many leagues, lessons, and events; financial statistics; project updates; new initiatives; and, challenges. Other reported items included an increase in clubhouse rentals, the driving range improvements attracting guests to the practice area, convenience of the new credit card machine on the driving range; the improvement to increase green speeds; customers positive reviews on the golf course condition; issues with retaining seasonal staff; and, the weather-related challenges. Helms recognized Assistant Golf Professional Klebosits and Assistant Golf Course Superintendent Sharp; Helms said that these gentlemen help with the day to day responsibilities and they are both fantastic staff who add to the success of Palatine Hills Golf Course. Helms wanted to mention the Board's formal recognition of Klebosits and other golf staff members for their quick responses and lifesaving attentiveness to the serious incident at Palatine Hills Golf Course this past July of 2019. In appreciation to staff, the surviving individual donated an AED defibrillator to the golf course, so that staff could have another unit onsite.

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

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Executive Director Clark gave special recognition and thanks to everyone's contribution with the Volunteer of the Year event. Clark reminded the Park Board of the Northwest Suburb Legislative Breakfast on Saturday, February 22, 2020. Regarding the heartwarming letter received to the Park District, President Cozza appreciated the letter expressing more than satisfaction with the Park District; Commissioner Gould commended the time taken to write such a grateful letter and the impact of this letter makes you think to do the same.

Commissioner Reports

Commissioner Gould mentioned comments from various social media sites with sharing information about Palatine Park District, regarding Facebook's comments, Supt. Danz said that staff is aware and has responded.

President Cozza said that the Volunteer of the Year Banquet was great!

Regarding a future agenda item, President Cozza said that no items were presented.

Executive Session

President Cozza requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Gould moved and Commissioner Rogers seconded 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. The result of the roll call vote follows:

AYE: Susan Gould, Jennifer Rogers, John Cozza

NAY: None
ABSENT: Nicholas Sawyer, Terry Ruff
Motion carried at 8:21 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 Rogers seconded the motion which was unanimously approved by a voice vote as follows:

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

Action on Matters Considered in Closed Session

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

AYE: Susan Gould, Jennifer Rogers, John Cozza
NAY: None
ABSENT: Nicholas Sawyer, Terry Ruff
Motion carried at 9:02 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

John (Jay) Cozza
President

2020 Park Board Meeting

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



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, February 25, 2020 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	Glenn Hussey, Asst. Supt. of Parks & Planning
Steve Nagle, Supt. of Facilities	Toni Bruns, Stables Manager/Trainer
Cheryl Tynczuk, Supt. of District Services & Projects	Christine Hubka, Customer Service Manager
Zaida Torres, Supt. of Finance	Brittani Sotzen, Communications & Marketing Manager
Donelda Danz, Supt. of Recreation	Sean O'Neil, Asst. Customer Service Manager-Falcon Park
Tina Becke, Asst. Supt. of Finance	JP McNamara, Community Outreach Coordinator
Josh Ludolph, Asst. Supt. of Facilities	Megan Shahinian, Stables Asst. Manager/Trainer
Pete Cahill, Asst. Supt. of District Services & Projects/HR)	Trish Feid, Board Secretary/Executive Asst.
Colleen Palmer, Asst. Supt. of Recreation	

Visits Present

Joan Scovic, IAPD/IPRA Photo Award Presentation

Approval of Agenda

Commissioner Gould moved and Commissioner Ruff seconded that the agenda be approved. By a roll call vote, the agenda for the regular meeting of February 25, 2020 was approved.

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. Commissioner Rogers 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 February 11, 2020; Closed Session Minutes of February 11, 2020; December Financial Report; and, Warrant #4 - 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.

Presentation

The Park Board welcomed Mrs. Joan Scovic to present Community Outreach Coordinator McNamara with the 2019 IAPD/IPRA Photo Award. McNamara won first place in the “People at Play” category at State Conference in January. The Park Board and staff congratulated McNamara on his special achievement. Mrs. Scovic, who is currently involved with the IAPD/IPRA Joint Editorial Committee, said that it is an honor and pleasure to present the award to McNamara. The “brotherly-love” title for the picture was matched in a perfect setting on a winter day, McNamara’s picture is a beautiful shot of 2 kids on a toboggan sledding on the hill at Margreth Riemer Reservoir. The Park Board thanked Mrs. Scovic for attending the Park Board meeting and presenting the award.

Director Clark welcomed Northwest Special Recreation Association (NWSRA) Executive Director Crawford to the meeting; Crawford greeted the Park Board and staff as she distributed a variety of reports including programming statistics and year-ending review. Before going over the reports and answering questions, NWSRA Executive Director Crawford briefed the Park Board on some of the exciting new developments for NWSRA. Crawford said that through advocacy on behalf of NWSRA and bringing the attention to our Legislators along with efforts by IAPD General Counsel Mr. Jason Anselment, Crawford said that we were able to stop the mandatory minimum wage increase that would have impacted staffing needs. NWSRA continues to uphold the best practices and standards by having staff members improve their skill sets with earning certifications and keeping up with educational trainings/resources. Crawford gave updates on recent retirements, promotions within the agency through succession planning, and the hiring of a recruiter to help with finding fitting staff through various networking medias to fill the suitable programming needs. The trend continues with the need for more adult programming, Crawford said staff will look at other ideas appropriately and with dignity. Another welcomed change for NWSRA is the addition of the Transportation (van) Coordinator dedicated to work out the driving logistics and scheduling; staff is very happy about this change to improve the use for the 29 vans used for transporting individual to classes, events, etc. The importance of assisting with transportation needs is a focus since many program locations are not near the families’ homes. Staff is working on centralizing the programming with the 6 park district hubs used for program space. Regarding the open house invitation, Crawford reminded staff and the Park Board of the 2 upcoming events on the same night: Thursday, March 26, 2020. Lastly, Crawford expressed gratitude for Palatine Park District and the Park Board’s incredible support. The Park Board thanked Executive Director Crawford for the presentation.

Departmental Reports

The Board reviewed the previously distributed Parks and Planning Department Report. Asst. Supt. Hussey mentioned a few items, the Hamilton Service Garage project is completed; staff is waiting on IDNR paperwork for grant; and, highlighted the recent playground replacement survey for Plum Grove Park which received great responses for playground options and colors. The survey results are included in the Parks and Planning Department Report.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle highlighted a few topics. The ICompete fundraiser dates through Culver’s are next month on March 10 and 18; staff continues to see good an increase with rental requests for Falcon Park; and, Facilities’ Fitness staff created a new member packet containing lots of welcoming information, gifts, etc.

The Board reviewed the previously distributed Finance Department Report. Supt. Torres introduced Sean O’Neil, the park district’s recent hire in registration. Sean is the Assistant Customer Service Manager at Falcon Park Recreation Center; the Park Board welcomed him. Torres gave congratulations to Accountant Sharon Lyons marking her 20-year anniversary at the District, the Park Board acknowledged and congratulated Sharon’s tenure. Torres said that she is working with the Recreation Department on internal cash control processes and reviewing all current finance policies. Asst. Supt. Becke attended a meeting

with Fifth Third Bank regarding p-card information; Associate Accountant Matt Skiba is doing well with taking over the p-card administrative work. Customer Service Manager Hubka presented registration statistics for January, highlighting various data. Registration numbers for non-residents continue to be steady for participation within the aquatic's programs at Harper College and registrations for activities at Palatine Stables. Hubka gave thanks for the opportunity of attending State Conference and expressed that there were many wonderful sessions. The extended registration hours during open gym check-in are revealing to be of a value and convenience for patrons using Community Center and Birchwood Recreation Center. Regarding the change in the employee benefits policy, the difference from 2018 to 2019 identified a 46% saving in employee benefit costs with the revised policy effective January 1, 2019.

The Board reviewed the previously distributed Annual Stables Report. Supt. Nagle announced Stables Manager/Trainer Bruns to present the report. Bruns said that it was a pretty good year at Palatine Stables. Regarding a new initiative that staff created and launched, the "Refer a Friend" Rewards Program for Students and Boarders kicks off with the first session, staff will see how the inventiveness works out. Stables and Meadowlark Park hosted another successful Fallfest event; Bruns said that we had hard weather conditions with the strong winds and cold temperatures; the winds were tough on the tent set-ups. Another special event was the 3rd Annual Fall Camp-out Overnighter filled with fun activities; the families have a great time with pony rides, crafts and a movie; lots of camp-out food along a continental breakfast in the morning before leaving. Regarding the Fall Camp-out participants, Commissioner Rogers inquired on how the event is marketed since it attracts outsiders from the stables, Bruns said it is publicized in the Park District catalog. Palatine Stables hosted 4 horse shows: 2 NIHJA and 2 ISC. Palatine Stables achieved certification as a USHJA Recognized Riding Academy and Palatine Stables also received the 2019 NIHJA Horse Show of the Year Award. The Park District continues to support NWSRA and NEDSRA horseback riding programs at Palatine Stables; staff comes up with small projects/tasks to perform around the Stables as part of the NWSRA Pursuit program. The tasks are to encourage participation of the individuals within the Pursuit program. Bruns said that there has been a significant increase in the total number of group lessons offered and for the total number of participants in group lessons for riding; there is a trend building with the group riding program.

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

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Executive Director Clark congratulated Supt. Danz on her efforts with the Palatine Senior Center's special gala; also, thanks to all who were able to attend the gala. Commissioner Rogers and Director Clark attended the Northwest Legislative breakfast last Saturday. The Park Watch program guide is in draft form and currently in front of MRMA and the Palatine Police for their review. Other topics mentioned include Maple Park grant status; Park District Leadership staff attended the State of the Village Address, Director Clark said that he learned a lot of information including TIF updates. President Cozza said many of workout centers continue to pop up; and our fitness numbers remain solid. Commissioner Ruff added that some of those workout facilities have closed already, it is a very saturated market.

Commissioner Reports

Commissioner Gould said that it looks like Amazon is moving in where the HR Fuller Company was located on Hicks Road; the property tax will be nice.

Commissioner Rogers said that the Legislative Breakfast was unexciting; discussion of the 2 potential budgets, one with grant funding and one without the funding if budget has graduated income tax, we will see.

President Cozza inquired on action if the situation with coronavirus strengthens, Clark said that Asst. Supt. Palmer did helpful fact finding. Also, staff will keep monitoring the situation via Cook County Health Department's Center for Disease Control (CDC) and Illinois Department of Public Health (IDPH) along with additional disinfection practices within the facilities. Commissioner Gould said the extra vigilance for certain areas and programming in the public sector can only be helpful.

Regarding future agenda items, President Cozza said that 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 8:01 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Trish Feid
Secretary

Approved:

John (Jay) Cozza
President

2020 Park Board Meeting

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



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, March 10, 2020 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
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

Josh 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
Lisa Swan, Cultural Arts Coordinator
Trish Feid, Park Board Secretary/Executive Asst.

Approval of Agenda

Commissioner Gould moved and Commissioner Ruff seconded that the agenda be approved. By a voice vote, the agenda for the regular meeting of March 10, 2020 was approved.

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. Commissioner Gould moved and Commissioner Ruff 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 February 25, 2020; and, Warrant #5 - 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 at this time.

Department Reports

Asst. Supt. Palmer introduced Cultural Arts Coordinator Lisa Swan, the Park District's recent hire, to the meeting. The Commissioners welcomed her to the park district.

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. Tynczuk asked if there were any questions regarding the monthly report; Commissioner Gould inquired about the "keyless" door access system. Supt. Tynczuk said that staff has not decided on the product; however, staff prefers a battery-operated system for the electronic door access which is less expensive

and without the cost of hard wiring work for each door.

The Board reviewed the previously distributed Recreation Department Report. Asst. Supt. Palmer highlighted the recent Date Night event which had a good turnout and commented that everyone seemed to be having a good time. Commissioner Ruff inquired on the possibility of extending time for the Date Night event, Palmer said that staff is considering adding on a half-hour since the photo station is very time consuming and there is always a line. President Cozza suggested assigning time slots for the photos. Palmer said that staff is considering all options for the popular event and appreciated the feedback. The registration for day camp has recently started; camps are filling up quickly. Palmer added that the camp program added an extra week to accommodate the changing school schedule. In response to Commissioner Gould, Palmer said the regular camp hours are from 9:00 a.m. to 4:00 p.m. Palmer was proud to boast about the youth theater program, the program director opened another class due to the lengthy waitlist and she also wrote the script to accommodate the age-appropriate students in the new class for the younger children.

Concerning both Parks and Recreation Departments' inquiry, President Cozza is noticing outdoor pickleball play and inquired about our outdoor pickleball set-up. Supt. Holder said it is still early in the season for set-up; staff will keep an eye on weather forecast.

Supt. Nagle thanked the Park Board and staff for participating in the ICompete's fundraiser today; Nagle gave special thanks to Commissioner Gould for spearheading and making the arrangements. Staff and the Park Board enjoyed dinner from Culver's and were glad to help support the ICompete programming.

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 the award of bid for 2020 scavenger services. Commissioner Rogers moved and Commissioner Ruff seconded that the Board of Park Commissioners approve the lowest responsible bidder, Advanced Disposal Services Solid Waste Midwest LLC of Northbrook, Illinois, in the amount not to exceed \$14,560 for scavenger services at designated locations; and, \$260 per roll off dumpster plus \$50 per ton over the five-ton weight cap. 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 award of bid for 2020 portable toilet services. Commissioner Rogers moved and Commissioner Ruff seconded that the Board of Park Commissioners approve the lowest responsible bidder, Service Sanitation of Gary, Indiana, in the amount not to exceed \$25,635 for portable toilet services at designated locations, as well as, not to exceed \$100, \$60, \$60, and \$15 per unit for additional ADA standard, handwashing stations and extra cleaning services for events respectively. 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 award of bid for Falcon Park Gymnasium floor refinish project. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners approve the lowest responsible bidder, Veterans Floors, Inc. of Rockford, Illinois, in the amount not to exceed \$29,750 to refinish the gymnasium floors at the Falcon Park Recreation Center. 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 approval of purchase for the replacement fleet truck through Sourcewell. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners approve the lowest responsible bidder, National Auto Fleet Group of Watsonville, California, in the amount not to exceed \$34,025.24 for the acquisition of one 2020 Chevrolet Silverado 2500HD pick-up truck through Sourcewell: contract #120716-NAF. 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 purchase of Genie Scissor Lift through Sourcewell. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners approve the lowest responsible bidder, United Rentals of Elk Grove, Illinois, in the amount not to exceed \$28,420.09 for the acquisition of one Genie Scissor Lift model #GS-3232 through Sourcewell: contract #041719-TER. 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 approval for the professional services for Maple Park Redevelopment construction project. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners approve Hitchcock Design Group of Naperville, Illinois, in an amount not to exceed \$105,400 for final design, engineering, permitting, and construction services for the Maple Park Redevelopment project. 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. During his vacation time-off

last week, Executive Director Clark said that he was dealing with the responses to the Coronavirus and briefed the Park Board on our actions of stepping up the disinfection process and following the Centers for Disease Control and Prevention (CDC) recommendations. At this point, we do not feel the need to close our facilities. Regarding the Birchwood trail location approval at the Village of Palatine's Zoning Board, now Supt. Holder will be attending the Village of Palatine's Council Meeting next Monday, March 16, 2020 for formal approval of the variance. Holder and Clark responded to President Cozza's questions and stated that there is no impact to the residents; is it an improvement not a decrement and Director Clark said that we anticipate full approval at next Monday's Village Council Meeting. Clark and Supt. Danz will be attending a meeting with District 15's new administration superintendents and Rolling Meadows Park District regarding the C.A.R.E. Program; the new administration at D15 is looking at all Intergovernmental Agreements and may have intentions to revise some of the IGAs. Clark said he is not sure where the C.A.R.E. Program is going; although Clark will remind D15 of what has been covered under the current IGA. Supt. Danz and Director Clark agreed that it is a good situation for the Park District to take over the program. President Cozza commented that their proposal may resemble a rental arrangement and President Cozza highlighted the Winston Campus running track project which the Park District assisted with financial support. Clark added that we have also provided much expertise to D15 with our certified playground inspectors on staff; Clark recalled a previous situation where one of their playgrounds was a dangerous and potential threat. It was stated that Director Clark and Supt. Danz will be prepared for the meeting.

Commissioner Reports

Inquiring about the basketball referee's emails, President Cozza asked for the followed up on the situation. Clark said that the official in question has been let go and concerning the other situation was a mistake by a part-time staff; Clark said all inquiries have been addressed and all is good. Commissioner Ruff said from his own coaching experience that it is hard to have parents who do not have a desire to coach step-up when needed.

Regarding a future agenda item, President Cozza confirmed that no items were presented.

Executive Session

President Cozza requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Gould moved and Commissioner Rogers seconded 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 the 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. The result of the roll call vote follows:

AYE: Susan Gould, Jennifer Rogers, Terry Ruff, John Cozza
NAY: None
ABSENT: Nicholas Sawyer
Motion carried at 7:25 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 Rogers seconded the motion which was unanimously approved by a voice vote as follows:

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

Motion carried at 8:44 p.m.

Action on Matters Considered in Closed Session

Considering items of Closed Session regarding Section 2(c)(1) Open Meetings Act for discussion of the 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 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 Rogers moved that the regular meeting be adjourned. Commissioner Gould 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 8:44 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

John (Jay) Cozza
President

2020 Park Board Meeting

March 24, 2020-cancellation of meeting (COVID-19)
April 7, 2020-Special Meeting
April 14, 2020-cancellation of meeting
April 21, 2020-Special Meeting
April 28, 2020-cancellation of meeting
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



VIRTUAL MEETING

NOTICE OF SPECIAL MEETING

BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT

****Remote Meeting via Zoom**

Agenda for April 7, 2020 at 3:00 p.m.

Call to order at 3:12 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
Tina Becke, Asst. Supt. of Finance

Josh 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
Trish Feid, Park Board Secretary/Executive Asst.

Approval of Agenda

Commissioner Sawyer moved and Commissioner Ruff seconded that the agenda be approved. President Cozza commented that this is the Palatine Park District's first virtual meeting. By a voice vote, the agenda for the special meeting of April 7, 2020 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 on the consent agenda were approved: Ratification of the Purchase of Plum Grove Reservoir Replacement Playground Equipment through Sourcewell; Ratification of the Purchase of Plum Grove Reservoir (replacement) Shelter through GoodBuy; Ratification for Award of Bid regarding the Installation Contractor for the Playground and Shelter Replacement Project; and, Ratification of Warrant #6 - 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 at this time.

COVID-19 District Update

Director Clark outlined the timeline and action plan since facilities closure as of March 13, 2020; and now the Park District is continuing through the second extension period of April 30, 2020. Then Director Clark said that he would like staff to provide their department highlights of their actions and updates concerning

Coronavirus Disease 2019 (COVID-19). Clark said that from conversations with the Palatine Park District employment attorneys and other Park District's Executive Directors, unfortunately, the Park District immediately laid off over 400 part time employees with the ability to receive unemployment and other leave emergency benefits, the Family and Medical Leave Act. Currently, essential staff members are reporting to work, other staff members are primarily working remotely. The Leadership Team is meeting through virtual meetings every Wednesday to stay well-informed and on top of actions. Communications and Marketing staff has executed a series of communication notices and updates, which Clark had shared with the Park Board prior to public notices. Clark gave thanks to Communications and Marketing staff along with Supt. Tynczuk and Asst. Supt. Cahill on the employee portal, holding all the necessary postings, requirements, information, and current status, etc. for all employees. The portal is a valuable tool for staff, one site for accessing all important documents and receiving updates. The Park District is following the Governor Orders, the playgrounds are restricted with signs and caution tape; gated courts are locked; good coordination with Village of Palatine, D15 and Palatine Police Department on processes in place. The open green space and the trail remain open for public use, staff continues to post on the website and through all other social media means, the guidelines of practicing social distancing. Regarding District's financial situation, we are looking at the District's current financials; Clark asked staff to gather revenues and expenses of operations; trends/comparisons; ratio reports; report on cash flow analysis during the time of closure; and, create lists of all potential budget impacts, including freezing capital plan items.

Department Highlights:

Parks: Supt. Holder said the Parks Department is on week 3 with 2 teams of staffing with coordination between Village and PPD employees at CSF, which is broken down into 3 sections to minimize and avoid interactions. Holder said that each parks' division has 2 teams and the department is running at 38% work force after laying off part-time staff. Staff completed the closings of the playgrounds and courts, which has slowed down having to ask the public to leave. Per police direction, Parks also closed down Riemer Reservoir. Staff continues to keep an eye on playgrounds daily, working on the bare essential tasks and responsibilities to remain safe as well as trying not to fall too far behind for this time of the year. Holder reviewed the projects that are presently started. Referring to President Cozza's inquiry regarding the frozen capital budget (due to COVID-19), Clark said that encumbered funds for grant projects and project that are under contract and presently in progress, staff will continue with those projects. Clark added that until we know the duration and further impact from COVID-19, the other capital projects are on hold. Holder is looking for direction on opening pools, Holder provided the process and timeline of opening pools, and has concerns with opening the pools with the reduction in Parks' staffing structure. Regarding staffing of the pools during the season, Supt. Danz said that she is confident with the hired pool staff at hand to cover at least 1 or 2 pools.

Facilities: Supt. Nagle said that regarding Palatine Stables, staff has outlined the tasks for the care of horses by an operational approach; staff has suspended horse shows and lessons; Gomez works every day on barn hand tasks; Bruns and Shahinian are working split shifts. Stables staff sent a notice to boarders to respect the stay at home order; and, if desired, they could arrange well visit through Bruns. Workload at Community Center is a minimal with split shifts; staff has scheduled interior inspections, ongoing cleaning, some minor projects, etc. Palatine Hills Golf Course now has full-time staff helping all areas by reassigning themselves since the part-time staff has been laid off; staff members are sharing tasks and responsibilities. Updates regarding the Clayson House, Asst. Supt. Ludolph is working with Museum Coordinator Pesch with covering and the capital project coordinating. D15 asked for support from ICompete staff to assist ESL parents and families to help with resources for remote learning; POC has closed all areas except the food pantry is open. Asst. Supt. Ludolph added that staff has been able to get in the facilities and test fire alarms, this is an opportunity to get done early; sprinkler systems are next. Falcon Park, Birchwood and Cutting Hall's floors and other maintenance were due for this year so those projects are underway. We are able to schedule the Community Center's basketball standards' free inspection during this time as

well, which extends our warranty. Building checks on all facilities are performed each day, including to take deliveries, bathroom checks, cleaning surfaces etc. Staff are contacting rentals that are coming up, including Cutting Hall cancellations. The work on Clayson House painting and rotten wood replacement project is in progress. In response to Commissioner Ruff's question about the new fitness equipment delivery, Ludolph said that it is completed, we used this time for the installation. When we resume operations, President Cozza said to expect that we will need hand washing stations/hand sanitizer stations all over, especially at entryways to the facilities, bathrooms, gymnasium, etc. Director Clark has this item on his Leadership Team list to assign the task of locating sanitizer stations. Staff will consider the thoughts on hand sanitizer stations that the Park Board presented when staff selects the units.

Recreation: Supt. Danz said that staff has been busy as soon as the stay in place order occurred, Recreation staff brainstormed and came up with virtual recreational activities. Staff worked with Communications and Marketing for social media's needs; this has been well received by the viewers. Commissioner Gould commented on how great the virtual classes are and she has shared the link. Danz said besides the fitness staff, Recreation & Fitness Program Coordinator Shariatzadeh and Instructor Neiman doing virtual classes, Asst. Facilities Manager Blauw, has provided some nutritious meals/snacks virtual classes. Danz will have more details and statistics in the next department report on these very popular virtual classes. Staff is in the process of working with some of the contractual instructors for virtual classes, such as martial arts; each coordinator is working on what we can provide to the public to keep them positive and engaged. Danz said this is great news for us since the other fitness clubs are not doing this, at this time it is good for morale and with hopes to gain business. Staff is trying to plan for possibly May programming when we resume. Staff also continues to work on budgets, starting fall catalog work; staff remains constant with making phone calls/emails on what is going on or not going on with their staff. Donelda said she has reached out to each staff member, there is a lot of concerned staff. Regarding other virtual classes, Asst. Supt. Palmer said that theater and dance are working on a few remote sessions to keep skill levels up, gymnastics and swim team also sending helpful tips to their participants to stay engaged and bring some closure to the season. Recreation staff is taking the time to reach out and continue interaction to remain connected with their staff. President Cozza added that it will be interesting what will come from this, with more remote recreational programming classes; it is something to watch as more virtual session develop and the wonder of what will come out of this!! This brings Commissioner Gould to her "commissioner comment report" item, Commissioner Gould said that Palatine Area Chamber of Commerce has a site called 'Palatine Strong' and they are asking local businesses to post their hours of operations and updates, also staff could post virtual meetings notifications, facilities' updates and other public notices. Commissioner Gould said there are many other sites too, Patch.com/Palatine is asking for local businesses and clubs' information and updates. Commissioner Ruff stressed his thoughts on public relations (PR) on how we will come out of COVID-19; it is difficult to have a plan for every situation; although, how we react to whatever the situation is vital. Continuing, Commissioner Ruff added that we need to think and plan for when we resume with several different plans on the "what if situations" to ease apprehensive parents on summer programming. President Cozza agreed with Commissioner Ruff's thoughts, since we will be phasing in public interaction when reopening with the government directed restrictions. In response to Commissioner Rogers' question, Supt. Holder does not have an update on the Palatine Jaycees' Hometown Fest status. Supt. Danz agrees with Commissioner Ruff and had discussions with baseball on resuming the season with alternative options. Regarding the summer catalog distribution, Commissioner Rogers asked for an update; Clark said there will be no printed versions for public delivery, post card notices of the process will be mailed out; all notices will be posted on website. Clark added that many park districts are following this process. President Cozza commented that this is a perfect situation for announcing such District's updates through Commissioner Gould's idea of publicizing Park District news on those local websites. President Cozza directed staff to make a list of the websites to be ready for our District postings of updates. President Cozza added that having the catalog notice on all community websites, several Palatine neighborhood sites for moms and dads, etc., along with Commissioner Gould's

previous suggestions will get the word out. Commissioner Gould commented on adding the Village website to the list and to send links to all Park Commissioners for electric distributing. President Cozza said to include all local entities, Rolling Meadows, Inverness, etc. on the distribution list as well. Regarding keeping in contact and reaching out to summer staff, Commissioner Ruff offered to help make phone calls and that he would be happy to do so; Supt. Danz appreciated the gesture.

Finance: Firstly, Director Clark wanted to offer sympathy to Supt. Torres during this difficult time and to keep her New York family in your thoughts; Supt. Torres said this has been a very difficult time and thanked the Commissioners for their thoughts. Torres said that staff is working diligently with the audit process; the auditors requested another list of reports and documents; as first year auditors for the Palatine Park District, they are looking at everything and in touch with staff on additional audit requests and staff has been available for answering questions. Staff is keeping up with all demands as they conduct the virtual audit. As May 1 approaches, we might have to file an extension. Accounts Payable is moving forward; staff has a process in place with approvals and attaining signatures; Skiba is doing a great job in his new position. Payroll process for approval and processing has been on time. Torres is keeping in touch with Customer Service Manager and assistants, providing them with tools they need to get the job done and to continue good customer service. We are working on the cash flow analysis and on Friday we have a call with PMA; Asst. Supt. Becke will be working on that. After fulfilling requests for last week of field work with the auditors virtually, Accountant Lyons will be able to work on the month of March data for the financial analysis. Commissioner Gould said that she recently read about the Park District receiving TIF money from the Village, Director Clark said that we were expecting those funds. Asst. Supt. Becke said that she will inform Skiba to be on the look for the Village check. Becke added that staff is working hard on the audit; and staff is making sure payroll and the warrant get out on time. Director Clark acknowledged Customer Service Manager Hubka with her efforts with him on responding to residents regarding refunds, etc. Clark said that after each public communications notice of closure posting, many calls on the refund process were attended to. Hubka said that refund requests were coming in steady; the Recreation staff did a great job of providing lists of class cancellations. At this point we are refunding by credit card or household credit depending on how they paid for registrations, we will not be able to process checks until we resume operations so we are crediting their household accounts. Notice of the refund process is posted on the website to inform patrons and to inform them that we are actively working on them. Hubka thanked IT staff for their assistance with setting up registration staff to work remotely. Hubka briefed the Park Board on staff tasks during the closure. Hubka stated that she is keeping on file the gathered COVID-19 documents and processes.

District Services and Projects: Supt. Tynczuk said that she is busy with Human Recourses needs; the current situation, which is problematic with constant legislation updates, etc. is making it a challenge to keep up with the updates and staff protocol that is necessary to all people. Asst. Supt. Cahill is busy with unemployment claims. IT is remotely helping and assisting staff when issues develop. Communications and Marketing staff are consistently busy, social media postings and postcard distributions; Communications and Marketing Manager Sotzen is doing a great job and she is always thinking ahead, making sure positive consistent messaging is publicized. The projects and bids are falling off currently so the focus is on other areas. Asst. Supt. Cahill said that he is doing his best to help with unemployment claim processing and to help staff process as quickly as possible. There has been issues with the State and their system is backed-up. Staff is having some issues of denial of benefits and we are working with staff. Cahill added that things are changing all the time, we have kept the language for laid off staff as 'temporary lay-off', which is legally correct.

Administrative: Executive Assistant Feid said that we have arranged various remote meetings for staffs' weekly meetings, along with Special Park Board Meetings and the Park Foundation Meeting including the regular processing of their meeting agendas, material, extra public notices, etc. For the auditors, gathered

additional requested information and items, scanned, and uploaded/mailed files. Fortunately, during this time we can continue with our regular duties working remotely and in the office. Director Clark added that FOIA requests continue to be sent to us during COVID-19.

President Cozza said that the separation of the Park District is impressive, everyone has their functions, this was a good presentation from the departments. Director Clark said that he has virtual Leadership Team meetings every week; keeping staff upbeat and managing as we will get through this. Sharing the message to stay safe and keep healthy.

New Business

The Board reviewed a previously distributed board summary pertaining to the Approval; Palatine Township Senior Citizens Council (PTSCC) Funding Request. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners approve the funding request for the 2020 fiscal year by the Palatine Township Senior Citizens Council (PTSCC), and that staff disburse the first half of this year's funds in the amount of \$112,781.22. 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 Community Center Elevator Modernization Project. Commissioner Ruff moved and Commissioner Sawyer seconded that the Board of Park Commissioners award the bid for the Community Center Elevator Modernization Project in the amount of \$109,498, the lowest responsible bidder, Colley Elevator Company of Bensenville, Illinois. In response to Commissioner Sawyer's questions staff explained that the project includes all new mechanical parts minus the hydraulic lift component. 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.

Commissioner Reports

Commissioner Sawyer remarked that he has not been able to attend a Park Board Meeting since January, his knees are recovering and coming along. Commissioner Sawyer said that it is not the same meeting remotely; Commissioner Gould added good wishes and that we missed you.

Commissioner Ruff's items were brought up during staffs' department reports.

Commissioners Rogers said thank you to everybody for everything they are doing; and to hang in there during this stressful time. We are in this together with not knowing the situation from day to day with trying to make plans.

Commissioner Gould thanked everybody and said that staff members are doing a fantastic job, we know it is not easy. It will be an interesting world, lots of changes that we took for granted. Congratulations with helping residents and hang in there!

President Cozza agreed and added to the other Commissioners' thoughts. President Cozza said that he likes having a routine lifestyle, it is very difficult not to have things in order and this is hard. President Cozza added that a life without Park Districts is very difficult. President Cozza expressed a good job everybody and thank you.

Director Clark thanked the Commissioners for their direction and support; staff is doing the best we can under the circumstance. The feedback from the residents has been very positive. With public notice of social distancing and continuing to respect each other in the parks, which we need more than ever, Director Clark is looking forward to getting back to doing what he loves.

Regarding a future agenda items, President Cozza confirmed that no items were presented.

President Cozza explained the process of going into Executive Session.

Executive Session

President Cozza requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Ruff moved and Commissioner Gould seconded 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 the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District. 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 4:32 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 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 5:44 p.m.

Action on Matters Considered in Closed Session

Considering items of Closed Session regarding Section 2(c)(1) Open Meetings Act for discussion of the appointment, employment, compensation, discipline, performance or dismissal of specific employees 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 Rogers 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 5:44 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

John (Jay) Cozza
President

2020 Park Board Meeting

April 21, 2020-Special Meeting
April 28, 2020-cancellation of meeting
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



VIRTUAL MEETING
NOTICE OF SPECIAL MEETING
BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT
**Remote Meeting via Zoom
Agenda for April 21, 2020 at 3:30 p.m.

Call to order at 3:41 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
Tina Becke, Asst. Supt. of Finance

Josh 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.

Approval of Agenda

Commissioner Gould moved and Commissioner Ruff seconded that the agenda be approved. By a voice vote, the agenda for the special meeting of April 21, 2020 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 Ruff 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 March 10, 2020; Special Meeting Minutes of April 7, 2020; January Financial Report; February Financial Report; and, Ratification of Warrant #7 - 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

President Cozza confirmed that no comments from the public were provided for the virtual Park Board Meeting.

Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. Tynczuk said that staff is compiling data from each department for the FEMA reimbursement. Regarding staff working remotely, President Cozza commented on the 40 laptops that were distributed for work at home use, Tynczuk said that IT Manager Mangum was able to issue extra laptops (District's training devices) to all staff who needed them. Tynczuk said that IT spends a lot of time in assisting with remote

work, setting up Zoom virtual meetings, etc. President Cozza had a few questions for IT Manager Mangum regarding Finance staff having access to everything they need including a larger screen when working remotely, Mangum said that a couple of Finance staff had requested second screens and it has been fulfilled. Thinking ahead to the fall, President Cozza said that we might want to be thinking of other staff requests and needs. Mangum confirmed that the District's current phone system would not support having the work line phones redirected to staffs' work cell phones, it would be a future support with the new software. Tynczuk added that our phone system is 10 years old and still working well.

The Board reviewed the previously distributed Recreation Department Report. Supt. Danz briefly reviewed the user data and comments regarding virtual classes that the Park District has been providing the community during the quarantine. Some of the District's fitness instructors along with a Facilities' staff member has led classes on fitness and healthy eating ideas; the virtual classes are very popular and appreciated. Up to now, the District has paid an estimate of \$3,000 for some of the staffing expense for providing the virtual classes; in June, staff plans to implement a fee for the virtual classes. Over 130 individuals signed-up for the Easter Bunny fundraiser which supports the Park Foundation, approximately \$650 will go towards awarding scholarships. Danz thanked Commissioner Rogers for sharing the idea. Commissioner Gould agreed that this was a good idea and suggested offering the fundraiser throughout the year for other occasions. Regarding the Virtual 50K/75K event, Danz said that 5 participants have finished the 50K and a few have completed the 75K; registration is still open and available. Since we are unsure of programming opportunities, in May staff is putting together a mini brochure for an array of recreation, fitness and sport programs for everyone from adults to preschool ages. Staff is reaching out to some contractual instructors to do some of the classes; staff hopes to have the mini brochure out by May 1. President Cozza noticed that there were 2 different summer registration dates posted for resident information on the email postcard notification and the online catalog. On the website registration page, Danz said that staff has indicated the correct date. Lastly, Danz added that staff will be refunding households regarding the C.A.R.E. program for half the month of March.

The Park Board reviewed the previously distributed Parks and Planning Department Report. Regarding COVID-19 and being short staffed, Holder said the department needs to get into full swing to keep up with the seasonal workload by the first week of May. Holder said that staff continues to prepare for when we reopen, staff has issued N95 masks for staff going into public areas; constructed 11 screens for registration counters; placed on order for 15 pump stations; and, staff is trying to find the refill dispensers for the pump stations. The Jaycees will make a final decision by the first week of May regarding Hometown Fest. Holder updated the Park Board on several projects including the asphalt and concrete work; Maple Park project's grant application is underway; the bridge bid opening is Friday and currently the project is \$79,000 under budget with anticipated grant funds it will be \$279,000 under budget; and, the Plum Grove replacement playground and shelter project is progressing. Commissioner Gould inquired about the implementation of taking staff temperatures when reporting to work, Holder said the process puts staff more at ease, temperatures are monitored and logged, Parks Department is following the Village protocol. Director Clark added that this protocol was part of the guidelines for essential workers when the order came out. In response to Commissioner Sawyer's question, Holder said that the Hamilton facility is complete except for a little painting and landscaping work.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle highlighted that staff continues with monitoring buildings and deep cleaning of offices. Palatine Hills Golf Course has received support from some of the Recreation and Facilities' staff with mowing tasks. Palatine Stables continues to have staff provide care to the horses and facility; staff is considering the May horse show; and, the boarders can set-up visit times. President Cozza said that boarders want to ride their horses not just visit and inquired if it is possible when boarders set up riding time to be able to ride under a controlled condition. As a member of an equestrian association, Commissioner Gould said that most stables owners

are doing what we are doing, and we are doing exactly what we should be doing. Regarding future rental bookings, Supt. Nagle responded to President Cozza that staff is receiving calls for mid-May rentals. Nagle highlighted the wood floor project at Falcon Park gymnasium; staff has a strong focus on reopening plans and financials; follow-up for paving work at Palatine Hills driving range on the final fixes. In response to Commissioner Sawyer, Nagle said that staff will be ready within a couple of days to open the golf course. President Cozza and his family have been walking around the golf course and commented that the course looks pretty good.

The Board reviewed the previously distributed Finance Department Report. Supt. Torres reported that staff continues to move forward with same operation process within the financial area and staff comes in the office as needed. Torres said that she stopped by the office to approve taxes and have a follow up meeting with Asst. Supt. Becke on work items. Supt. Torres holds meetings with staff virtually, staff provides weekly reports and lists of workload responsibilities, and then Torres inquires if anyone needs anything along with staff updates for smooth transition when staff is back together! Torres wanted to thank IT Manager Mangum, staff appreciates all he does, and he always is doing a great job. The audit work and assistance remain ongoing. Customer Service Manager Hubka reviewed March numbers, as expected due to the closing in mid-March, program numbers are down. Registration staff has been working remotely, Hubka thanked the Park Board and Leadership Team with making that possible. Hubka reviewed the items that staff continues to work on, processing of credits, some regular registrations, P.A.F.A registrations, and now very busy with the C.A.R.E program refunds since schools are official closed for the rest of the school year. Hubka along with Asst. Customer Service Manager Bialek continue to respond to WebTrac questions mostly regarding refunds and camps. Hubka said that staff continues to be busy, President Cozza added that it is a different kind of busy.

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

New Business

The Board reviewed a previously distributed board summary pertaining to the Award of Bid for 2020 Asphalt Maintenance Project. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners approve the lowest responsible bidder, Hastings Asphalt Services of Harvard, Illinois, in the amount not to exceed \$26,327.26 for the 2020 Asphalt Maintenance Project including Alternate A. 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 Clayson House Exterior Painting and Wood Repair Project. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners award the lowest responsible bidder, Allied Painting Services, Inc. of St. Charles, Illinois, in the amount not to exceed \$16,700 for the base bid including alternate A for the Clayson House Exterior Painting and Wood Repair Project #20-05F. 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 emergency replacement of the Golf Course Culvert - Hole #7. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners approve the removal and replacement of a steel culvert for an amount not to exceed \$22,410 from Robert E. Hummel Construction Company of Island Lake, Illinois. 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 said that staff is up to date with COVID-19 responses and gathering of information; Clark thanked the Leadership Team and all staff involved in helping to put together the financial information, which we will be discussing in Executive Session. Regarding the capital plan, Director Clark confirmed that he has put a freeze on capital spending, with the exception of projects encumbered by grant funds or projects that are underway, under-contract or obligated, this will help defer significant capital expenditures until we know the duration of the order. Staff continues procuring safety measure with returning to work; Clark has been working with Risk Manager Udany. Concerning the reopening, Director Clark is planning on putting together 2 task forces: one regarding the return to work and guidelines; the other task force with the focus on facilities. Director Clark wanted to address the situation of summer pools, not sure if the effort will be feasible with social distancing and other guidelines. Clark has directed Supt. Holder to continue to work as on target of opening; although, Clark is not very optimistic about the pools opening. Regarding a bright spot during COVID-19, Communications and Marketing Manager Sotzen and Digital Marketing Coordinator Noens were able to finish the application including the uploading to NRPA for the Gold Medal Award.

Commissioner Reports

Commissioner Sawyer remarked that he is going along with not opening the pools at all, there is a health hazard and risk; President Cozza said that he spoke with Director Clark earlier today with possibly making an exception for swim team, as a thought to open Birchwood Pool. Commissioner Rogers said financially that would not be good for the Park District; Danz said staff is putting together a feasible report on the opening and operations of 1 pool. Playing devil's advocate, Commissioner Ruff commented on the other pools and the public response. President Cozza added that the pool can be for the swim team and other fitness use. Commissioner Gould asked about the transfer of COVID-19 in the pool; Clark said the disease cannot be transferred in chlorinated water. Clark said that it will not be feasible to open all pools and it is not safe for staff; the State may make the decision for us.

Commissioner Ruff offered an idea, if the Jaycees festival including the parade gets cancel, maybe we can have a parade in the neighborhoods' event; Commissioner Ruff is looking for staffs' comments/feedback and asked for staff to email him their thoughts.

President Cozza believes this is a summer for recreational sports without the games and people; teaching and learning through the activity not necessarily people in attendance to watch the games. Same with the dance programs, learn dance without the shows and recitals. Similar to the golf course with social distancing and other guidelines. Lastly, President Cozza would like staff to review the contracts for the summer concert series; Commissioner Gould said to check out the contract clause with rescheduling if deposits were made. Asst. Supt. Palmer said that deposits were made for the July and August concerts, staff will confirm the situation.

Regarding a future agenda items, President Cozza confirmed that no items were presented.

Executive Session

President Cozza requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Ruff moved and Commissioner Gould seconded 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 the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District. 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 4:45 p.m.

Return to Open Session

Commissioner Ruff 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 at 6:01 p.m.

Action on Matters Considered in Closed Session

Considering items of Closed Session regarding Section 2(c)(1) Open Meetings Act for discussion of the appointment, employment, compensation, discipline, performance or dismissal of specific employees 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 Rogers 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 6:01 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

John (Jay) Cozza
President

2020 Park Board Meeting

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



VIRTUAL MEETING
NOTICE OF SPECIAL MEETING
BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT
**Remote Meeting via Zoom
Agenda for April 28, 2020 at 4:00 p.m.

Call to order at 4:08 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
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
Dan Mangum, IT Manager
Trish Feid, Park Board Secretary/Executive Asst.

Approval of Agenda

Commissioner Gould moved and Commissioner Ruff seconded that the agenda be approved. By a voice vote, the agenda for the special meeting of April 28, 2020 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 Rogers moved and Commissioner Ruff seconded that the consent agenda be approved. By a roll call vote, the following items on the consent agenda were approved: Special Meeting Minutes of April 21, 2020; and, Warrant #8 - 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

President Cozza confirmed that no comments from the public were provided for the virtual Park Board Meeting.

Executive Session

President Cozza requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Ruff moved and Commissioner Sawyer seconded 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 the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District. 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 4:13 p.m.

Return to Open Session

Commissioner Ruff moved to come out of closed session at 5:28 p.m. 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

President Cozza said that there was discussion and then consensus regarding Closed Session Section 2(c)(1) Open Meetings Act for discussion of the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District. The Park Board reviewed various reports, statements and analysis of the District financial operations. Director Clark presented a blended approach action to support the financial impact concerning the current situation of COVID-19, a staffing plan of tasks and jobs reassignment for full-time employees to fill the gap in their work week starting May 15, 2020; and, direction to implement an increase to health insurance premiums as of June 1, 2020. Commissioner Ruff moved that the Board of Park Commissioner approve, effective June 1, 2020, a 3% increase to the total premium amount for employee health insurance. Commissioner Gould seconded the motion which was unanimously approved by a roll call vote.

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

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: Susan Gould, Nicholas Sawyer, Jennifer Rogers, Terry Ruff, John Cozza
NAY: None
ABSENT: None
Motion carried at 5:28 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

John (Jay) Cozza
President

2020 Park Board Meeting

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



VIRTUAL MEETING
NOTICE OF SPECIAL MEETING
BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT
**Remote Meeting via Zoom
Agenda for May 12, 2020 at 4:00 p.m.

Call to order at 4:00 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
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
Dan Mangum, IT Manager
Trish Feid, Park Board Secretary/Executive Asst.

Visitors and Citizens

Bob Susnjara, Daily Herald

Approval of Agenda

Commissioner Gould moved and Commissioner Ruff seconded that the agenda be approved. By a voice vote, the agenda for the meeting of May 12, 2020 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 on the consent agenda were approved: Regular Meeting Minutes of April 28, 2020; Closed Session Minutes of March 10, 2020; Closed Session Minutes of April 7, 2020; Closed Session Minutes of April 14, 2020; Closed Session Minutes of April 28, 2020; and, Warrant #9 - 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

President Cozza asked Mr. Bob Susnjara of the Daily Herald if he had any questions for the Park Board, no questions were presented.

New Business

The Park Board began the annual election process, nominations for the position of President for the 2020-

2021 year were offered. Commissioner Rogers nominated Commissioner Ruff for the position of Board President. There being no further nominations, Commissioner Rogers moved and Commissioner Sawyer seconded that the nominations for Park Board President be closed; by a voice vote the motion was unanimously approved. Commissioner Rogers moved and Commissioner Sawyer seconded to elect Commissioner Ruff for the office of Park Board President. Upon the requested roll call vote approving Commissioner Ruff for the office of Park Board President on behalf of the 2020-2021 year, the result follows:

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

Motion passed. The Park Board and staff thanked Commissioner Cozza for serving as President; Commissioner Cozza gave the meeting over to President Ruff. The Park Board congratulated President Ruff.

President Ruff asked to receive nominations for the position of Vice President for the 2020-2021 year. Commissioner Cozza nominated Commissioner Rogers for the position of Vice President. There being no further nominations offered, Commissioner Cozza moved and Commissioner Gould seconded that nominations be closed; by a voice vote the motion was unanimously approved. Commissioner Cozza moved that Commissioner Rogers serve as Park Board Vice President for the 2020-2021 year; Commissioner Gould seconded the motion. The motion was approved as follows:

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

Motion passed.

Commissioner Cozza moved that the appointment of Commissioner Sawyer for Park Board Treasurer for the 2020-2021 year be approved. Commissioner Gould seconded the motion. By a voice vote, the motion was approved as follows:

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

Motion passed.

Commissioner Cozza moved that the appointment of Trish Feid for Board Secretary for the 2020-2021 year be approved. Commissioner Gould seconded the motion. By a voice vote, the motion was approved as follows:

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

Motion passed.

President Ruff submitted for Board approval the following appointments for the period of May 26, 2020 through May 11, 2021: 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; Brittani Sotzen: Liaison to the Greater Palatine Chamber of Commerce and Industry, and;

Commissioner 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, Colleen Palmer and Jim Holder appointments as ADA Representatives. Commissioner Cozza moved to approve President Ruff's appointments; Commissioner Gould seconded. The motion was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: None

Motion passed and all those present agreed to serve.

President Ruff said that with the agreement of the Park Board to approve the proposed meetings of the Board of Park Commissioners of the Palatine Park District for 2020-2021; 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 October and December which will have one meeting. Commissioner Cozza moved and Commissioner Gould seconded the motion, which was unanimously approved by a voice vote as follows:

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

NAYS: None

ABSENT: None

Motion passed.

The Board reviewed a previously distributed board summary pertaining to the award of bid for the Pedestrian Bridge Replacement and Realignment Project. Commissioner Cozza moved and Commissioner Rogers seconded that the Board of Park Commissioners approve the lowest responsible bidder, Schaeffges Brothers Inc. of Wheeling, Illinois, in an amount not to exceed \$677,186.22 for the Pedestrian Bridge Replacement and Realignment Project at 2 North Renaissance in Palatine. From direction of Commissioner Gould, the project location was added to the motion for clarification. Supt. Holder reviewed the project plans. There was discussion of the path access and gratification expressed towards the project completion since the curvy narrowing path can be hazardous. Both Commissioner Cozza and Commissioner Gould recalled history dated back to the early 2000s concerning the narrow path. Director Clark reminded the Board that the Park District received \$200,000 in grant funding towards the project. The motion was approved by a roll call vote; the result follows:

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

NAYS: None

ABSENT: None

Motion passed.

Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. Tynczuk reviewed the leading items from the April report. Tynczuk said that the useful staff portal is up and running on the Park District website as a private page; Risk Manager Udany and Asst. Supt. Cahill are finalizing a more comprehensive return to work plan for staff; Communications and Marketing staff are working hard on quick turnarounds for promoting newly offered virtual classes; and, fall catalog work has begun. In response to Commissioner Cozza's phone system inquiry, Tynczuk said that IT Manager Mangum

has been researching various upgrades. Asst. Supt. Cahill replied to Commissioner Rogers and confirmed that currently there are about 140 unemployment claims filed from the part-time employees that were laid-off due to COVID-19 and facility closings.

The Board reviewed the previously distributed Recreation Department Report. Supt. Danz reported on the virtual classes offered during April and briefly highlighted the 50K/75K virtual event, staff is receiving a lot of position feedback on this popular event. Regarding the Park District Fitness Facebook page followers, member numbers have increased from 62 in mid-March to 280 as of today. Danz updated the Board on the “e-Sport” conglomeration of programming idea with neighboring Park Districts; Danz added that this concept was discussed at one of her Superintendents Group meetings. In response to Commissioner Rogers’ questions regarding Harper communications about reopening the pool, Danz said that it has been over a month since their last meeting; Danz will get in contact with the Harper committee group. Director Clark said that in his networking group of Executive Directors, no public pool usage this summer was the consensus with exception of controlled programming under the appropriate phase. Discussion of controlled aquatics programs/activity and summer programming ensued; Commissioner Rogers inquired on what type of programming we could offer; and Commissioner Gould said that we could offer private swim lessons. Clark will keep the Park Board updated on staffs’ various plans concurring with the allowed return to operation phases. If opening a pool is an option, Commissioner Rogers has concerns for staff safety, protocols for rescues and staffing locker rooms, etc.

Executive Director's Report

The Board reviewed the previously distributed Executive Director’s Report. Regarding COVID-19 updates, Director Clark said that he sent the letter to all employees stating the staffing extension plan as well as explaining the reassignment platform and informed personnel of the decision to increase employee health insurance premiums by 3%. Clark confirmed that the required notifications regarding ‘return to work and safe workplace’ have been posted. Clark said that we have been working jointly with Risk Manager Udany and the protocol development is in place; Clark reviewed the process. The staffing plan is working well, and Clark stated how staff is very gracious with their time and efforts to work; Clark directed staff to update the Board on the staff reassignments of non-essential and essential staff. Supt. Holder highlighted the current everyday jobs and the imminent time-sensitive tasks concerning Parks’ responsibilities along with training and orientation meetings prior to scheduling staff in different positions. Supt. Nagle reported on staff support at Palatine Hills Golf Course and expressed that patrons were pleased with the golf course being open and that they enjoyed their time on those nice days. Clark highlighted other items from his report including that the audit is completed and under staff review, and official cancellations of the NRPA conference and Palatine Jaycees Hometown Fest.

Commissioner Reports

Commissioner Gould expressed an interest for the children who may need Wi-Fi connection for summer e-learning and other virtual classes. Staff commented on Commissioner Gould’s concern, Supt. Danz said that according to District 15, e-learning has been a challenge with keeping kids engaged; and, Supt. Nagle said that Family and Youth Specialist Lara through the POC partnership is working with District 15, reaching out to some of the families in need. Regarding a park sign defaced, Supt. Holder told Commissioner Gould that he will look into the damaged sign near Hamilton by the bike path and sidewalk.

Commissioner Rogers along with the Park Board and staff thanked Commissioner Cozza for serving as President; Commissioner Cozza received many compliments on doing a great job during his busy and unprecedented term.

President Ruff stated that he was delighted about the pedestrian path project, he also had some close calls on the path.

Regarding future agenda items, President Ruff confirmed that no items were presented.

Executive Session

President Ruff requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Gould moved and Commissioner Cozza seconded 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 the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District. The result of the roll call vote follows:

AYE: John Cozza, Susan Gould, Nicholas Sawyer, Jennifer Rogers, Terry Ruff
NAY: None
ABSENT: None
Motion carried at 4:47 p.m.

Return to Open Session

Commissioner Cozza moved to come out of closed session at 5:10 p.m. and resumed to the regular meeting of the Board of Park Commissioners; Commissioner Gould seconded the motion which was unanimously approved by a voice vote as follows:

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

Action on Matters Considered in Closed Session

President Ruff said that there was discussion regarding Closed Session Section 2(c)(1) Open Meetings Act for discussion of the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District. President Ruff said that there was no action at this time.

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

AYE: John Cozza, Susan Gould, Nicholas Sawyer, Jennifer Rogers, Terry Ruff
NAY: None
ABSENT: None
Motion carried at 5:10 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Terry Ruff
President

2020 Park Board Meeting

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



VIRTUAL MEETING
NOTICE OF SPECIAL MEETING
BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT
**Remote Meeting via Zoom
Agenda for May 26, 2020 at 4:00 p.m.

Call to order at 4:00 p.m.

Commissioners Present:

Terry Ruff, President
Jennifer Rogers, Vice President
Nicholas Sawyer

Susan Gould
John Cozza

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
Mike Weingart, Information Technology Specialist
Patrick Griffin, Aquatics Manager
John Wilhelm, Falcon Park Facility Manager
Anthony DeMichael, Aquatics Coordinator
Alison Shariatzadeh, Recreation & Fitness Program Coord.
Tony Gallagher, Head Swim Team Coach
Dustin Thompson, Swim Team Coach
Rachel Lara, Family & Youth Specialist
Trish Feid, Park Board Secretary/Executive Asst.

Visitors and Citizens

Jay Nagle, Palatine Jaycees

Approval of Agenda

Commissioner Gould moved and Commissioner Sawyer seconded that the agenda be approved. By a voice vote, the agenda for the meeting of May 26, 2020 was approved.

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

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Cozza 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 May 12, 2020; Closed Session Minutes of May 12, 2020; March Financial Report; and, Warrant #10 - including Expenses for Travel Expenses. The result of the roll call vote follows:

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

Visitors and Citizens Comments

President Ruff confirmed that no questions were presented at this time during the virtual meeting.

New Business

The Board reviewed a previously distributed board summary pertaining to the approval of the Jaycees Fall Back Brew Fest 2020. Commissioner Sawyer moved and Commissioner Gould seconded that the Board of Park Commissioners approve the Palatine Jaycees use of the Family Aquatic Center parking lot on Saturday, October 17, 2020 to host their annual one day fund-raising event if the anticipated crowd size complies with the current Restore Illinois Plan for that date. Supt. Holder introduced Mr. Jay Nagle, on behalf of Palatine Jaycees, to the Park Board. Mr. Nagle reported on the event's protocol if there are restrictions in place at the time of the fest; currently, the plan is to go forward with the annual event and follow the state guidelines in place. If need to, September 1 is the designated date to cancel the Fall Back Brew Fest. The Board thanked Mr. Nagle for attending the meeting. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the approval of permanent easement to Village of Palatine for public utilities. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners approve a permanent easement to the Village of Palatine for the installation, construction, use, repair and maintenance of public utilities across a twenty-five-foot section along the frontage at Chestnut Park to install a new watermain. The motion was approved by a roll call vote; the result follows:

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

Discussion only regarding the summer programming plan and pool proposal due to COVID-19 conditions. The Board of Park Commissioners reviewed the previously distributed documents providing information for the summer programming options and the programming analysis for the potential opening of Birchwood Pool. Supt. Supt. Danz and Asst. Supt. Palmer explained the steps taken with their staff on reviewing each program and developing the possible plan for the month of June with consideration to the safety measures. In general, most of the athletic classes will be starting in June; fitness will hold "one on one" outdoor classes; dance and some other programs will hold virtual classes; and camps are postponed until July. Discussion continued, staff said that it changes daily and then we evaluate with safety precautions in place. We are doing our best to run programs safely. Regarding clarification on guidelines, regarding non-essential activity, Director Clark briefed the Board on the protocol with phase 3, we can have groups of 10 assembled for camp, staff is not counted towards the group of 10. Groups need to be 30 feet from each other, a floating staff is allowed in-between groups for assisting where or when needed. Commissioner Rogers asked if staff wants to run camps in June; again, Clark said that with following the guidelines of groups of 10 pods, 30 feet apart could be a challenge when there is inclement weather and then having to move the camps inside. Accommodations need to be arranged if the camp needs to move indoors. Also, camp staff would need special training on COVID-19. Along with things consistently changing and the additional training for staff, Danz said it would be difficult for June scheduling. Commissioner Sawyer asked about the flexibility with staff being ready to work when needed, Danz said staff is on hold, and we do not know their availability status to work those 4 or 5 weeks since we are not allowed to contact them right now. With information steadily changing, Clark said the program plans are contingent as we learn of the guidelines and updates; staff needs to rework the plan appropriately based

on current changes. It is a long day for camp, President Ruff asked if there are ideas on what the kids can do if pools do not open, Clark said that we have to adapt and staff needs to be creative on stations, rotations and activities.

Regarding the pool proposal, President Ruff asked Supt. Danz to review the pool recommendation. Danz said that if we are able to open one pool, staff believes Birchwood Pool would best serve the needs and can accommodate several activities. Danz handed the pool discussion over to Aquatics Manager Griffin to review practical terms, timeline and various scenarios if we open Birchwood Pool at the end of June. Griffin said that Birchwood Pool can accommodate several activities and reviewed the proposed swim lesson programs, lap swim time, private swim lessons, swim team practice schedule, etc. plans under Phase 3 and Phase 4 noting all the safety precautions and staffs' cleaning time in between activities. Being creative with using different areas of the pool, Griffin said that we created the variety of programming working with a lower number of staff. Regarding official information on opening pools, Clark added that the current guidelines are not specifically for everything; and most Park Districts are not opening pools this summer. Regarding the guidelines for Phase 3, Commissioner Rogers said it does not outline anything for opening pools. Clark said he understands that they have not come out with guidelines for everything; staff will work on getting the official guidance specifically for pools. President Ruff asked each Commissioner for their thoughts. Commissioner Cozza said that we have full control over activities and feels Birchwood Pool can open with control of organized programming and activities such as having the swim team run practices. Commissioner Sawyer said that the public push back can be ugly. Commissioner Gould said it is frustrating with information, the guidelines are unorganized. President Ruff asked Swim Manager Gallagher questions regarding swim team participants and organizing practices; Gallagher and Swim Coach Thompson responded with the schedules and plan using a staggered scheduled while keeping with social distance guidelines. It would not be the typical practice schedule, but we can accommodate with less swim time, staff is looking for semblance of some normal practice routine. In response to Director Clark's question, Supt. Danz said that Harper College staff will be home until January, and as far as the campus remaining closed Harper staff members are making discussions month to month on the campus status; although, it may be closed all summer. Director Clark asked the Board for their thoughts if they feel we should open the pool with limited programming, Commissioner Cozza gave a positive acknowledgement to open the pool. Replying to President Ruff's inquiry, Commissioner Rogers said that if we open the pool for swim team it will be a PR ordeal and without having official guidelines specifically for pool, Commissioner Rogers said we should wait, maybe for July. Commissioner Gould said that it just does not seem like we could do this equitably, how do we get to determine who uses it and when; Commissioner Rogers agreed with Commissioner Gould. If we wait until July for deciding, Clark reiterated on the lead time involved in opening a pool and having it prepared for use. Commissioner Rogers offered to delay the decision of opening Birchwood Pool until the June 9, 2020 Park Board Meeting and maybe by then, the State will have the guidelines available. Commissioner Sawyer stressed that he is not in favor of opening a pool which would not be available for public use and for the substantial expense involved with opening a pool for an even shorten season. In closing to the discussion, Supt. Danz wanted to express that if we open a pool that it would not be just for the swim team, the proposal shows lap swimming, swim lessons for all ages, etc.; and if the restrictions open up we could have pre-signup for an open swim time. Clark said that he does not see any type of open swim until Phase 5 and if a pool opens, we would be following the plan Griffin presented with programming and swim team practices during Phase 4. With that clarification, Commissioner Rogers asked the Park Board would we want to open the pool without public swim; President Ruff asked staff on what percentage of participants can we accommodate for swim lessons, Griffin will get back to the Board on number using previous data within a limited plan of programming. If we are not able to have public open swim, Commissioner Gould added that she would rather see swim lessons being held instead of swim team usage. In response to the question of the expense with opening a pool, Supt. Holder said that based on 2019 numbers, he estimated that it will cost \$40,000 for Birchwood Pool, for the use of chemicals, water and gas. Commissioner Cozza said that he is

not worried about the PR concern; if we can have small groups of kids that is organized and controlled, we should; although, hearing the expense of \$40,000 to run the pool is wavering. President Ruff confirmed that until we get more guidelines from Springfield then we can see where we are at and hold a Board Meeting with further discussion to make a decision.

Departmental Reports

The Board reviewed the previously distributed Written Parks and Planning Department Report. Supt. Holder provided updates regarding the ongoing projects or projects with grant funding. Staff has the final structural design for the playground at Maple; and today, Supt. Holder worked with Communications and Marketing staff on the playground apparatuses and colors' voting platform. Also, Holder reported good news on receiving the IPRF matching fund for the playground. The Plum Grove playground project is moving along quickly, the final inspection might be scheduled at the end of the week. Also, the new shelter at Plum Grove Reservoir Park should finish-up at the end of June; the shelter's concrete pads and footings have been poured so everything is ready to go.

The Board reviewed the previously distributed Written Facilities Department Report. Supt. Nagle recognized many of the staff members working at the golf course, their help with working in these different roles is very appreciated. Unfortunately, Nagle reported that the golf course took on record rain falls during the month of May. Although, the golf course looks good and staff is glad to see golfers back on the course. Nagle said that he is working hard on operations and looking at staffing needs with the Return to Customer Task Force. Lastly, Palatine Stables had to cancel the June horse show, at this time staff was unable to find a partner to host the event.

The Board reviewed the previously distributed Written Finance Department Report. Supt. Torres commented that many of the registration staff has been dividing their time and filling in at Parks and the Golf Course. Other report items included completion of the audit which will be on the next agenda with Lauterbach and Amen remotely attending the meeting; Torres along with Asst. Supt. Becke have been working behind the scenes with Payroll Specialist Hankner in preparation for her leave in early July. In response to Commissioner Cozza, Torres said that the negative number in RecTrac is due to the refund transactions in the system, staff plans to have April and May actual reports coming soon. Customer Service Manager Hubka reviewed the Registration Report, Hubka said the Recreation Bunny message event in April and the ongoing virtual race events were well received with participation; P.A.F.A Spirit and Football registrations are trickling in. Hubka said that she had the opportunity to plant with Parks staff and it is great to see the other areas of the District and staff working together. Regarding the process and the recording of refunds, Hubka explained the breakdown. Commissioner Rogers said the report shows a good picture of where we are; Director Clark said that staff is prepared with the prioritized list going forward for cost containment, if needed we are ready.

The Board reviewed the previously distributed Written Falcon Park Recreation Center Annual Report. Supt. Nagle introduced Falcon Park Facility Manager Wilhelm and Family and Youth Specialist Lara in coordinator with ICompete, to review the annual Falcon Park Report. Wilhelm outlined the comprehensive annual report; some of the facility highlights included: total facility revenue up 5%; room rental revenue up 7%; recreation volleyball participation up 27%; gym rental revenue up 23%; turf window project completed; and turf rental revenue up 10% higher than budgeted. Overall Wilhelm said it was a good year for Falcon Park. Regarding ICompete and POC partnerships with Palatine Park District, Wilhelm said that Lara's position transforming to full-time really expanded the program and helped to fill-in the need within community, it shows another way the Park District provides great opportunities. Family and Youth Specialist Lara wanted to mention that over the years she has noticed the efforts of the Park Board and staff in supporting ICompete and POC even though she has not had the opportunity to know everyone yet. Lara reviewed the report; a few of the highlighted items included the successful School's Out Fun

Program expanded to include 43% more participants and overall, the ICompete interactions are up 26%. Noticing the program's success, Lara said that other park districts have approached us regarding the organization's structure. The Park Board congratulated Lara on going a great job. President Ruff added a thank you for all you do! The Park Board thanked staff for a great report.

The Board reviewed the previously distributed Written Harper College Building M Annual Report for 2019. Supt. Danz welcomed Aquatics Coordinator DeMichael and Recreation and Fitness Program Coordinator Shariatzadeh to the meeting. DeMichael highlighted the annual report section regarding aquatics programming, lessons and memberships at Harper College Building M. With it being the first full year of operations at Harper College, DeMichael said that the aquatics registration fared very well. For a while in the beginning, there was challenges of having program waitlists with a considerable amount of interested participants due to not having enough staff available/hired. Fortunately, with continued interest in hiring Harper College students and high school students, finally, we were fully staff in 2019. The winter season had the highest registration numbers, DeMichael added that one caveat to consider with the increase, there were users from Arlington Heights Park District while their pool was under construction. Regarding the substantial number of requests from participants and collaboration with Harper staff, the installation of the ADA stairs' project for the pool was completed. DeMichael said one of his favorite events hosted this year was the indoor triathlon, the facility is perfect for holding the new event and a lot of position feedback was received. For 2020, staff plans to work on raising participant maximums in classes to accommodate the waitlists and work on promoting the pool pass memberships. Recreation and Fitness Program Coordinator Shariatzadeh joined the conversation to highlight the fitness, dance and athletics programming at Harper College Building M. Shariatzadeh said that programs in 2019 had challenges with opposing partners in the building concerning scheduling, after successfully working together, a schedule was created that accommodated all needs. Adult dance was very popular with ballroom and wedding dance classes; cycling had a good group of participants; fitness was difficult at times with competing against other fitness facilities in the area; overall, the fitness program is growing. One of staffs' goals was the commitment to have more community involvement outside Palatine in Building M, data showed 31% of the users being from outside of Palatine, staff met that objective. The pickleball programming is growing at Harper and once the gym is reopened staff plans to have the program continue at Harper. Regarding Harper's gym floor project, Supt. Danz will confirm with Harper on the development of the process.

President Ruff noted there were no other reports. The Park Board thanked staff for the Department Reports, Falcon Park Recreation Center Annual Report and Harper College Building M Annual Report.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Regarding COVID-19 updates, Director Clark said that we are in unfamiliar times as we stay ahead of the game and true to our mission. We have 2 task force teams to prepare staff on returning to the workplace and serving the community the best we can with what we are going through. Regarding unemployment claims, there are 170 claims filed. Staff continues to prepare as we are now in Phase 3 and the staffing reassignment plan is working out well. Through the end of July, the Village of Palatine will not honor room rentals; we will continue to keep everyone updated on holding our future Board Meetings, until then, we will continue to hold virtual meetings through Zoom application. Lastly, Director Clark commended Marketing and Communications Division, and Recreation staff, after their networking with colleagues regarding deliberation to the unknown changes effecting programming along with working on the best way to serve the community as we navigate through COVID-19. Staff will continue with creating monthly program catalogs instead of one all-inclusive summer catalog; there are thoughts to distribute fall program information monthly as well. Director Clark said that he is really proud of their ingenuity and adaptiveness. President Ruff thanked Director Clark for his report.

Commissioner Reports

Commissioner Sawyer expressed gratitude towards staff on how well they are dealing with these challenges and God bless staff for hanging in there.

Commissioners Cozza shared a special birthday announcement for Dutch (Santa) Schultz. Commissioner Cozza inquired about Hamilton path and suggested making it one-way course; Commissioner Rogers does not agree with the suggestion and shared her experience on potential problems. Regarding the path inquiry received, Director Clark stated that he does not want to over-react with what is going on right now, it is the sign of the current times with having more activities throughout our bike trail, paths and open areas. There are unfamiliar users mixed with a lot more activity.

Commissioner Rogers echoed the thank you to staff and for putting together plans of potential programming, which is especially difficult to coordinate as the direction changes day to day. Also, Commissioner Rogers said thank you to staff with being flexible with their time and helping where needed in other departments of the Park District.

President Ruff agrees with the thoughts that were mentioned in the Commissioner Reports.

Regarding future agenda items, Vice President Rogers proposed that the Park Board have discussion to change the start time for the Park Board Meetings permanently to an earlier start time. Possibly changing the time to 5 p.m. from 7 p.m. Commissioner Rogers offered to have Commissioners email their thoughts to her, it is just something to think about.

Executive Session

President Ruff requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Rogers moved and Commissioner Cozza seconded 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 the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District. The result of the roll call vote follows:

AYE: John Cozza, Susan Gould, Nicholas Sawyer, Jennifer Rogers, Terry Ruff
NAY: None
ABSENT: None
Motion carried at 6:12 p.m.

Return to Open Session

Commissioner Gould moved to come out of closed session at 6:48 p.m. 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: John Cozza, Susan Gould, Nicholas Sawyer, Jennifer Rogers, Terry Ruff
NAY: None
ABSENT: None
Motion carried.

Action on Matters Considered in Closed Session

President Ruff said that there was discussion regarding Closed Session Section 2(c)(1) Open Meetings Act for discussion of the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District. President Ruff said that there was no action at this time.

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

NAY: None

ABSENT: None

Motion carried at 6:48 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Terry Ruff
President

2020 Park Board Meeting

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



VIRTUAL MEETING
NOTICE OF SPECIAL MEETING
BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT
**Remote Meeting via Zoom
Agenda for June 9, 2020 at 4:00 p.m.

Vice President Rogers called the remote meeting to order at 4:06 p.m.

Commissioners Present:

Terry Ruff, President; rejoined at 4:09 p.m. Susan Gould
Jennifer Rogers, Vice President John Cozza
Nicholas Sawyer, Treasurer

Staff Present

Michael Clark, Executive Director Colleen Palmer, Asst. Supt. of Recreation
Steve Nagle, Supt. of Facilities Glenn Hussey, Asst. Supt. of Parks & Planning
Cheryl Tynczuk, Supt. of District Services & Projects Dan Mangum, IT Manager
Donelda Danz, Supt. of Recreation Todd Ranum, Athletic Coordinator
Jim Holder, Supt. of Parks & Planning Patrick Griffin, Aquatics Manager
Tina Becke, Asst. Supt. of Finance Tony Gallagher, Swim Team 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

Jamie Wilkey, Lauterbach and Amen, LLP Emil Borre, Swim Team President

Approval of Agenda

Commissioner Gould moved and Commissioner Sawyer seconded that the agenda be approved. By a voice vote, the agenda for the meeting of June 9, 2020 was approved.

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

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Gould moved and Commissioner Cozza 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 May 26, 2020; Closed Session Minutes of May 26, 2020; Change Order #6 for 2019 Paving Projects; and, Warrant #11 - including Expenses for Travel Expenses. The result of the roll call vote follows:

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

Visitors and Citizens Comments

Vice President Rogers confirmed that no questions were presented prior to or during the virtual meeting.

Departmental Reports

The Board reviewed the previously distributed Written District Services and Projects Department Report. Asst. Supt. Cahill said that he and Risk Manager Udany have been very busy with preparing for return to

work processes. In response to Commissioner Cozza, Executive Director Clark reviewed full-time staffs' red and green teams with staggering starting schedules when returning to the workplace. Regarding some of the part-time and/or seasonal staff, Clark said that he has been providing the Park Board with a format showing part-time staffing information, work intentions and projected hours.

4:09 p.m. President Ruff rejoined the meeting. (President Ruff had lost connection to the remote Park Board Meeting due to severe weather conditions)

The Board reviewed the previously distributed Written Recreation Department Report. Supt. Danz welcomed everyone and then reported on the ongoing virtual 50/75K event. The first session of the event had a total of 265 participants and t-shirts were available for pick-up in the parking lot. Danz said that the recreation activity kits are back again, staff promoted this for the first time in May and received positive comments on the kits. Danz said that some of the virtual online programming is losing interest with viewers. Although, the Disney Trivia event, which was a game night for family fun was successful with 48 participants enjoying the event. Danz added thanks to Digital Marketing Coordinator Noens and Community Outreach Coordinator McNamara with running the virtual trivia program, a collaborative event with Communications and Marketing, and Recreation staff. Aquatics staff is working hard with organizing the schedules and training sessions for pool staff as well as securing the rehiring of seasonal staff. Regarding Harper's gymnasium floor, Danz reported that the facility is being worked on and is on target for their completion date. Replying to Commissioner Rogers' questions regarding phase 4 plans, Danz said that staff prepared plans for both phase 3 and phase 4 programming opportunities. On July 6, the 5-week camp programs will start either under the current phase 3 or phase 4. Clark explained the cancellation of the entire camp registrations and that new registrations will be processed for the modified camp programs. Danz was pleased to report that last week's basketball program at Birchwood gymnasium was full; 20 kids were signed-up and it was promising to see the participation. In response to Commissioner Cozza's C.A.R.E. questions, both Director Clark and Supt. Danz reviewed the Park District's current situation; and confirmed that District 15 no longer wishes to be in the before and after school care business and have no involvement of operations for the program; although, District 15 remains an advocate of the program. The new administration at District 15 is looking at all their Intergovernmental Agreements (IGAs) and our current IGA for the C.A.R.E. program is expiring next year. Discussion ensued and concerns of District 15's proposed changes were mentioned, Director Clark said that we are still under negotiations with District 15; and, we are also working with Rolling Meadows Park District on the agreement as a partner in the program. Director Clark said that in his experience, typically park districts run the before and after school program.

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

New Business

The Board reviewed a previously distributed board summary pertaining to the acceptance of the Annual Audit and Management Letter. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners accept the Audit Report and Management Letter for the fiscal year ending December 31, 2019. Ms. Wilkey, partner with Lauterbach and Amen, thanked the Park Board and staff for having tonight's presentation. Ms. Wilkey said this was the first year that audit team worked with the Palatine Park District and the first (virtual) audit in the middle of COVID-19. Ms. Wilkey thanked staff for all the cooperation and work they provided; staff was a pleasure to work with and provided requests in a timely fashion. Ms. Wilkey said that it was a good clean audit; no significant findings, it was determined as an unmodified opinion, which means a clean opinion and the highest grading level a governmental entity can obtain. Ms. Wilkey outlined certain important sections from the audit report to review. Regarding page 7, this section provides a copy of the certificate of achievement for Excellence in Financing

Reporting (CAFR) and will be submitted to the CAFR Program by another 3rd party's review of the audit. The clean opinion breakdown is covered under pages 10-11; pages 13-22 has the most important management discussions and analysis, the executive summary. For statistical data, various long-term debt structures; trends, historical data, etc. review pages 94 to the end. Regarding Director Clark's questions concerning what the Park District should be preparing for now due to the effects of COVID-19 on the 2020 audit, Ms. Wilkey said to make sure restricted funds go to what they are levied for; and balancing revenues versus expenses. In response to Commissioner Cozza's question on the negative balance for the improvements and acquisitions fund, Ms. Wilkey gave reference to page 34, which shows the breakdowns of the fund; it is the timing of when capital happens versus revenue stream that offsets the capital; we will continue to monitor. It is a management decision with looking at operating surpluses and funding resources for replenishing. The Board thanked Ms. Wilkey for attending the meeting. The motion was approved by a roll call vote; the result follows:

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

NAYS: None

ABSENT: None

Motion passed.

During the May 26, 2020 Park Board Meeting, the Commissioners requested to continue discussion at tonight's meeting regarding the pool proposal during these unprecedented times and now with further considerations to latest guidelines in place with COVID-19. Executive Director Clark noted that the Park Board had reviewed the previously distributed documents providing information for the summer pool programming options, the programming analysis for the potential opening of Birchwood Pool, staffing plan and budget. Over the weekend, Director Clark said that new pool guidelines came available specifically for pool operations. Also, Clark had sidebars with President Ruff and staff concerning the new pool guideline findings and for preparation of tonight's meeting. During this time, Clark had learned of public desire to open Eagle Pool in the same limited fashion as the proposed plan for Birchwood Pool. The purpose of tonight's discussion is for staff to receive direction from the Park Board on the decision to open Birchwood Pool or Eagle Pool, or both pools. At this point, Clark said that staff is prepared for the opening of both pools. Danz said that we have contacted much of the former pool staff, so they are aware and there is the importance for the lead time for having the pools ready. Supt. Danz said that she had a meeting with key staff from Parks and Aquatics; there was staff consensus that we can be ready for the openings in 2 weeks. On June 22, programming can begin including swim lessons; Swim Team has been planning and they are all set with groups of 10 having practices starting at the end of next week, possibly on June 18th. Referring to the budget and Commissioners' inquires; staff was directed to prepare a budget for Eagle Pool. President Ruff asked Supt. Danz to respond on the charges to the Swim Team with pool use; Danz said we charge for Harper Pool, we do not charge for the outdoor pool (Birchwood Pool) or pool time for tournaments hosted. Regarding revenue from Swim Team registrations, Swim Team Board President, Mr. Borre, received acknowledgment from Park Board to join the conversation, Mr. Borre said that upon registration 2 fees are collected, one to the Park District and the other to the Swim Team. The Swim Team uses their portion to covers all coaching costs, rentals expenses (except for Birchwood Pool), travel costs, tournament fees, etc. Discussion on the proposed budget for opening the pools continued, Mr. Borre said that he will talk with the Swim Team Board to help supplement and assist with Birchwood Pool expenses; since the Swim Team did not pay fees to the high schools or Harper for typical pool time due to COVID-19 and facilities' closings. Concerning the pools' costs for operations, Supt. Holder estimated that Eagle Pool would cost half of the costs of Birchwood Pool expenses. It was noted by the Commissioners that the Park District loses money on providing pools, pools are for the community and not a money maker, pools are not a revenue source activity/facility. Regarding public swimming, Director Clark said that will not happen until phase 5 is announced and we do not know when that will be. After heavy debating about opening pools, President Ruff directed each Commissioner to provide their thoughts

and decision to open either Birchwood Pool, Eagle Pool or both pools. Commissioner Cozza said these are hard decisions and feels that Birchwood Pool will serve the need for public swim activity through controlled programming and allow practice time for the Swim Team; and is not in favor of opening Eagle Pool and expressed concern of not having revenue from pool pass memberships due to no public swimming. Commissioner Gould said it is our Mission to provide recreation and agrees with opening both pools providing much needed exercise and recreation for the community. Commissioner Sawyer agrees with the thoughts that Eagle Pool will provide more lap swim time and additional swim lesson opportunities; and Commissioner Sawyer said that Birchwood Pool will serve the other needs. Seeing the value in getting people to participate in activities at the pools, Commissioner Rogers agreed with both pools opening and mentioned that Harper aquatics staff could help at the outdoor pools while Building M is closed. President Ruff agreed with both pools opening and suggested more senior based programming, swim walking, etc. In response to President Ruff, Director Clark will have staff provide the amended budget and programming plan for Eagle Pool and the amended Birchwood Pool budget. After discussion ensued, there was consensus to move forward with opening both pools. President Ruff said that his reason of starting the conversation of looking into opening Eagle Pool is not because it is near his neighborhood, after hearing from many residents in the community, President Ruff said that he feels it will be good for Palatine. Staff thanked the Park Board for their time and dedication in making this decision.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Regarding COVID-19, Director Clark mentioned the recent legislation with the major focus with return to work protocol and proper COVID-19 training programs, and the eligibility of potential workers' compensation claims. Reporting on good news, Harper Campus will open Lot 3 for dog park users. Clark complimented staff on reassignment responsibilities. Regarding putting the summer and pool programming together so quickly, Director Clark praised Recreation staff on their determination and creativity for each scenario. Lastly, Clark updated the Park Board on the renegade travel baseball team request.

Commissioner Reports

Regarding the consensus of pool openings, Commissioner Sawyer wanted to confirm for the record that if the decision were only for the opening Birchwood Pool then his answer would be no for Birchwood Pool.

Commissioner Gould mentioned the little online glitch when trying to register for the craft kits and wanted to bring it to staffs' attention since others may have had the same issue. Supt. Danz helped Commissioner Gould secure the 2 kits.

Commissioners Cozza expressed a good job to staff with data and programming information for helping the Park Board make decisions, who knows if we are making the right decision, we just do not know.

Commissioner Rogers echoed Commissioner Cozza's comments. Commissioner Rogers also thanked staff for being flexible and helping each other in different areas/departments.

President Ruff was contacted by the Celtic Cup Committee regarding the annual Labor Day Tournament to ask the Park Board for consideration on this matter. The Park Board agreed that the Labor Day Tournament should be cancelled, most community events during this time are cancelled. Also, there was Board consensus to defer this year's turf payment to the Park District, and for Celtic to arrange a small spring tournament in 2021 to assist with funds. Director Clark will send the Celtic Board President a letter of the agreement to defer this year's payment and thoughts for hosting the small spring tournament. President Ruff also wanted to thank staff and he knows that they are working hard.

Regarding future agenda items, no items were mentioned.

Executive Session

President Ruff requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Gould moved and Commissioner Cozza seconded 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 the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District. The result of the roll call vote follows:

AYE: John Cozza, Susan Gould, Nicholas Sawyer, Jennifer Rogers, Terry Ruff
NAY: None
ABSENT: None
Motion carried at 5:55 p.m.

Return to Open Session

Commissioner Cozza moved to come out of closed session at 6:06 p.m. and resumed to the regular meeting of the Board of Park Commissioners; Commissioner Gould seconded the motion which was unanimously approved by a voice vote as follows:

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

Action on Matters Considered in Closed Session

President Ruff said that there was discussion regarding Closed Session Section 2(c)(1) Open Meetings Act for discussion of the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District. President Ruff said that there was no action at this time.

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

AYE: John Cozza, Susan Gould, Nicholas Sawyer, Jennifer Rogers, Terry Ruff
NAY: None
ABSENT: None
Motion carried at 6:06 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Terry Ruff
President

2020 Park Board Meeting

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



VIRTUAL MEETING
NOTICE OF SPECIAL MEETING
BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT
**Remote Meeting via Zoom
Agenda for June 23, 2020 at 4:00 p.m.

President Ruff called to order the virtual meeting at 4:00 p.m.

Commissioners Present:

Terry Ruff, President	Susan Gould
Jennifer Rogers, Vice President	John Cozza
Nicholas Sawyer	

Staff Present

Michael Clark, Executive Director	Pete Cahill, Asst. Supt. of District Services & Projects (HR)
Steve Nagle, Supt. of Facilities	Colleen Palmer, Asst. Supt. of Recreation
Cheryl Tynczuk, Supt. of District Services & Projects	Glenn Hussey, Asst. Supt. of Parks & Planning
Zaida Torres, Supt. of Finance	Dan Mangum, IT Manager
Donelda Danz, Supt. of Recreation	Christine Hubka, Customer Service Manager
Jim Holder, Supt. of Parks & Planning	Patrick Griffin, Aquatics Manager
Tina Becke, Asst. Supt. of Finance	Trish Feid, Park Board Secretary/Executive Asst.
Joshua Ludolph, Asst. Supt. of Facilities	

Visitors and Citizens

No members of the public participated in the remote meeting.

Approval of Agenda

Commissioner Rogers moved and Commissioner Gould seconded that the agenda be approved. By a roll call vote, the agenda for the meeting of June 23, 2020 was approved.

AYE: John Cozza, Susan Gould, Nicholas Sawyer, Jennifer Rogers, Terry Ruff
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 Cozza 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 9, 2020; Closed Session Minutes of June 9, 2020; April Financial Report; and, Warrant #12 - including Expenses for Travel Expenses. The result of the roll call vote follows:

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

Visitors and Citizens Comments

President Ruff confirmed no questions were presented prior to or during the virtual meeting of June 23, 2020.

New Business

The Board reviewed a previously distributed board summary pertaining to the approval for disbursement

of 2019 C.A.R.E. Funds. Commissioner Cozza moved and Commissioner Sawyer seconded that the Board of Park Commissioners authorize payment of \$181,793.45 to Community Consolidated School District 15 (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. In response to Commissioner Cozza's question, Director Clark said that we will be following the current Intergovernmental Agreement (IGA) until fall of 2021, the start of the new school year. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the approval of 2019 Annual Statement of Receipts and Disbursements (Annual Treasurer's Report). Commissioner Cozza 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 ended December 31, 2019, and that Commissioner Sawyer 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:

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

The Board reviewed a previously distributed board summary pertaining to the award of bid for the 2020 Palatine Stables Hay Purchase. Commissioner Cozza moved and Commissioner Rogers seconded that the Board of Park Commissioners award a bid to J & M Farm Service, LLC of Palatine, Illinois, the lowest responsible bidder, in an amount not to exceed \$72,000; and, authorize staff enter into a contract for hay purchases at Palatine Stables. In response to Commissioner Sawyer, staff confirmed that one bid was submitted to the Park District. The motion was approved by a roll call vote; the result follows:

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

Departmental Reports

The Board reviewed the previously distributed Written Parks and Planning Department Report. Supt. Holder briefly reported on the Palatine Affiliates Leadership Society (PALS) meeting that he remotely participated in last Wednesday night; Holder said that the groups are coming together and helping each other out; during the PALS meeting, Holder expressed stipulations to manage the mandated restrictions and create a schedule plan for each affiliated group. The baseball league plan will be to play the majority of the games right away and then back-off when schools starts, which will allow for other affiliates to have night games under the lights; it is great seeing the groups working together. Holder updated the Park Board on other developments, the bridge replacement project is coming together with a plan to get things rolling soon. Plum Grove Reservoir Park paving is finished; the shelter was delivered yesterday and might be completed by next week. Staff received Board comments on the pools looking beautiful.

The Board reviewed the previously distributed Written Facilities Department Report. Supt. Nagle reported

that the month of May was disastrous with many rain events. June is looking good and highlighted that the monthly report compared data from a few past years. The ICompete Program received a PowerPlay! Grant again, \$1,000 will support the costs of some supplies and staffing for the program. Nagle said that Palatine Stables received some thank you notes from the boarders, which are included in the Board packet. Also, at the Stables, yesterday was the first night of lessons, the parents were supportive. NWSRA started programming at the Stables with good participation. Nagle said that Clayson House looks great, the painting project is completed, Commissioner Gould added that the house looks spectacular, Nagle said that the contractor has a background on historical building. Commissioner Gould said it is beautiful and noted that those are the original colors of Clayson House.

The Board reviewed the previously distributed Written Finance Department Report. Supt. Torres mentioned Customer Service Representative Jean Farrar's last day working at the Park District, Jean will be missed. Torres highlighted a few items; the audit is filed with the state; registration is open to the public and staff is ready to assist residents. Director Clark and Supt. Torres had a meeting to discuss the 2021 budget. Regarding the updated financial information, Commissioner Cozza noted that although activities slowed down, the expenses with payroll, purchase cards and payables went down too, and it looks like we are doing our best to control the costs during this COVID-19 situation. Customer Service Manager Hubka reviewed the Registration Report and highlighted several items including Customer Service Representative Jean Farrar's last day and Jean's very nice send-off; the lap swim programming is popular; and, staff is responding to the web-chat registration questions to help our patrons. Hubka added comments that things are trending upward with an increase in the registration numbers.

President Ruff 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's Report. Regarding COVID-19 updates, Director Clark said that staff has the Return to Customer guidebook together as we go into phase 4 and we will have discussion on the plan at tomorrow's Leadership Team meeting. The phase 4 guidelines only hit certain areas and sections; Director Clark said that he is concerned it might be the same process as phase 3 with following information to come. Clark briefly reviewed phase 4 guideline highlights and reiterated that specifics for some other areas still need clarification. The Return to Work process is working fine with the 2 teams of staff; although, staff are encouraged to work remotely when able to. Clark thanked Asst. Supt. Cahill, Risk Manager Udany and Supt. Tynczuk with their collaboration of COVID-19 trainings and the workplace safety processes. Clark also thanked the Parks Crew, Supt. Danz, Aquatics Manager Griffin and all the other aquatics staff, we are hearing good feedback regarding the pools. Clark mentioned his conversation with the Palatine Road property owner, during the phone call, Clark confirmed with the owner to contact the Park District when he is planning to put his home on the market. The Commissioners agreed with having interest in all potential properties adjacent to Park District's properties. Regarding Clark's remote meeting with Harper College's Dr. Proctor and two of the college deans, Clark said it was a great discussion. Dr. Proctor is reaching out to their community partners to provide updates on Harper College status. Continuing, Clark said that the gymnasium floor project at Harper is under control and on schedule with completion. Dr. Proctor was responsive with opening the pool at Building M, Director Clark added that the pool looks great. Harper College staff continues to take care of the pool during the campus closure. Clark said that it was a great call.

President Ruff thanked Director Clark for his report.

Commissioner Reports

Commissioner Sawyer commented that he is happy the Park District is going into the right direction during

COVID-19.

Commissioner Cozza gave thanks for responding to the resident concerning the gate situation at Birchwood. Supt. Holder said that the Fire Marshal states that the gates need to be open for emergency situations, an active fire needs 2 means of access for their heavy equipment and also the entry from the gate area is a shorter distance to the building. President Ruff informed the resident to call the Fire Marshal. In response to Commissioner Cozza, Supt. Danz said that if a patron shows up at the pool and there is a spot open for them to lap swim, then they can pay at that time. Danz said that the process is going very well with patrons signing up for the swim programming. Regarding the disc golf signage, Commissioner Cozza informed staff of a few missing directional signs, staff will investigate. Clark added that we continue to receive good comments on the disc golf course, and on well it is maintained. Commissioner Cozza said the course looked great.

Commissioner Rogers said that Supt. Danz gave her a nice tour of the pools earlier today and it is good to see them being used. The pools look great and Commissioner Rogers added compliments to staff. Commissioner Rogers said for future conversation, we need to discuss the long-range planning for the annual Turkey Trot event. The Park Board recently approved the Jaycees' event; Turkey Trot can attract a crowd and there is the unknown of where we will be with COVID-19 in the fall. In response to Commissioner Rogers, Director Clark said that the Village of Palatine cancelled their room rentals through the end of July, there was consensus to continue with remote meetings until further notice and discussion.

President Ruff said that since we started zoom meetings, staff has done a great job getting through the COVID-19 circumstances. President Ruff can see that staff is trying hard to work through this and he wanted to say thank you. President Ruff appreciates everything that staff are doing. Director Clark echoed the same sentiments, this is something we never experienced and we have been reactive, Clark added that he is very proud of staff; staff has been patient and flexible, it is a testament to our culture, thank you.

Regarding future agenda items, Commissioner Rogers suggested discussion about the Turkey Trot event.

Executive Session

President Ruff requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Cozza moved and Commissioner Gould seconded 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 the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District. The result of the roll call vote follows:

AYE: John Cozza, Susan Gould, Nicholas Sawyer, Jennifer Rogers, Terry Ruff
NAY: None
ABSENT: None
Motion carried at 4:47 p.m.

Return to Open Session

Commissioner Cozza moved to come out of closed session at 5:09 p.m. and resumed to the regular meeting of the Board of Park Commissioners; Commissioner Sawyer seconded the motion which was unanimously approved by a roll call vote as follows:

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

Motion carried.

Action on Matters Considered in Closed Session

President Ruff said that there was discussion regarding Closed Session Section 2(c)(1) Open Meetings Act for discussion of the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District. President Ruff said that there was no action at this time.

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

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

NAY: None

ABSENT: None

Motion carried at 5:09 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Terry Ruff
President

2020 Park Board Meeting

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



VIRTUAL MEETING

NOTICE OF REGULAR MEETING

BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT

****Remote Meeting via Zoom**

July 14, 2020 at 4:00 p.m.

Vice President Rogers called the remote meeting to order at 4:04 p.m.

Commissioners Present:

Jennifer Rogers, Vice President
John Cozza
Susan Gould

Commissioners Absent:

Nicholas Sawyer, Treasurer
Terry Ruff, 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
Glenn Hussey, Asst. Supt. of Parks & Planning
Dan Mangum, IT Manager
Trish Feid, Park Board Secretary/Executive Asst.

Visitors and Citizens

No attendees.

Approval of Agenda

Commissioner Gould moved and Commissioner Cozza seconded that the agenda be approved. Director Clark reminded the Park Board that the votes need to be unanimous for the motion approval since we have 3 Commissioners in attendance for tonight's meeting. By a roll call vote, the agenda for the meeting of July 14, 2020 was approved.

AYES: John Cozza, Susan Gould, Jennifer Rogers

NAYS: None

ABSENT: Nicholas Sawyer, Terry Ruff

Motion passed.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Gould moved and Commissioner Cozza 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 23, 2020; Closed Session Minutes of June 23, 2020; and, Warrant #13 - including Expenses for Travel Expenses. The result of the roll call vote follows:

AYES: John Cozza, Susan Gould, Jennifer Rogers

NAYS: None

ABSENT: Nicholas Sawyer, Terry Ruff

Motion passed.

Visitors and Citizens Comments

Vice President Rogers confirmed that no questions were presented prior to or during the virtual meeting.

Departmental Reports

The Board reviewed the previously distributed Written District Services and Projects Department Report.

Supt. Tynczuk greeted the Board and staff. Tynczuk highlighted that Asst. Supt. Cahill has been working very hard to get baseball umpires onboarded which has been a challenge with a shorter amount of time to assemble. Concerning other issues, Tynczuk said that the local high schools were not processing work permits for students under the age of 16 and staff had to find a work-around. Continuing with the monthly report, Tynczuk said that IT rerouted the phone system and added an informational message in front of the voice mail recording; Tynczuk expressed that Registration staff is doing a good job returning calls. Metro Risk Management Agency (MRMA) is expecting workers compensation claims to be down in numbers; therefore, a potential refund back to the Park District according to Risk Manager Udany, Tynczuk highlighted. Communications & Marketing staff are busy with their normal work and the virtual monthly catalogs, every 2 weeks they are working on the new single catalog. The "GO PROOF" software is working well with getting actual information out to staff on catalog proofing. Regarding Commissioner Cozza's question, Tynczuk said that the refund was a reimbursement from the 2019 health saving account fund.

The Board reviewed the previously distributed Written Recreation Department Report. Supt. Danz welcomed everyone and then reported on many June activities and events. The popular activity and craft kits were offered again and Danz gave thanks to Commissioner Gould who donated her parade items for the activity and craft kit bags. Continuing, Danz said that the virtual events are going well; fitness is back at the Community Center's Fitness Center with 9 personal training sessions scheduled; pools had 571 reservations for lap swimming and water walking; and 290 swim lesson registrations. Lastly, Danz provided registration updates on the baseball house program. This Thursday, Danz said that Risk Manager Udany and Aquatics Coordinator DeMichael are going on a tour at Harper with the college staff to show our process and procedures with opening and programming the pools. Staff hopes to open the pool at Building M in September. Director Clark has been in conversation with Harper College President Dr. Proctor and officials with discussions regarding the pool opening, pool protocol, etc. In response to Vice President Rogers, Clark agreed that the locker rooms will have to be available; although, notice will be sent to pool users suggesting arriving ready for their pool activity. In response to Commissioner Cozza's questions, Supt. Holder said that the new Plum Grove playground is still taped-off, it has not been officially open since the completion of the project, the shelter delayed the playground opening by 1½ weeks. Concerning the bicycle repair station, Holder confirmed the location will be near the bollards by the inter-circle road at Harper College.

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

New Business

The Board reviewed a previously distributed board summary pertaining to the Adoption of the Park Watch Program Proposal. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners approve and adopt the proposed Park Watch Program as presented. Vice President Rogers asked Director Clark to review the proposal to the Park Board. Clark provided the background and facilitation of the model which is to create a grassroots awareness platform that encourages neighborhood residents to report negative activity in their park areas. Also, there is a strategy to promote within school programming using Sammy (Park District squirrel mascot) as the presenter, a fun, friendly and familiar face. Director Clark added that Risk Manager Udany is the primary contact representative with the community and the liaison for the partnership with the police department. Clark gave thanks to Park District staff members John Wilhelm; Todd Ranum; JP McNamara; Sharon Lyons; Ray Esunis; and Brian Udany, the members of the Task Force, for their time, efforts, talents and creativity. Clark also acknowledged our Communications and Marketing team for the program's branding. Clark plans to launch the Park Watch Program when we return to work in the offices. Clark wanted to have the Park Board's review and adoption in place so we can be ready with the launching preparations of ordering signs, material and supplies. Although, Director Clark is considering holding off on ordering the program items

until the budget update is confirmed. Clark estimated the entire program cost is in the amount of \$10,000. Vice President Rogers said that this program is a cute concept and a great idea; Clark wanted to make the program fun and relatable to younger kids, etc. Continuing, Clark said that it is a fun project for staff to work on. The program will take some time to get the word out in the community, there are various plans to promote the program in the future, including to have decals on Park District's vehicles, facilities, etc. Commissioner Cozza inquired if patrons in park neighborhoods will be provided with a packet explaining the program, Clark said the plan to distribute information will be at gatherings in various parks, events, etc. Commissioner Cozza confirmed the phone line for communication, Clark said it is the hotline number and Risk Manager Udany will channel the calls. Commissioner Cozza said that calls could come in during the night, Clark agrees, as there has been calls already and we have an emergency staff phone-tree system as well as an internal staff alert structure to communicate during off-hours. Regarding emergency reporting, Vice President Rogers suggested that the signage include 911 and be added to message recording information, explaining if this is an emergency hang-up and call 911. Regarding the unknown budget numbers, Vice President Rogers stressed being careful before announcing the launch of the program, Clark shares the concern. The motion was approved by a roll call vote; the result follows:

AYES: John Cozza, Susan Gould, Jennifer Rogers

NAYS: None

ABSENT: Nicholas Sawyer, Terry Ruff

Motion passed.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Regarding COVID-19 and phase 4, Director Clark said that it is the ever-changing evolution. Director Clark reviewed the efforts with obtaining written affiliates' programming plan in accordance with safety protocols. Regarding contact sport restrictions, staff has been researching with the high schools on protocols and will continue to monitor. Concerning the pools, staff has been terrific and Clark said that he receives emails daily on thanking the Park District. Regarding more positive comments, the Fitness Center participants complimented staff on the reservations process and the equipment set-up arrangement; the fitness users appreciate staffs' precautions. Clark is also receiving good feedback with summer programming and camps. Director Clark appreciates staffs' hard work and commitment. Clark wanted to give acknowledgements to various staff with executing the concert streaming, the outdoor dance recital, and preparation for the preschools regarding the DCSF's new guidelines. Clark gave thanks to staff for their efforts and dedication; staff is trying to do something for the community during COVID-19. Clark added that the positive feedback is getting noticed by the community including fellow Park District Directors. Supt. Nagle responded to Commissioner Cozza's question on the golf course numbers and included details of the recent successful CDGA event, which was well-attended. Commissioner Cozza added that the heard from one of the CDGA participants that the golf course is incredible, the course is in great condition. Vice President Rogers requested staff to send the Park Board an updated report on the District's financial information and to include the amount for all COVID-19 related expenses. Director Clark and Supt. Torres will provide the requested information.

Commissioner Reports

No additional comments were presented.

Regarding future agenda items, no items were mentioned.

Executive Session

Vice President Rogers requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park

Commissioners go into closed session for discussion of Executive Session; Section 2(c)(1) Open Meetings Act (discussion of the appointment, employment, compensation, discipline, performance or dismissal of specific employees 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). The result of the roll call vote follows:

AYES: John Cozza, Susan Gould, Jennifer Rogers
NAYS: None
ABSENT: Nicholas Sawyer, Terry Ruff
Motion passed at 4:48 p.m.

Return to Open Session

Commissioner Gould moved to come out of closed session at 5:00 p.m. and resumed to the regular meeting of the Board of Park Commissioners; Commissioner Cozza seconded the motion which was unanimously approved by a roll call vote as follows:

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

Action on Matters Considered in Closed Session

Vice President Rogers said the Board of Park Commissioners met in closed session to discuss two areas. Regarding discussions of personnel items, Vice President Rogers 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 Cozza motioned and Commissioner Gould seconded that the Board of Park Commissioners approve Resolution #20-01; Determining the Confidentiality of Closed Sessions Minutes, and agreed that the presented closed session minutes have been determined to remain as confidential and will continue to be held. The motion which was approved by a roll call vote as follows:

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

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 Cozza seconded the motion which was unanimously approved by a roll call vote.

AYES: John Cozza, Susan Gould, Jennifer Rogers
NAYS: None
ABSENT: Nicholas Sawyer, Terry Ruff
Motion passed at 5:00 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Trish Feid
Secretary

Approved:

Jennifer Rogers
Vice President

2020 Park Board Meeting

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



VIRTUAL MEETING
NOTICE OF SPECIAL MEETING
BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT
****Remote Meeting via Zoom**
July 28, 2020 at 4:00 p.m.

President Ruff called to order the virtual meeting at 4:00 p.m.

Commissioners Present:

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

Staff Present

Michael Clark, Executive Director	Joshua Ludolph, Asst. Supt. of Facilities
Steve Nagle, Supt. of Facilities	Colleen Palmer, Asst. Supt. of Recreation
Cheryl Tynczuk, Supt. of District Services & Projects	Glenn Hussey, Asst. Supt. of Parks & Planning
Zaida Torres, Supt. of Finance	Dan Mangum, IT Manager
Donelda Danz, Supt. of Recreation	Christine Hubka, Customer Service Manager
Jim Holder, Supt. of Parks & Planning	Michael Noens, Digital Marketing Coordinator
Tina Becke, Asst. Supt. of Finance	Trish Feid, Park Board Secretary/Executive Asst.

Visitors and Citizens

Greg Sammons

Approval of Agenda

Commissioner Cozza moved and Commissioner Gould seconded that the agenda be approved. By a roll call vote, the agenda for the meeting of July 28, 2020 was approved.

AYE: John Cozza, Susan Gould, Nicholas Sawyer, Jennifer Rogers, Terry Ruff
NAY: None
ABSENT: None
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 on the consent agenda were approved: Regular Meeting Minutes of July 14, 2020; Closed Session Minutes of July 14, 2020; Approval; May/June Financial Report; and, Warrant 14 - including Expenses for Travel Expenses. The result of the roll call vote follows:

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

Visitors and Citizens Comments

President Ruff confirmed no questions were presented prior to the virtual meeting of July 28, 2020. President Ruff and the Park Board welcomed Mr. Greg Sammons to the Park Board Meeting. Mr. Sammons thanked the Park Board for their strong long-term stewardship allowing recreation services for the community during COVID-19.

New Business

Referring to the request of financial information, the Park Board reviewed various documents regarding the analysis of the District's finances and budget projections through June 2020. The Board received the documents prior to the meeting. Director Clark said that Supt. Torres will take the floor to highlight the numbers and answer any questions. Supt. Torres shared a screen during the remote meeting displaying information for discussion; the first report focused on June 2020 ending financial statement, which provided a good picture of where the District is financially positioned to date. Commissioner Cozza commented that between cutting expenses and cuts in payroll and contract service, the numbers are close; Clark added that staff has been concentrating on cost containment. With not spending funds on capital items this year, outside of grant projects or project which were already underway, and tax funding is still coming in along with the payroll cuts, Director Clark said that the District financial situation is stable. To see the bigger picture with fund balances, Director Clark asked Torres to review the fund balance report. Torres said that the District has 20M in fund balances according the 2019 ending statement and CPRA. Continuing Torres said we have 7M in an unrestricted fund which can be used for what is board approved and currently we are trending where we should be. Supt. Torres added that the key months for the Park District are September and October which will tell the financial position; although, looking at the situation at this time, the District should still have that 7M or little less in the unrestricted fund at year-end. From her previous discussion with Director Clark, Supt. Torres plans to provide monthly reports to the Park Board, a year to date financial picture of the Park District to see the current position of the financials. Commissioner Gould said it was a very comprehensive report; and Commissioner Rogers appreciated the time in preparing the report. The Commissioners thanked Supt. Torres for the special reports and presentation. The reports were for information only, there was no action taken.

Departmental Reports

The Board reviewed the previously distributed Written Parks and Planning Department Report. Supt. Holder reviewed a couple of items. The bridge replacement project is set to go and on Monday the bike trail will be closed with signage going up over the weekend including detours signs; the project is expected to be completed late September or early October. The playground and shelter at Plum Grove Reservoir Park are now fully completed and the construction fencing is down. The area is looking very nice; Parks Manager Esunis and his crew did a great job breaking-down and saving the former Oak Park shelter and then resurrecting it at Plum Grove Reservoir Park; the crew also installed the turf stone path to the small dog park entrance. In response to Commissioner Cozza, Holder said that the new main shelter is 4 feet longer than the older one. Replying to Commissioner Gould's questions regarding the turf blanket and new turf stone, Holder said that we will not have as much mud disturbance from the dog park users and it is more of a natural look. In response to another question, both Director Clark and Supt. Holder confirmed the grade of the path is acceptable for ADA compliance. Continuing with the report, Holder said that the Birchwood South bike trail relocation project will also start on Monday. Horticulture Manager Zak and his crew have been busy on the wasp patrol and cicada duty; as soon as staff hears of a resident reporting, our crews are removing them. Commissioner Cozza asked about pending easement situation concerning the bike path at Algonquin and Roselle Roads since the over the weekend the construction horses were removed; Holder said that someone must of taken the horses, they are still in the process of correcting the easement from 6 to 8 feet width; although, it is still under attorney review and hopefully to start at the end of August or September. Commissioner Cozza brought to the Parks Department's attention a dangerous exposed drainpipe towards the bridge and pond at the bike path just east of the Cottonwood Park area; Holder will investigate early tomorrow and confirm responsibility with Rolling Meadows.

The Board reviewed the previously distributed Written Facilities Department Report. Supt. Nagle reported on some of the highlights. Looking over the last 3 to 5 years of data, this has been the best June at the golf course. The weather provided great golfing opportunities with less restoration issues; thanks to Golf

Course Supt. Helms, Golf Operations Manager & Head Professional Hotchkin and their staff with managing during COVID-19. Following tonight's report is a very nice letter about the recent CDGA event at Palatine Hills Golf Course. Other updates included the successful ICompete summer camp wrap-up, meeting scheduled for tomorrow with the school districts in support with POC and ICompete after school programming; nice out-of-town horse show in Illinois; staff is planning to co-host a horse show at Palatine Stables at the end of August; and, the Return to Customer taskforce (RTC) had a well-attended virtual training today covering a lot of information, Nagle gave thanks to the entire RTC taskforce and Asst. Supt. Palmer on their efforts. Concerning public transparency and Park District's affiliations, President Ruff had many questions regarding permitting the away horse show. Nagle will provide the outline and plan that the Stables' participants adhered to while attending the in-state horse show following the Illinois Department of Health Public and DCEO equestrian guidance for horse show along with US Equestrian guidance and allowances. Commissioner Cozza expressed concern with the significant number of young participants playing D211 sports at our parks; and maybe some of those kids are not being as careful practicing social distancing. Director Clark has reached out to D211 for discussion of when using our parks to follow our guidelines and have not heard back. Clark confirmed that IHSA is what we use as reference and guidelines. Staff will confirm the website posting of Falcon Park hours open to the public according to Commissioner Rogers' inquiry. Commissioner Cozza said that the pickleball courts are at full capacity; Director Clark added that the pickleball sport is growing fast. There is signage posted for limiting play to an hour along with the other rules; Clark is concerned about users not following guidelines and restrictions since it is self-policing. Commissioner Cozza added that our courts look fine and noticed that pickleball is attracting younger age groups. In response to Mr. Sammons' comment, Commissioner Sawyer said that the Locust Park courts look good as well. Mr. Sammons complimented the golf course and the reservation system for pool use, it works for scheduling your pool time.

The Board reviewed the previously distributed Written Finance Department Report. Supt. Torres updated the Board on a few staff status, Payroll Specialist Hankner is officially on leave; CSR Farrar is now retired and it was decided to hold off until things are back to normal before filling Jean's position; and there is limited staffing at registration. Torres had capital discussion with Supt. Holder; and is working with staff to provide information from holding budget discussions; staff are being proactive. Torres turned the meeting over to Customer Service Manager Hubka to review the registration section of the monthly report. Hubka said that this month is looking better, registration numbers were up from May and June, refund processing has leveled; customers are very appreciative and are patient, expressing that they are glad the Park District is offering programs. Commissioner Gould added to continue keeping the website and all online information accurate regarding hours, cancellations, registrations, etc. Regarding the swim registration numbers of non-resident and resident users, Commissioners Cozza said it is a good thing we are using Eagle pool for lap swim this season.

President Ruff 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's Report. Director Clark highlighted a few topics from his report. Supt. Danz and Director Clark invested a lot of time working on the affiliate groups' plans. Baseball board members have been assigned to field patrol responsibilities and they are following our model. Regarding the Intergovernmental cooperation, D15 will not allow outside users in their gymnasiums; the CARE program is still undecided now; and D15 had asked families to fill-out their surveys regarding the school year. Staff has an upcoming meeting regarding CARE, Facilities' staff will attend the discussion as well since we need to get a handle on the pending situation, which will create a challenge. Clark responded to Commissioner Cozza and said that he believes just about 100% of the kids are at their own school for the CARE program as well as for safety and convenience. Clark reiterated that

we are still under same CARE Agreement with D15; although moving forward, D15 does not want to be in the before/after school program business, D15 believes in the program but prefers to have the Park District run it. A few comments from the Board included, Commissioner Cozza stated the government-owned buildings should be used to the maximum; and Commissioner Gould added that the CARE program is not truly a recreation program, in some ways it is babysitting or schooling, etc. Clark said that the proposed rental fees and costs would cause the need to increase the CARE program fees which may be difficult for many parents to sustain. Commissioner Gould said the CARE program is a lifesaver for a lot of families. Even though we could not accommodate the regular number of CARE kids, Commissioner Rogers asked about the possibility to offer “school day camps” for remote learning if the elementary schools start the year with remote e-learning. Staff will provide the Board with the number of CARE participants per facility and possible accommodation scenarios for hosting students through the Park District. Lastly, Director Clark reported on some positive news, there is good progress in the meetings with Harper College; Clark also gave a thank you to Patrick Griffin, Anthony DeMichael and Brian Udany on utilizing the outdoor pool modeling and tweaking it for the pool at Harper College. Harper reviewed our modified plan and it is looking promising for mid-September opening of the pool. Clark mentioned that the Harper College campus is not fully closed, they are holding small lab group classes.

President Ruff thanked Director Clark for his report.

Commissioner Reports

Commissioner Sawyer commented that when he signed up for the fitness center it was very easy and a very smooth process at registration.

Commissioner Gould wanted to give another shout out to staff, everyone is doing a great job in tough times and Commissioner Gould is proud of them. Commissioner Gould said it is nice to hear positive things about the way staff has stepped up and are thinking of good things to do for the community.

President Ruff said that he is hearing from neighbors at Celtic Park that the turf is busy all day long. Baseball is doing a great job at Hamilton; although, the playground is an issue with being crowded at those times. President Ruff expressed that the staff at Community Center is so welcoming and happy with greeting patrons, staff are going above and beyond. Commissioner Sawyer agreed.

Regarding future agenda items, no items were mentioned.

Executive Session

President Ruff requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Gould moved and Commissioner Cozza seconded 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 the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried at 5:28 p.m.

Return to Open Session

Commissioner Gould moved to come out of closed session at 6:05 p.m. and resumed to the regular meeting of the Board of Park Commissioners; Commissioner Cozza seconded the motion which was unanimously approved by a roll call vote as follows:

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

Action on Matters Considered in Closed Session

President Ruff said that there was discussion regarding Closed Session Section 2(c)(1) Open Meetings Act for discussion of the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District. President Ruff said that there was no action at this time.

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 Cozza seconded the motion which was unanimously approved by a roll call vote.

AYE: John Cozza, Susan Gould, Nicholas Sawyer, Jennifer Rogers, Terry Ruff
NAY: None
ABSENT: None
Motion carried at 6:05 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Terry Ruff
President

2020 Park Board Meeting

August 11, 2020
August 25, 2020
September 8, 2020
September 22, 2020

October 13, 2020
November 10, 2020
November 24, 2020
December 8, 2020



VIRTUAL MEETING

NOTICE OF REGULAR MEETING

BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT

**** Remote Meeting via Zoom- to access the meeting see information below**

Agenda for July 28, 2020 at 4:00 p.m.

1. Call to Order/Roll Call
2. Approval of Agenda
3. Approval of Consent Agenda
 - A. Regular Meeting Minutes of July 14, 2020
 - B. Closed Session Minutes of July 14, 2020
 - C. Approval; May Financial Report
 - D. Approval; Warrant 14 - including Expenses for Travel Expenses
4. Visitors and Citizens Comments
5. New Business
 - A. Information only; Analysis of District's Finances and Budget Projections through June 2020
6. Department Reports
 - A. Review of Written Parks and Planning Department Report
 - B. Review of Written Facilities Department Report
 - C. Review of Written Finance Department Report
7. Executive Director Report *
8. Commissioner Reports and Future Agenda Items
9. Executive Session; Section 2(c)(1) Open Meetings Act (discussion of the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District)
10. Action, if any, on matters considered in Closed Session
 - A. Personnel
11. Adjournment

****For access to remote meetings held via ZOOM, please email dmangum@palatineparks.org. You will be provided the link to join the ZOOM and you will be able to participate during the "Visitors and Citizens Comments" portion of the meeting. For ease, you may also email your comment prior to the start of the meeting time and your comment will be read aloud on your behalf during the meeting. Send your comment to tfeid@palatineparks.org.**



VIRTUAL MEETING

NOTICE OF REGULAR MEETING

BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT

****Remote Meeting via Zoom**

August 11, 2020 at 4:00 p.m.

President Ruff called the remote meeting to order at 4:00 p.m.

Commissioners Present:

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

Staff Present

Steve Nagle, Supt. of Facilities	Joshua Ludolph, Asst. Supt. of Facilities
Zaida Torres, Supt. of Finance	Pete Cahill, Asst. Supt. of District Services & Projects (HR)
Donelda Danz, Supt. of Recreation	Glenn Hussey, Asst. Supt. of Parks & Planning
Jim Holder, Supt. of Parks & Planning	Dan Mangum, IT Manager
Tina Becke, Asst. Supt. of Finance	Trish Feid, Park Board Secretary/Executive Asst.

Visitors and Citizens

No attendees.

Approval of Agenda

President Ruff directed to remove Executive Session from the agenda since Director Clark is out of town. Commissioner Cozza moved and Commissioner Gould seconded that the agenda be approved as amended. By a roll call vote, the revised agenda for the meeting of August 11, 2020 was approved.

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

NAYS: None

ABSENT: None

Motion passed as amended.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Gould moved and Commissioner Cozza 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 July 28, 2020; Closed Session Minutes of July 28, 2020; and, Warrant #15 - including Expenses for Travel Expenses. The result of the roll call vote follows:

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

NAYS: None

ABSENT: None

Motion passed.

Visitors and Citizens Comments

President Ruff confirmed that no questions were presented prior to or during the virtual meeting of August 11, 2020.

Departmental Reports

The Board reviewed the previously distributed Written District Services and Projects Department Report. Asst. Supt. Cahill said that procedures in place have been helpful when dealing with potential staff COVID issues. The Finance Department helped Asst. Supt Cahill with baseball onboarding, there were work permit issues this year. Cahill complimented Communications and Marketing staff on the efforts regarding Sounds of Summer Concerts. Cahill highlighted that there are 5 to 6 full-time positions unfilled at this point; staff is looking at what we are going to do with those positions.

The Board reviewed the previously distributed Written Recreation Department Report. Supt. Danz greeted everyone. Danz mentioned that the summer camp program ended last Friday with receiving lots of positive feedback. Regarding upcoming Park District events, the Return to Customer Committee along with coordinators worked together on deciding on the event's status; the monthly report includes the updates. During July, staff received a lot of positive comments with the pools being open; 2,700 participants sign up at the pools for lap swimming and water walking. In response to Commissioner Gould's question, Danz said that staff plans to present at the next Board Meeting an approval request to extend Birchwood Pool as we close Eagle Pool for the season after Labor Day. Staff will include operation numbers with keeping Birchwood Pool open through September. In response to Commissioner Cozza, football and soccer are working on revised plans for their programs.

President Ruff noted there were no other 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 Resolution #20-02 for 2021 Northwest Special Recreation Association (NWSRA) Annual Member District Contribution request. Commissioner Gould moved and Commissioner Cozza seconded that the Board of Park Commissioners approve Resolution #20-02, a Resolution approving the annual member district contribution for 2021 to Northwest Special Recreation Association (NWSRA) to serve the residents of the Palatine Park District who have special needs. The motion was approved by a roll call vote; the result follows:

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

NAYS: None

ABSENT: None

Motion passed.

The Board reviewed a previously distributed board summary pertaining to the Adoption of Resolution #20-03 to allocate funds for an Outdoor Fitness Court® as part of the 2021 National Fitness Campaign as a future capital funding commitment. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners adopt Resolution #20-03, a Resolution approving a future capital expenditure commitment of \$160,700 to purchase and install a National Fitness Campaign, Fitness Court. In response to Commissioner Cozza's inquiry, Supt. Holder said that this is an initiative with IPRA and IPRF along with the National Fitness Campaign (NFC) to provide grants to expand the outdoor fitness in Illinois. Holder provided the project cost numbers and a link to view the campaign. The project also includes a digital tracking application to help identify the best location in the community for the fitness court by using usage data. Holder concurred that the resolution states that the Park District is approving the funding in the amount of \$160,700. Holder said that Community Outreach Coordinator McNamara applied for the grant; the Park District was award \$25,000 towards the purchase of the fitness court equipment. McNamara will solicit sponsorship opportunities with community businesses that support health and wellness including NCH, with a goal to raise \$50,000 to support the campaign. Holder said that if this goal

is met the District's obligation will be reduced to \$110,700. Holder added that McNamara is being conservative with the plan to raise \$50,000; as of today, McNamara is confident with receiving \$50,000 in sponsorships. In response to Commissioner Rogers' question about the project's timing, Holder said that the project would be completed next year according to resolution. Holder added that we might have push-back due to COVID-19 and the timeline extended. Commissioner Rogers confirmed the Park District's commitment of \$160,700 to the project without accounting for sponsorship funding. Commissioner Sawyer asked Supt. Holder on his thoughts for the location, Holder feels it should go at Hamilton, in an area west of playground. Holder provided additional details for the fitness court and informed Commissioner Rogers that the fitness equipment at Dutch Schultz Recreation Area is steadily used. As requested by the Commissioners, Holder resent the link to view the campaign details. Commissioner Rogers displayed the link for the Board to view; Holder suggested tabling the motion until the next Board Meeting so that the Board and thoroughly review. Commissioner Cozza asked if there is only one vendor offering the equipment for the campaign, Holder said there is only company, Sole Source out of California. Commissioner Cozza has concern since this piece of land is prime for future entities; Holder said that it is staff's idea to consider Hamilton, the company will assess the entire community area and provide the suggested location. President Ruff likes Hamilton as location and asked the Board their thoughts on tabling or approving. Commissioner Gould likes the fitness court idea, and that it will not impact parking. Commissioner Gould added comments that she feels we are overloading Hamilton. Commissioner Rogers likes the idea but feels we need time to review the link and suggested to table the motion. After Board discussion and consensus, Commissioner Rogers moved that the motion be tabled; Commissioner Cozza seconded the motion. The motion was tabled by a roll call vote; the result follows:

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

NAYS: None

ABSENT: None

Motion tabled.

Commissioner Gould asked Supt. Nagle where he is tonight during the virtual meeting; Nagle said that he is at Falcon Park Recreation Center for the "Better to Together" event; the donated backpacks are full of items for the families.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. The Park Board had no questions regarding the Director's Report.

Commissioner Reports

Commissioner Sawyer mentioned that a volleyball tournament was taking place at Ost Field; Asst. Supt. Ludolph said that there is a consistent group that comes out to play; it is not a Park District program. The group has been respectable to staff's direction when asked to move or make other changes. Commissioner Cozza is surprised that such gatherings go on during COVID.

Commissioner Cozza thanked Supt. Holder for taking care of the drainpipe issue; Commissioner Cozza said it was very necessary to have the hazard repaired. The D211 request for daycare/babysitting was interesting to Commissioner Cozza referring that D211 thinks of the Park District as a daycare, this is different from before and after care.

Commissioner Gould asked about the decision for the Fall Fest event; Nagle said that he is working with Barn Manager Bruns and some lead staff on the event's possibility. Nagle added that the Stables is very short-staffed; Stables Assistant Manager resigned, and the part-time Barn Hand retired who worked many hours at the Stables. Staff may have an answer next week on Fall Fest.

Commissioner Rogers informed the Board that Hoffman Estates Park District's fitness court is at Fabbrini Park off Glen Lake Road.

President Ruff mentioned that he has been corresponding with staff regarding various parks' findings. President Ruff added that the high school kids are using soccer shelters for giant slides at Celtic.

Regarding future agenda items, no items were mentioned.

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 Cozza seconded the motion which was unanimously approved by a roll call vote.

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

NAYS: None

ABSENT: None

Motion passed at 4:43 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Terry Ruff
President

2020 Park Board Meeting

August 25, 2020
September 8, 2020
September 22, 2020
October 13, 2020

November 10, 2020
November 24, 2020
December 8, 2020



VIRTUAL MEETING
NOTICE OF SPECIAL MEETING
BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT
****Remote Meeting via Zoom**
August 25, 2020 at 4:00 p.m.

President Ruff called to order the virtual meeting at 4:00 p.m.

Commissioners Present:

Terry Ruff, President
Jennifer Rogers, Vice President
Susan Gould
John Cozza

Commissioner Absent:

Nicholas Sawyer, 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
Colleen Palmer, Asst. Supt. of Recreation

Pete Cahill, Asst. Supt. of District Services & Projects/HR
Glenn Hussey, Asst. Supt. of Parks & Planning
Dan Mangum, IT Manager
Christine Hubka, Customer Service Manager
Patrick Griffin, Aquatics Manager
Michael Noens, Digital Marketing Coordinator
JP McNamara, Community Outreach Coordinator
Trish Feid, Park Board Secretary/Executive Asst.

Visitors and Citizens

None

Approval of Agenda

Commissioner Gould moved and Commissioner Cozza seconded that the agenda be approved. By a roll call vote, the agenda for the meeting of August 25, 2020 was approved.

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

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Gould moved and Commissioner Cozza 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 August 11, 2020; and, Warrant 16 - including Expenses for Travel Expenses. The result of the roll call vote follows:

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

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

Visitors and Citizens Comments

President Ruff confirmed no questions were presented prior to or during the virtual meeting of August 25, 2020 from the public.

New Business

The Board reviewed a previously distributed board summary pertaining to the Approval of the Extension of Birchwood Pool Season. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners approve the extension of Birchwood Pool operating season to end on Sunday, September 30, 2020. In response to Commissioner Cozza's questions, Supt. Danz and Aquatics Manager Griffin agreed that not extending the Eagle Pool season will have no impact on a need; also, Eagle Pool staffing would have been an issue fulfilling. Griffin stated that having Birchwood Pool remain open will be suffice. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary and documents pertaining to the Approval of July Monthly Financial Reports. Commissioner Gould moved and Commissioner Cozza seconded that the Board of Park Commissioners approve the July Monthly Financial Reports as presented. No questions or comments were presented at this time. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the Adoption of Resolution #20-03 to allocate funds for an Outdoor Fitness Court® as part of the 2021 National Fitness Campaign as a future capital funding commitment. Commissioner Cozza moved and Commissioner Rogers seconded that the Board of Park Commissioners adopt Resolution #20-03, a Resolution approving a future capital expenditure commitment of \$160,700 to purchase and install a National Fitness Campaign, Fitness Court. Before the meeting, Commissioner Rogers had asked Director Clark for some financial project information for the equipment and setup cost at Dutch Schultz Recreation Area for a comparison on outdoor fitness equipment. At this moment in time, Commissioner Rogers would want to hold off on moving forward with this project. Commissioner Gould is also concerned with the cost and does not believe Hamilton Park should have any other amenities creating even more attractions. Commissioner Gould is not sure that Hamilton is a good place for the fitness court since there is a lot of activity going on at Hamilton Park already, which is adding to the streets and neighborhood parking problems. Commissioner Gould explained all the traffic that she sees from the Hamilton Park users, they are parking in the streets; and, along with regular neighborhood traffic, this is a dangerous situation which needs to get under control. President Ruff said he went to the fitness court in Hoffman Estates on Saturday spending an hour on the grounds, President Ruff said it reminded him of an obstacle course and he likes the idea with having the fitness court along with the trail access. Although, President Ruff does not know if we should be spending the money now. Director Clark said that this would be scheduled as a 2021 project, today's resolution approval would secure the grant money; Clark is not sure if grant funds will be available later. Clark added that the fitness court comes with a web-based application that can be used for classes/programming too. During this tough time that everyone is going through, Commissioner Cozza mentioned that raising sponsorship money during this type of environment would be challenging; and would suggest holding off on the project. The breakdown of the fitness court cost was discussed with possible ways to lower the project amount and securing sponsorships. Outreach Coordinator McNamara said that we are focused on approaching corporations and we are currently working with Dick's Sporting Goods and Northwest Community Hospital regarding preliminary considerations. Discussion ensued; President Ruff asked for a

roll call on the motion. The motion was rejected, and the result follows:

AYES: Terry Ruff
NAYS: John Cozza, Susan Gould, Jennifer Rogers
ABSENT: Nicholas Sawyer
Motion not approved.

Departmental Reports

The Board reviewed the previously distributed Written Parks and Planning Department Report. Supt. Holder reviewed a couple of projects. Holder said that the bridge replacement project is moving along pretty good and we are looking at mid-October for completion. Concerning the current condition of the bridges, the days were numbered, and the bridges would not have lasted much longer. The Birchwood South trail relocation is finally completed. Voting for Maple Park playground was finished; the playground project bid will be presented at the next Park Board Meeting. Staff has a meeting with Hitchcock Design Group tomorrow to finalize plans for Maple Park. Commissioner Rogers inquired if Supt. Holder heard from the public during the bridge project, Holder said that while onsite it was a little difficult at times with redirecting people even though signs were posted, fencing blocking installed, etc.

The Board reviewed the previously distributed Written Facilities Department Report. Supt. Nagle reported on some of the department items. Nagle highlighted the high volume of traffic at the golf course and gave praise to staff. This weekend there was a student horse show at the Stables which included a farewell to Stables Assistant Manager Shahinian; Nagle stressed that we are shorthanded at the Stables. Regarding IComplete highlights, Falcon Park Family and Youth Program Specialist Lara did a great job with the limited summer camp programming and with the successful annual event "Better Together" during COVID-19. Currently, staff is focused on fall and winter programming and working hard at that. Asst. Supt. Ludolph's elevator project is wrapping up nicely with the official inspection scheduled for next week.

The Board reviewed the previously distributed Written Finance Department Report. Regarding a follow up on July's monthly financials presented earlier tonight, Supt. Torres said these are projections of where the District is financially. Torres highlighted one of the bullet points concerning unemployment, if we had to pay those costs it would have been roughly \$175,000 as an expense to the District, Torres said that Accountant Lyons brought that good news to her attention. July was a 3-payroll month; staff continues to do really well with payroll numbers which are lower than previous years. Regarding the monthly department report, Torres reviewed her upcoming 2021 budget meetings for staff discussions with a flow to keep the numbers low and being conservative; Torres will be monitoring budget items and we plan to levy only for what is needed. Torres turned the report discussion over to Customer Service Manager Hubka to review the registration section. Hubka said that this month is looking better, registration numbers were up from June due to lap swimming and fitness blocks; refunds are down considerably. The workforce is getting busier each day with public activity in the building; also, Registration staffing and the greeting station is working out well currently.

President Ruff 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's Report. Director Clark highlighted a few items from his report. Director Clark said that it is good to see everyone and that everyone is doing well. During Director Clark's vacation time, he gave thanks and appreciation to staff for taking care of things during his absence. Regarding the conference call with Harper College President Dr. Proctor and other Harper staff, Clark wanted to have a follow-up on Harper's decision not to open the pool. Clark gave

details of Harper's thoughts stemming from a webinar that one of their staff attended in July concerning indoor pool safety. Clark said that Harper found nothing technically wrong with the Park District plan, Harper wants to limit the amount of people on campus. Last week Director Clark toured all of the District projects with Supt. Holder; Clark said that staff continues to accomplish a lot of things during COVID-19 and it is good to see staff trying to be aggressive during such challenging times. Commissioner Cozza asked about CARE and e-learning programs being scaled back, Clark said that the participant numbers were extremely low and thought we could provide programming on a much smaller scale and still be cost effective. Now, Director Clark said there is another delayed start; and, unfortunately, the initial communications from D15 to their students' families did not include Palatine Park District with the four other sites mentioned for e-learning program opportunities. Discussion ensued regarding staffs' conversations with D15. Clark said that we will not run the program if we do not have the numbers. President Ruff thanked Director Clark for his report.

Commissioner Reports

Regarding Commissioner Gould's street parking problems in her neighborhood due to all the different types of activities at Hamilton Park, Commissioner Gould had talked to the Village Manager about posting street signage for Hamilton users to park at Hamilton's parking lot; the suggestion did not work out and led to another idea for the District to post signs. Remembering back to when the Hamilton Park improvement project was approved, Commissioner Gould would like to remind the affiliates about the promise made to the neighbors that the affiliates would park in the Hamilton parking lot and not park in the streets. Commissioner Gould stressed that this is a dangerous situation with the cluster of cars, trucks, strollers, little kids, other pedestrians on these busy streets. Supt. Danz said that she will send a reminder to the Palatine Affiliate Leaders Society (PALS).

Commissioner Rogers added a thank you to staff concerning Commissioner Gould's neighborhood street issues with Hamilton Park users. Commissioner Rogers said that it is a really good place to start by having conversation with the affiliates, many of the current volunteers may be unaware of the understanding made back in 2004 with the affiliates, Park Board and staff.

Regarding future agenda items, no items were mentioned.

Executive Session

President Ruff requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Gould moved and Commissioner Cozza seconded 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 the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District and Section 2(c)(11) Open Meetings Act for discussion of pending, or probable and imminent litigation against, affecting or on behalf of the District. The result of the roll call vote follows:

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

NAYS: None

ABSENT: Nicholas Sawyer

Motion passed at 4:49 p.m.

Return to Open Session

Commissioner Gould moved to come out of closed session at 5:18 p.m. and resumed to the regular meeting of the Board of Park Commissioners; Commissioner Cozza seconded the motion which was unanimously approved by a roll call vote as follows:

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

Action on Matters Considered in Closed Session

President Ruff said that there was discussion regarding Executive Session; Section 2(c)(1) Open Meetings Act for discussion of the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District and Section 2(c)(11) Open Meetings Act for discussion of pending, or probable and imminent litigation against, affecting or on behalf of the District. President Ruff said that there was no action at this time.

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 Cozza seconded the motion which was unanimously approved by a roll call vote.

AYE: John Cozza, Susan Gould, Jennifer Rogers, Terry Ruff
NAY: None
ABSENT: Nicholas Sawyer
Motion carried at 5:18 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Terry Ruff
President

2020 Park Board Meeting

September 8, 2020
September 22, 2020
October 13, 2020

November 10, 2020
November 24, 2020
December 8, 2020



VIRTUAL MEETING

NOTICE OF REGULAR MEETING

BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT

****Remote Meeting via Zoom**

September 8, 2020 at 4:00 p.m.

President Ruff called the remote meeting to order at 4:05 p.m.

Commissioners Present:

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

Staff Present

Michael Clark, Executive Director	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	Colleen Palmer, Asst. Supt. of Recreation
Zaida Torres, Supt. of Finance	Glenn Hussey, Asst. Supt. of Parks & Planning
Donelda Danz, Supt. of Recreation	Dan Mangum, IT Manager
Jim Holder, Supt. of Parks & Planning	Trish Feid, Park Board Secretary/Executive Asst.
Tina Becke, Asst. Supt. of Finance	

Visitors and Citizens

No attendees.

Approval of Agenda

Commissioner Cozza moved and Commissioner Gould seconded that the agenda be approved as approved. By a roll call vote, the agenda for the meeting of September 8, 2020 was approved.

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

NAYS: None

ABSENT: None

Motion passed.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Cozza 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 August 25, 2020; Closed Session Meeting Minutes of August 25, 2020; Closed Session Minutes of September 3, 2020; and, Warrant #17 - including Expenses for Travel Expenses. The result of the roll call vote follows:

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

NAYS: None

ABSENT: None

Motion passed.

Visitors and Citizens Comments

President Ruff confirmed that no questions from the public were presented prior to or during the virtual meeting of September 8, 2020 and no guests joined the meeting.

Departmental Reports

The Board reviewed the previously distributed Written District Services and Projects Department Report. New to the monthly report, Supt. Tynczuk said that Human Resources started a new chart on the total number of full-time; part-time; and seasonal staff we have employed month to month with a comparison to the previous year. The unemployment statements were reviewed, and the District will save \$170,000 in claims picked up by both state and federal unemployment relief programs. Staff is receiving positive feedback from some of the newly installed Living Tribute benches along with comments on how well the Parks Department maintains the park property.

The Board reviewed the previously distributed Written Recreation Department Report. Supt. Danz greeted everyone. Regarding the upcoming 75th Anniversary event, Danz asked Asst. Supt. Palmer to brief the Park Board on the special event plan since Palmer is spearheading the special event's task force. Palmer said that it is fast approaching, the first part of the festivity will be the Park Quest with a maximum of 40 cars to participate in getting clues and going to 10 different District locations, by completing activities, clue and history fact finding, etc. The second part of the day, is a "DIY" patio party, which you can follow along on social media, and where you can include Emmett's special Palatine Park District's 75th Anniversary beer along with listening to the recording of the band Soda. Leading up to the date there will be ideas on appetizers, decorating, etc. for your patio party. Then the culmination of the event will be the picking of the raffle ticket, raffle tickets were distributed throughout the year. Returning to the monthly report, Danz briefed the Board on the CARE program status and said that if we get 10 participants, we will run the program. Commissioner Gould said that she heard from some residents who were not aware of the program and some others mentioned that it was expensive. In response to Commissioner Rogers' questions, Clark briefed the Board on the communications with D15. According to D15's reaction they did not know the Park District was running the program and did not include us in their newsletter with such information. Commissioner Cozza said that there has been maybe changes to the start of the school year and on teaching conditions, although Commissioner Cozza remembers the previous CARE program concerns with D15. This community partner has not been receptive to other community partners, Supt. Nagle informed Clark that D15's long-established support of POC is currently not confirmed. Clark said that it is very frustrating and stressful for staff; discussion ensued. Commissioner Gould asked about Fall Fest event since sponsors have not heard anything about the annual event; Supt. Nagle thanked Commissioner Gould for her sponsorship, Nagle is meeting with Community Outreach Coordinator McNamara to discuss strategies as staff reimagines Fall Fest on a lighter scale. Regarding Commissioner Gould's thoughts on raffle opportunities at the fall event, Nagle will talk with Stables Manager Bruns. Commissioner Gould said that she would be willing to participate in meetings with staff on ideas.

President Ruff noted there were no other 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 Maple Park Playground Equipment. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners approve the lowest responsible bidder, Cunningham Recreation of Charlotte, North Carolina, in the amount not to exceed \$78,208.67 for the purchase of playground equipment for Maple Park. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the Approval of a Prospective Bequest to Palatine Park District to be Used Exclusively for the Financial Support of the General Operations of Cutting Hall Performing Arts Center. Commissioner Gould moved and Commissioner Cozza seconded that the Board of Park Commissioners approve the Prospective Bequest to Palatine Park District to be Used Exclusively for Financial Support of the General Operations of Cutting Hall Performing Arts Center. In response to President Ruff, Director Clark it has been vetted and this is a formality of the proposed bequest. Regarding Commissioner Rogers' questions, Clarks said we would hold the funds in its own allocated account that Supt. Torres can set up; and, if some time in the future the District closes Cutting Hall, the funds are only allowed to be used for Cutting Hall so all funds would need to be used prior to closing. Replying to Commissioner Gould's inquiry, Director Clark said that we have set-up through the Park Foundation a variety of ways to donate including bequests. The motion was approved by a roll call vote; the result follows:

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

NAYS: None

ABSENT: None

Motion approved.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Staff has been working diligently, Director Clark thanked Supt. Torres and Asst. Supt. Becke with assisting staff on getting the budget development going. 2021 budget is a unique process and staff is using the 2019 budget to be conservative since 2020 budget will not have liable numbers to used. Everything is going well and we are staying on task with budget timeline and sticking to the plan for approval within this calendar year. Supt. Danz followed-up with all affiliate groups and reminded them about the allocated parking lots at Hamilton, Danz said that they understood and now they are aware. Due to the fraud checks with the payroll account staff has taken measures to closed and open a new payroll bank account. Clark said that it was good news our controlled system caught the fraudulent checks in time and a police report was filed. Clark gave thanks to Supt. Tynczuk on the FEMA reimbursement process, and staff is planning on a secondary request to meet the minimal thresholds to maximize the total reimbursement amount. Clark recognized the golf course staff for doing a wonderful job, along with the great weather, the social distance activity is setting great numbers and helping the District's revenue steam. Clark gave thanks to a number of staff members including Supt. Holder, Parks Manager Esunis, along with their staff and Facilities' staff on the facelift of amphitheater with many improvements including fixing the roof and seams, painting, etc. and drainage issues resolved with a majority of the work done in house. Kudos to Ludolph on the elevator project at Community Center, the elevator is functioning and remained under budget, great job on the project. In response to Commissioner Rogers, Director Clark and Asst. Supt. Ludolph said that Community Center and Falcon Park facilities will host election day; although, no early voting scheduled at the Park District.

Commissioner Reports/Proposed Future Agenda Items

No other reports currently.

Regarding future agenda items, no items were mentioned.

Executive Session

President Ruff requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Cozza moved and Commissioner Sawyer seconded 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 the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District. The result of the roll call vote follows:

AYE: John Cozza, Susan Gould, Nicholas Sawyer, Jennifer Rogers, Terry Ruff
NAY: None
ABSENT: None
Motion carried at 4:46 p.m.

Return to Open Session

Commissioner Sawyer moved to come out of closed session at 4:52 p.m. and resumed to the regular meeting of the Board of Park Commissioners; Commissioner Cozza seconded the motion which was unanimously approved by a roll call vote as follows:

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

Action on Matters Considered in Closed Session

President Ruff said that there was discussion regarding Closed Session Section 2(c)(1) Open Meetings Act for discussion of the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District. President Ruff said that there was no action at this time.

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 roll call vote.

AYES: John Cozza, Susan Gould, Nicholas Sawyer, Jennifer Rogers, Terry Ruff
NAYS: None
ABSENT: None
Motion passed at 4:52 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Trish Feid
Secretary

Approved:

Terry Ruff
President

2020 Park Board Meeting

September 22, 2020
October 13, 2020
November 10, 2020

November 24, 2020
December 8, 2020



VIRTUAL MEETING
NOTICE OF SPECIAL MEETING
BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT
****Remote Meeting via Zoom**
September 22, 2020 at 4:00 p.m.

President Ruff called to order the virtual meeting at 4:00 p.m.

Commissioners Present:

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

Staff Present

Michael Clark, Executive Director	Joshua Ludolph, Asst. Supt. of Facilities
Steve Nagle, Supt. of Facilities	Colleen Palmer, Asst. Supt. of Recreation
Cheryl Tynczuk, Supt. of District Services & Projects	Glenn Hussey, Asst. Supt. of Parks & Planning
Zaida Torres, Supt. of Finance	Dan Mangum, IT Manager
Donelda Danz, Supt. of Recreation	Christine Hubka, Customer Service Manager
Jim Holder, Supt. of Parks & Planning	Michael Noens, Digital Marketing Coordinator
Tina Becke, Asst. Supt. of Finance	Trish Feid, Park Board Secretary/Executive Asst.

Visitors and Citizens

No visitors attended the meeting.

Approval of Agenda

Commissioner Gould moved and Commissioner Cozza seconded that the agenda be approved. Executive Director Clark recommended to remove closed session from the agenda since there are no updates to report. By a roll call vote, the agenda for the meeting of September 22, 2020 was approved as amended.

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

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 Cozza 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 September 8, 2020; Closed Session Minutes of September 8, 2020; Adoption of Surplus Ordinance #20-03; August Monthly Financial Report; and, Warrant 18 - including Expenses for Travel Expenses. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Visitors and Citizens Comments

President Ruff confirmed no questions were presented from the public prior to or during the remote meeting of September 22, 2020.

New Business

The Board reviewed a previously distributed board summary pertaining to the Award of Bid for Palatine Stables ADA Sidewalk and Parking Improvements. Commissioner Gould moved and Commissioner Cozza seconded that the Board of Park Commissioners award the lowest responsible bidder, Schaeffges Brothers Inc., Wheeling of Illinois, in an amount not to exceed \$44,500 for the Palatine Stables ADA Sidewalk and Parking Improvements Project. In response to Commissioner Cozza's questions, Supt. Holder said that basically it is replacing all brick pavers, adding 2 accessible parking spaces in parking lot and sidewalk work. The motion was approved by a roll call vote; the result follows:

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

NAYS: None

ABSENT: None

Motion passed.

Departmental Reports

The Board reviewed the previously distributed Written Parks and Planning Department Report. Supt. Holder reviewed a couple of items. Supt. Holder gave quick updates regarding the bridge project and asked if IT Manager Mangum could displayed the progress during his report presentation. The 2 bridges were installed yesterday and staff was pleased on how smooth the process went, Holder said that the crane arrived onsite at 8:30 a.m. and finished up the installation of the 2 bridges by 12:45 p.m. Holder gave thanks to Digital Marketing Coordinator Noens for filming the install. In response to Commissioner Gould's follow-up on the vandalism at Falcon Park Recreation Center, Holder said that the graffiti on the sidewalk was cleaned up today.

The Board reviewed the previously distributed Written Facilities Department Report. Supt. Nagle reported on some of the report highlights. Nagle said that the department is focused on the upcoming indoor season and putting together a course of action on accommodating various groups and rentals; the final planning meeting will be held on Friday. Theatre Coordinator Greene is active with networking in the theater-world to see what others are doing and what can be done. The golf course revenue numbers are above and beyond previous years and it is looking like September will probably be just as strong. The amphitheater renovations are completed and Nagle gave thanks to Parks' staff, Asst. Supt. Ludolph and others. Palatine Stables will have their final horse this weekend; and Stables remains shorthanded as they search and review for applicants. The Fall Fest has been packaged up and registration is now available; staff is excited to be able to offer the annual event this year. If the pandemic gets worse, Commissioner Cozza suggested that we need to think about repurposing Cutting Hall, but we need to be careful. Commissioner Cozza also asked about repurposing the golf course and recommended during the winter season to clear the 3 miles on the golf course path and the parking lot, to provide winter golf on 9 holes and then have the other nine holes for the walking area. Commissioner Gould added an idea of cross-county skiing. Commissioner Cozza said to assemble ideas and get the push in the Daily Herald; Nagle said that we are prepared to open the nine holes during the winter as we have done the past several years.

The Board reviewed the previously distributed Written Finance Department Report. President Ruff commented that we love the numbers and Supt. Torres agreed with the August numbers. Torres updated the Board on a few report items, there was an increase with payroll slightly due to seasonal workers; although, still less than last year; regarding fraud alerts, staff has taken safety measures to change and reopen an account. Budget preparations are going exceptional well, Torres continues to have one on one meetings with various staff and with each Department Heads; Torres sent Director Clark the updated budget calendar and will continue to have more deeper discussions as we review the budgets. Regarding the Insurance Committee and planning for the 2021 health insurance renewal, staff updated the 2021 changes in the budget as well as staying on top with all budget updates. Asst. Supt. Cahill responded to

President Ruff about insurance renewal percentages. Torres turned the meeting over to Customer Service Manager Hubka to review the registration section of the monthly report. Hubka reviewed the registration numbers and mentioned that the October catalog went live today for residents. Hubka said that she is busy with securing appropriate green and red teams of staff scheduled at all registration locations and scheduling one on one meetings with staff for keeping in touch. Commissioner Gould has concerns that the registration numbers on the report chart shows incomplete information regarding residents and non-residents' data; Director Clark added that any chart will not tell the whole story; although, staff can explain the matter behind the data that tells the story. Commissioner Gould is concerned about the misinterpretation without more explanation. Discussion ensued. President Ruff said his intent for this request was to see who is using our facilities and participating in our programs outside of our residents; President Ruff said that for this year, numbers are skewed due to COVID-19. Commissioner Cozza added that this information helps us as Commissioners to see if non-residents are paying their fair share for participating in our programs. Discussion of activity data of our residents using other park districts as well as data on non-residents using our facilities and programming for activities that their park district does not provide was also mentioned.

President Ruff 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's Report. Director Clark highlighted some topics from his report. Regarding the Capital Replacement Fund billing from Harper, the Park District will pay the annual \$45,000 amount, which will cover future big ticket items; however, Director Clark added that he will start communication with Harper concerning the annual maintenance billing and demand a prorated invoice since we have not been in the facility. Unfortunately, staff had to cancel the e-learning CARE program with only 2 participants registered, this has been very frustrating with all the work and staffs' time involved. Regarding hiring of both the barn hand and the assistant manager positions, Stables staff members are working hard to post job listings and recruit. Acknowledgment to Asst. Supt. Palmer and the 75th anniversary committee with adapting and accommodating the changes for the special event scheduled for this Saturday, September 26, 2020. The Park District has been awarded in 2 categories for "The Best of the Best" awards: Power of Parks, which is a special new award related to COVID-19 showing how parks are providing other opportunities for safe recreation; and the Intergovernmental Partnership that we have with Harper College; Clark added a thank you to Communications and Marketing Manager Sotzen on polishing the award paperwork and to Asst. Supt. Palmer with spearheading the Power of Parks application. Kudos to Recreation and Fitness Program Coordinator Shariatzadeh and the Wellness Committee, we will receive \$8,000 from IPBC, our health insurance cooperative, which helps deferred costs to our employees. A reminder that the candidate process has started, 128 petition signatures are required. Lastly, Clark suggested to look at the amphitheater, the facelift is amazing and most of the work was done in-house.

President Ruff thanked Director Clark for his report.

Commissioner Reports

Commissioner Sawyer said that he was impressed with the bridge project work.

Commissioner Rogers asked if we could update the Falcon Park's schedule for the indoor walking track, Nagle said he will get that done.

President Ruff said thank you for the work involved on the amphitheater improvement project and added that it looks unbelievable. The installation project for the 2 bridges, the progress photos and the article

were great, President Ruff congratulated all involved with the project. President Ruff shared an interesting article regarding Rockford Park District's equestrian center and a proposed indoor riding arena. Concerning communications and recognition of previous and current sponsors, President Ruff wanted to know if we are doing anything to recognize our sponsors and reminded staff that we will be needing them again. Supt. Tynczuk reported on what staff has been doing and mentioned that staff will include this information in the next department report. As one of the sponsors for the Park District, Commissioner Gould said that she does not know where her sponsorship money is going and there has been a lack of communication, Tynczuk will address this with staff. President Ruff added that it is important to keep recognizing our sponsors whether they pay us or not, it is important to provide lots of information and continue with good communication!

Regarding future agenda items, no matters were mentioned.

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 Gould seconded the motion which was unanimously approved by a roll call vote.

AYE: John Cozza, Susan Gould, Nicholas Sawyer, Jennifer Rogers, Terry Ruff
NAY: None
ABSENT: None
Motion carried at 5:01 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Terry Ruff
President

2020 Park Board Meeting

October 13, 2020
October 27, 2020 (2021 Budget Presentation)
November 10, 2020

November 24, 2020
December 8, 2020



VIRTUAL MEETING

NOTICE OF REGULAR MEETING

BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT

****Remote Meeting via Zoom**

October 13, 2020 at 4:00 p.m.

President Ruff called the remote meeting to order at 4:00 p.m.

Commissioners Present:

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

Staff Present

Michael Clark, Executive Director	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	Colleen Palmer, Asst. Supt. of Recreation
Zaida Torres, Supt. of Finance	Glenn Hussey, Asst. Supt. of Parks & Planning
Donelda Danz, Supt. of Recreation	Dan Mangum, IT Manager
Jim Holder, Supt. of Parks & Planning	Trish Feid, Park Board Secretary/Executive Asst.
Tina Becke, Asst. Supt. of Finance	

Visitors and Citizens

Greg Sammons

Approval of Agenda

There was Board consensus to remove executive session from the agenda. Commissioner Cozza moved and Commissioner Sawyer seconded that the agenda be approved as amended. By a roll call vote, the agenda for the meeting of October 13, 2020 was approved.

AYES: John Cozza, Susan Gould, Nicholas Sawyer, Jennifer Rogers, Terry Ruff
NAYS: None
ABSENT: None
Motion passed as amended.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Cozza 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 September 22, 2020; Ratification of Change Order #1 for Pedestrian Bridge and Trail Replacement Project; Adoption of Surplus Ordinance #20-04; and, Warrant #19 - including Expenses for Travel Expenses. The result of the roll call vote follows:

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

Visitors and Citizens Comments

At this time, President Ruff confirmed that no questions from the public were presented prior to or during

the virtual meeting of October 13, 2020.

Departmental Reports

The Board reviewed the previously distributed written District Services and Projects Department Report. Supt. Tynczuk greeted everyone. Regarding the state mandatory harassment training, Supt. Tynczuk said that Asst. Supt. Cahill worked with Risk Manager Udany with getting the initial group of staff completed and now they are working through details to get the rest of the part-time staff trained. Concerning the recent problems that Tyler Technologies encountered, compliments to IT Manager Mangum with his foresight on always having the Park District's security and network foremost in his mind with keeping our systems safe.

The Board reviewed the previously distributed written Recreation Department Report. Supt. Danz welcomed everyone. Regarding the Park District's 75th anniversary events on September 26, 2020, the Park Quest and the virtual Patio Party, both were well received. Danz said that Asst. Supt. Palmer did a great job spearheading the 75th anniversary committee. Tonight, Palmer is at the Howl-0-Ween event, which was moved to the Amphitheater area. Danz said that there have been minimal COVID-19 issues within our programming, staff feels very fortunate that our programs are going well. In response to Commissioner Cozza's inquiry of posting COVID-19 dashboards in the facilities for contact tracing, Director Clark said that we have a protocol in place, it is for only those exposed or had potential exposure. Commissioner Gould said that she is glad to see the C.A.R.E. program working.

The Board reviewed the previously distributed written Parks and Planning Department Report. Supt. Holder greeted the group and then reviewed a couple of projects. Regarding the bridge replacement project's trail work, Holder said that weather permitting, staff is planning to schedule the trail back up and open to the public on the last Monday of October. The Stables' project is ready to begin, the 5-day project it is scheduled for next Wednesday to start.

The Board reviewed the previously distributed written Facilities Department Report. Supt. Nagle said that Fall Fest was really nice with great weather, understanding participants and great staff. Over 120 people attended this year's modified Fall Fest event. Regarding the report, the golf course data yearly comparison chart shows revenue numbers are up significantly for playable rounds. In reply to Commissioner Rogers' questions on round statistics showing that we are down in revenue, Nagle said that may have been due to the slow start in early spring, staff expect October numbers to compensate. Other topics mentioned include the upcoming customer appreciation week; pickle ball indoor users coming back; and staff's complimentary email regarding the Fitness Center setup and staff.

The Board reviewed the previously distributed written Finance Department Report. Supt. Torres updated the Board on a few report items, payroll numbers remain lower than past years; purchase cards expenses are starting to roll in due to capital projects; and we are still receiving tax receipts. Near the end of October, Torres said that staff will be able to provide the monthly financial report. Torres and her staff attended an excellent Safe Zone training on diversity in the workplace and completed the mandatory harassment training. Regarding the bank's monthly fee charges, staff was able to come to an agreement with the bank and we are not being charged. Budget work continues with staff; the 1st draft to be presented on October 27, 2020 to the Park Board, we will use last year's presentation set-up format. Long-term staff, Accounting Assistant Receivables Zeman turned in her resignation; Oct 30 will be Karen's last day and staff will be sharing her responsibilities. Karen will be missed. Concerning Commissioner Rogers' question on the payroll yearly comparison of this September to September of 2019, Supt. Torres to confirm information in the next report. Torres turned the meeting over to Customer Service Manager Hubka to review the registration section of the monthly report. Hubka reviewed the registration numbers for September and responded to Commissioner Gould on the refund to household process. Both customer

and staff appreciation week start next Monday, Hubka reviewed the planning.

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

New Business

The Board reviewed a previously distributed board summary for approval for the Acceptance of Commissioner Sawyer Resignation and Declaring the Commissioner Seat Vacant. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners approve the Acceptance of Commissioner Sawyer Resignation and Declaring the Commissioner Seat Vacant. Commissioner Sawyer decided not to run in the spring re-election. After nearly serving 2 terms as Park Board Commissioner for Palatine Park District, Commissioner Sawyer felt it was time to shift his focus and resign. On behalf of the residents, President Ruff and fellow Park Board Commissioners expressed thank you to Nick Sawyer for his service. The motion was approved by a roll call vote; the result follows:

AYES: John Cozza, Susan Gould, Jennifer Rogers, Terry Ruff
NAYS: None
ABSENT: None
Motion passed.

The Board reviewed a previously distributed board summary regarding Approval for the Appointment of Declared Commissioner Vacancy Seat. Commissioner Gould moved and Commissioner Cozza seconded that the Board of Park Commissioners approve the Appointment of the Declared Commissioner Vacancy Seat to Greg Sammons until the April 2021 election; and Appoint Commissioner Gould as Park Board Treasurer. The Park Board has the power to appoint an individual to fill a vacancy and this appointment is required to be voted on during the open meeting. Since Commissioner Sawyer's term is up in April of 2021, newly appointed Greg Sammons would serve until a successor is elected and qualified. If Greg Sammons wishes to remain on the Board, he would need to run for election during the April 2021 election like any other candidate. The motion was approved by a roll call vote; the result follows:

AYES: John Cozza, Susan Gould, Jennifer Rogers, Terry Ruff
NAYS: None
ABSENT: None
Motion approved.

President Ruff administered the Oath of Office to Greg Sammons; the Park Board and Director Clark welcomed Commissioner Sammons to the meeting. Once again, the Park Board thanked Nick Sawyer for his years of dedication and service to the Palatine Park District and community; Nick Sawyer said that he will miss everyone.

The Board reviewed a previously distributed board summary for the Insurance Renewal regarding the 2021 Plan Year. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners approve the Insurance Committee recommendations as follows:

- Approve the 4.3% employee premium increase for the PPO Plans, 5.1% employee premium increase for the HMO plan and -3.63% employee premium decrease for Dental insurance.
- Approve one quarter (\$250 Single, \$500 Family) of the Park District funding to be provided upfront and the rest of the funding each payroll.

Asst. Supt. Cahill responded to Commissioner Sammons' questions on HSA funding and Director Clark reviewed the great benefits of joining Intergovernmental Personnel Benefit Cooperative (IPBC) and being a part of a large municipal pool. Replying to Commissioner Rogers' questions and directive, Cahill

confirmed the insurance chart had the incorrect year and he will update the Board files with the corrected chart. The motion was approved by a roll call vote; the result follows:

AYES: Greg Sammons, John Cozza, Susan Gould, Jennifer Rogers, Terry Ruff

NAYS: None

ABSENT: None

Motion passed.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark greeted everybody and hopes everyone is staying safe. Regarding his monthly report, Clark highlighted the IHSA lawsuit situation, which is important to us regarding the challenge on news about high-risk sports and we will continue to disallow those high-risk activities to compete at the Park District. With the weather changing, staff is working hard with bringing more people inside; we have mitigation guidelines and plans in place with keeping it as safe as possible as we keep monitoring the current condition. Thanks to the Return to Customer task force with their assistance in developing this protocol. Clark reviewed the 2021 budget plan using 2019 numbers; and depending on year 2021, if there is an impact we will adjust. Stables staffing issues continue and the recruitment process is difficult; Clark gave thanks to the current Stables staff with taking on a lot of responsibilities to get the work done. At tomorrow's Leadership Team meeting, Clark said that staff will discuss the professional membership renewal criteria memo. Regarding the Safe Zone conversation/training on racism hosted by IPRA; it was a great session. NWSRA Executive Director Tracey Crawford was the lead facilitator, it was a great experience for staff. Clark added that he was proud of staff participating in the training. Director Clark gave thanks to Nick Sawyer for his years of service, as a commissioner, colleagues and friend, Clark wished him the best going into the future. Clark said that Nick was onboard when the Park Board hired him and Clark thanked Nick for his support. On a personal note, Director Clark shared some good news, his middle son accepted a new nursing job at Swedish Covenant Hospital, the Board congratulated Director Clark.

Commissioner Reports/Proposed Future Agenda Items

Commissioner Cozza said that he will miss Nick Sawyer, it was a great 12 years and thank you so much. Congratulations and good luck! Commissioner Cozza said we will continue to watch Harper College; it remains empty and not active. Commissioner Cozza reiterated the proposed detailed mitigation plan of using the Park District pool at Harper College's Building M facility, with the plan staff can identify every person using the pool area to maintain control and follow all restrictions due to COVID-19. The college campus is closed but the dog park remains opens, Supt. Danz added that she has reached out to have Harper College revisit the pool proposal; staff is working on it. Commissioner Cozza informed Commissioner Sammons that this Harper situation is a big issue for us! Discussion ensued regarding other pools open and thoughts on reaching out to Harper's Trustees; Clark agreed that would be a good idea to share the communication with fellow elected officials. Commissioner Cozza complimented Director Clark on his recent article published in the IPRA magazine; informing new Commissioner Sammons that the article it is a good resource, a good understanding of knowing each function of governing. Clark added that he presented much of this information at the IAPD boot camps, which is a great event to attend as a new commissioner.

Commissioner Gould agreed with Commissioner Cozza's comments; Commissioner Gould said that Nick Sawyer was a great commissioner and an asset to Board, thank you for your service.

Commissioner Rogers conveyed absolute thank you to Nick Sawyer as well and then welcomed Greg Sammons to the Board. Regarding the walking track schedule, Commissioner Rogers said it needs to be updated; staff will confirm the schedule getting updated appropriately.

Commissioner Sammons also gave thanks to Nick Sawyer; and a thank you to the Park Board for having trust in appointing him as commissioner.

President Ruff told Nick Sawyer that you will surely be missed and when we can safely get together, we will arrange a gathering to honor your service.

Regarding future agenda items, no items were mentioned.

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 Gould seconded the motion which was unanimously approved by a roll call vote.

AYES: Greg Sammons, John Cozza, Susan Gould, Jennifer Rogers, Terry Ruff

NAYS: None

ABSENT: None

Motion passed at 5:05 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Terry Ruff
President

2020 Park Board Meeting

October 27, 2020 (2021 Budget Presentation)
November 10, 2020

November 24, 2020
December 8, 2020



VIRTUAL MEETING
NOTICE OF SPECIAL MEETING
BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT
****Remote Meeting via Zoom**
October 27, 2020 at 5:00 p.m.

President Ruff called to order the virtual meeting at 5:00 p.m.

Commissioners Present:

Terry Ruff, President	John Cozza
Jennifer Rogers, Vice President	Greg Sammons
Susan Gould, Treasurer	

Staff Present

Michael Clark, Executive Director	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	Colleen Palmer, Asst. Supt. of Recreation
Zaida Torres, Supt. of Finance	Glenn Hussey, Asst. Supt. of Parks & Planning
Donelda Danz, Supt. of Recreation	Dan Mangum, IT Manager
Jim Holder, Supt. of Parks & Planning	Trish Feid, Park Board Secretary/Executive Asst.
Tina Becke, Asst. Supt. of Finance	

Visitors and Citizens

No visitors attended the meeting.

Approval of Agenda

Commissioner Cozza moved and Commissioner Gould seconded that the agenda be approved. By a roll call vote, the agenda for the meeting of October 27, 2020 was approved.

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

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Cozza 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 October 13, 2020; Resolution #20-05 authorizing an Intergovernmental Agreement with Cook County; and, Warrant #20 - including Expenses for Travel Expenses. The result of the roll call vote follows:

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

Visitors and Citizens Comments

President Ruff confirmed no questions were presented from the public prior to or during the remote meeting of October 27, 2020.

New Business

The Board reviewed a previously distributed material for the approval of the September Monthly Financial Report. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park

Commissioners approve the September Monthly Financial Report as presented. Supt. Torres briefly explained the Financial Analysis report for September with attention to the “COVID-19 Report” affecting the financial state of the park district. Fortunately, with the direction of cost containment regarding payroll, supplies and other operational expenditures, expenses were cut down drastically. The motion was approved by a roll call vote; the result follows:

AYES: Greg Sammons, John Cozza, Susan Gould, Jennifer Rogers, Terry Ruff
NAYS: None
ABSENT: None
Motion passed.

The Board reviewed a previously distributed board summary for the approval of Resolution #20-04 Truth in Taxation. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners approve Resolution #20-04, a Resolution providing an estimate for the 2020 property tax levy. Commissioner Cozza commented to Commissioner Sammons that although staff is recommending 4.90% for the Truth and Taxation and Tax Levy, the 2021 budget will only reflect 2.30%, which is the (CPI) Consumer Price Index. Director Clark added that we use the lesser of those 2 factors. The motion was approved by a roll call vote; the result follows:

AYES: Greg Sammons, John Cozza, Susan Gould, Jennifer Rogers, Terry Ruff
NAYS: None
ABSENT: None
Motion passed.

Presentation and Discussion of 2021 Annual Operating Proposed Draft Budget

In preparations for December 8, 2020 Public Hearing and Adoption of the 2021 Budget and Appropriations Ordinance and for tonight’s discussion, staff previously distributed the budget material electronically. As this is Supt. Torres second year presenting the budget, Torres said that we will present in the same format as last year and with the same organization of the budget statistics. Torres began the virtual presentation with an executive summary of the current budget with revenues to date. Before starting the 2021 Operating Budget presentation, Torres commented that staff created the conservative budget with hopes of having a normal year, if needed, under Board direction we can modify 2021 budget as we did for 2020. Continuing with the presentation, Torres gave an overview for each slide within the 2021 Operating Budget PowerPoint Presentation. Commissioner Gould commented on June of the 2019 health insurance staff contribution increase along with the employees’ 2021 health insurance increasing by 3% and then no salary raises for staff; and said that it is a concern. Regarding the Insurance Committee, Commissioner Cozza said that the June’s increase was to assist with bringing up the employee portion closer to projected and planned for increase. There was agreement that it has been especially hard this year; although, we were able to avoid fulltime staff from being laid off. President Ruff mentioned that staff agreed with the June increase to assist the park district. Commissioner Gould and Rogers suggested to budget for the potential wage increases depending on COVID-19 and the park district financial situation. Discussion ensued. There was Park Board consensus to add a new line item to the 2021 budget for possible wage increases, the money will be there if able to implement. Regarding Commissioner Gould’s inquiry on online catalog accessing, staff will call Commissioner Gould to go over her questions. Torres continued with reviewing and explaining each fund balance. Regarding the 2019 (CAPR) Comprehensive Annual Financial Report from the audit report, Torres wanted to inform the Board on the purpose of the fund balances regarding assigned, restricted and unassigned funds and added that this information gets overlooked. Torres highlighted that we cannot sit on these funds and recommended that the IMRF transfer lump sum payment to come out of the surplus of restricted Capital fund in the 2021 budget according to CAPR. Torres wanted to thank staff for their work with the budgets and gave a very special

thank you to Asst. Supt. Becke. Director Clark thanked Supt. Torres and Asst. Supt. Becke for all their coordination which made it easy to review each of the department budget reports, great job!

Presentation and Discussion of 2021 Capital Plan Draft Budget

Supt. Nagle and Supt. Holder also wanted to thank staff for their dedication to the draft budget and to Director Clark's continued support. Supt. Nagle began the review of the 2021 Capital Plan Draft Budget, starting with the breakdown of the capital project budget structure by tier level and project type/category. Summarizing the structure for each level on how we breakdown the budget, Nagle said that Tier 1 consists of items obligated by law for compliance/safety and items which are part of an Intergovernmental Agreement. Tier 2 level is for projects that were started but not entirely completed in the prior budget year. The level of Tier 3 is designated for capital repair and replacement items; Nagle highlighted that the District's Repair and Replacement Plan is continuously updated during the year. The final tier, Tier 4 is for new capital projects and purchases. Nagle noted that the type/categories for the budgeted capital projects within the tier level identities where we are spending for easy reference. Supt. Holder reviewed the slides for 2020 Accomplishments, providing summaries and illustrations for the projects started or under contract in 2020, or projects tied to grant funds or legally obligations. Regarding the Performance Data for 2020, we forecasted and have perform very well. There was substantial savings with adding on additional smaller paving projects while currently working with the current company. Holder mentioned a couple projects still underway and provided projection numbers if carried into 2021. Continuing, Supt. Holder reviewed the COVID-19 impact to the Capital Budget. Holder highlighted the 2021 Capital Budget summary and reviewed the 2020 frozen projects added to 2021 budget which are shown in red font. Lastly, Supt. Holder highlighted the Capital Budget Annual Comparison chart. No questions were presented. Once again Director Clark thanked staff for the effort with 2021 budget preparation.

Consensus for Public Posting

Regarding state statute, Director Clark asked for Board consensus of the budget draft permitting staff to provide the notice to publications and post the budget draft to the Palatine Park District website for the 30-day inspection period allowing for viewing, comments and questions. In response from the entire Park Board of Commissioners, Director Clark received consensus. Before the adoption of the 2021 Budget and Appropriations Ordinance scheduled on December 8, 2020, Director Clark asked the Park Board to take this time to review the draft and get back to staff with any questions. Commissioner Rogers confirmed that staff add the contingency to the budget regarding possible wage increases as a separate line item. Director Clark said that staff will revise the budget and provide updates to the Park Board. Executive Director Clark thanked staff for their effort and gave a special thank you to Supt. Torres, Asst. Supt. Becke and the Leadership Team. Clark wanted to express gratitude to the Park Board for their continued support. The proposed 2021 Annual Budget Draft documents along with the 2021 Operating Budget Draft and Capital Budget Draft PowerPoints are part of October 27, 2020 Board Meeting archives.

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 Gould seconded the motion which was unanimously approved by a roll call vote.

AYE: Greg Sammons, John Cozza, Susan Gould, Jennifer Rogers, Terry Ruff
NAY: None
ABSENT: None
Motion carried at 6:53 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Terry Ruff
President

2020 Park Board Meeting

November 5, 2020 Special Board Meeting
November 10, 2020

November 24, 2020
December 8, 2020



VIRTUAL MEETING
NOTICE OF SPECIAL MEETING
BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT
****Remote Meeting via Zoom**
Agenda for November 10, 2020 at 4:00 p.m.

Vice President Rogers called the remote meeting to order at 4:03 p.m.

Commissioners Present:

Terry Ruff, President	John Cozza
Jennifer Rogers, Vice President	Greg Sammons
Susan Gould, Treasurer	

Staff Present

Michael Clark, Executive Director	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	Colleen Palmer, Asst. Supt. of Recreation
Zaida Torres, Supt. of Finance	Glenn Hussey, Asst. Supt. of Parks & Planning
Donelda Danz, Supt. of Recreation	Dan Mangum, IT Manager
Jim Holder, Supt. of Parks & Planning	Patrick Griffin, Aquatics Manager
Tina Becke, Asst. Supt. of Finance	Trish Feid, Park Board Secretary/Executive Asst.

Visitors and Citizens

Jenny Levin, Palatine Jaycees	Megan McGaughey, Palatine Jaycees
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Approval of Agenda

Commissioner Gould moved and Commissioner Cozza seconded that the agenda be approved. By a voice vote, the agenda for the meeting of November 10, 2020 was approved.

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

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Cozza moved and Commissioner Gould seconded that the consent agenda be approved. The motion was amended with the request to move item 3C: Rejection of Bids for Project 20-16F, 2020 Golf Cart Lease to 5E under New Business; the amended motion was unanimously approved by the Park Board. By a roll call vote, the following items on the consent agenda were approved: Regular Meeting Minutes of October 27, 2020; 2021 IAPD Annual Meeting Delegate/Alternates Credentials Certificate; and, Warrant #21 - including Expenses for Travel Expenses. The result of the roll call vote follows:

AYE: Greg Sammons, John Cozza, Susan Gould, Jennifer Rogers
NAY: None
ABSENT: Terry Ruff
Motion carried as amended.

Visitors and Citizens Comments

Vice President Rogers confirmed that no questions were presented prior to or during the virtual meeting of November 10, 2020.

New Business

The Board reviewed a previously distributed board summary pertaining to the approval of Palatine Jaycees 2021 Hometown Fest Celebration Request. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners approve the Palatine Jaycees use of Community Park and associated facilities for the 2021 Hometown Festival. Staff shall be directed to coordinate assistance for the celebration as listed in the request. Supt. Holder introduced the Palatine Jaycees members, the Park Board and staff welcomed Megan McGaughey and Jenny Levin to the meeting. Concerning the change in the Jaycees' request with the addition of a kickball tournament event in June, this new community event can allow more people to get involved, Commissioner Cozza asked about previously permitted scheduling on June 12, 2021, Director Clark said that we can work around that, if needed, as there is plenty of notice ahead of time. Staff will check with the affiliate schedule and make other arrangements if necessary. The Board thanked Megan McGaughey and Jenny Levin for attending the meeting and for the work involved with the Hometown Fest. The motion was approved by a roll call vote; the result follows:

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

President Ruff joined the meeting at 4:14 p.m.

The Board reviewed a previously distributed board summary pertaining to the approval of Ordinance #20-05 Tax Levy. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners adopt Ordinance #20-05 assessing and levying taxes for 2020 in the amount of \$14,256,868 (fourteen million, two hundred fifty-six thousand, eight hundred sixty-eight dollars). The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the approval of Resolution #20-06 Property Tax Extension Limitation Law (PTELL). Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners approve Resolution #20-06 Allocation of Tax Levy Amounts, directing the County Clerk to make any reduction in the District's 2020 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: Greg Sammons, John Cozza, Susan Gould, Jennifer Rogers, Terry Ruff
NAY: None
ABSENT: None
Motion carried.

The Board reviewed a previously distributed board summary pertaining to the approval of Ordinance #20-06 Tax Abatement. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners adopt Ordinance #20-06. An ordinance abating the tax hereto levied for the year 2020 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: Greg Sammons, John Cozza, Susan Gould, Jennifer Rogers, Terry Ruff
NAY: None
ABSENT: None
Motion carried.

The Board reviewed a previously distributed board summary pertaining to the approval of the rejection of Bids for Project 20-16F, 2020 Golf Cart Lease. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners reject all bids for the 2021 Golf Cart Lease opened on October 5, 2020 and instruct staff to rebid the project. Commissioner Cozza informed newly appointed Commissioner Sammons that the rejection of bids does not happen often; Supt. Nagle explained that the one of the two bids received did not meet specifications and the other bid received was well-over the budgeted amount. Staff is looking to keep up with the trends with the golf carts and want to provide updated design and amenities. Staff will submit the re-bidding process for the golf cart lease. The motion was approved by a roll call vote; the result follows:

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

Departmental Reports

The Board reviewed the previously distributed Written District Services and Projects Department Report. Supt. Tynczuk greeted everyone and wished all is well. Tynczuk said that she completed the CARES Funding application packet to apply for the entire \$5,000 funding; the packet is under processing with Cook County. This past week, Tynczuk and Asst. Supt. Cahill attended the IAPD Legal Symposium virtually; Park District Employment Attorney Chris Johlie was one of main speakers, presenting on the issues with lay-offs and the legal challenges. Tynczuk shared news from Human Resources, staff will be announcing another full-time staff retiring at end of this December. Lastly, Tynczuk reviewed the recent Communications and Marketing division's advertising strategy efforts for Turkey Trot and their teamwork with Recreation and Fitness Coordinator Shariatzadeh on new ideas. Communications and Marketing Manager Sotzen created the new logo redesign for Turkey Trot and staff displayed the new logo stenciling work throughout Palatine including the paths at Deer Grove promoting the 40th Turkey Trot event.

The Board reviewed the previously distributed Written Recreation Department Report. Supt. Danz welcome the group and highlighted the special events, Train with the Turkey; Howl-O-Ween Party; and the Halloween Party. Staff did a lot of juggling with the Halloween party details since we had to safely move groups of 24 participants with an event guide throughout the building to the different stations; it worked out really well. Danz said that the CARE Program continues to be a challenge and with the fluctuation of each month enrollment numbers, staff had to release 17 CARE staff members. Staff is constantly redesigning and reworking the staffing configuration.

The Board reviewed the previously distributed Written Annual Summer Pool Report. Supt. Danz welcomed Aquatics Manager Griffin to the meeting. Griffin said that this was a very unique summer, the Family Aquatics Center stayed closed all summer, and we had limited use at Eagle and Birchwood Pools. Staff was able to open Palatine Park District pools ahead of schedule; at least 2 full weeks prior to the other community pools. Griffin reviewed the aquatics' programming offered, which worked out nicely with maximizing as much pool time as possible while being diligent with our COVID protocols. Both the Tiger Shark Swim Team and the Diving Team were able to utilize the pool time as well. Staff plans to continue

some form of this structure at Harper and for next summer's programming for swim lessons, lap swim and water walking timeslots. One of the goals for 2021, staff plans to fill pool time as much as possible. Griffin responded to Commissioner Rogers' questions on the financial overview and Commissioner Cozza's question on the Family Aquatics Pool expenses. Griffin explained the expenses associated and allocated with the Family Aquatics Center even though the pool was closed this year. Commissioner Cozza wanted to give credit to staff and the other Commissioners on recognizing that both Birchwood Pool and Eagle Pool should be open. Commissioner Cozza said that we really did a service to the residents with offering swim lessons, lap swim, etc. and it amounted to some revenue; it was a good decision. Danz said that the users were appreciative of having the 2 pools open and being able to use them. Commissioner Cozza asked about any updates on the pool situation at Harper College; with COVID numbers increasing, Danz said that the message from our most recent meeting with Harper, they are staying with a conservative approach until COVID numbers go down.

President Ruff noted there were no other reports. The Park Board thanked staff for the Department Reports and for the Annual Pool Report.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark thanked the Board and staff for the kind words and support while out of the office, Clark said that his dad was doing better. Continuing with the report, Clark said that COVID mitigation is the theme for us as we continue to get positive cases and positive exposures with staff and participants. Risk Manager Udany is doing a great job with the contact tracing implementation. Clark said that we adapt with the change and remain diligent on getting information out. Regarding IHSA decision to defy the Governor's direction and allow indoor activities, Clark said that normally the Park District would align with IHSA, not in this case with being under state high-risk conditions. The CDC added a new guideline that constitutes contact with an infected individual for up to 15 minutes within a 24-hour period now also qualifies as a close contact and quarantine requirement. This new guideline is added to our protocol and staff is aware. Stables staff is happy to announce the hiring of the barn hand; Clark added thanks to Trainer/Barn Manager Bruns, Supt. Nagle and Asst. Supt. Cahill with their due diligence of this unique position. Falcon Park Recreation Center was still a polling place this year, staff said that the polling judges were pleased with the organization, preparations and support from our facilities staff. Regarding the 2021 Budget, it is in the 30-day review process, let us know of any questions. Clark mentioned that he is looking for feedback for the sick incentive pay-out and asked for the Board's thoughts; staff will send out the payout list to the Commissioners.

Commissioner Reports

Regarding the new bike station at Plum Grove Reservoir by Harper College Campus, Commissioner Sammons said that it looks nice. Commissioner Sammons asked about the pickleball schedule for early bird users; with Harper College facility being closed, Director Clark said that staff will investigate and look at other options. Commissioner Cozza asked about using Falcon Park and/or Birchwood for some early indoor court timeslots. Relating to Park District identification as Park Commissioner, staff will order business cards for Commissioner Sammons.

President Ruff said that the renovated bike trail was packed with users and gave compliments to Supt. Holder on his efforts with the project. President Ruff enjoyed his bike ride on the trail, the bridges are nice and the entire area really looks great. To all the staff at this meeting, President Ruff wanted to say how proud and how grateful we all are for everything that staff members are doing. The Park Board knows it has been a long tough year and unfortunately, it is going to get harder again and we are going to lean on you to do the extra things you can, to try to make everything work for the citizens of Palatine. During this time, the community does not see staff as often to be able to thank you, so President Ruff wanted staff to accept his thanks and share with your staff how important the Park Board thinks of everything you are

doing. Hang in there, the Board is doing everything we can and support you and say thanks.

Regarding future agenda items, no items were mentioned.

Executive Session

President Ruff requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Gould moved and Commissioner Cozza seconded 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 the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District and Section 2(c)(11) Open Meetings Act for discussion of pending, or probable and imminent litigation against, affecting or on behalf of the District. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried at 4:54 p.m.

Return to Open Session

Commissioner Cozza moved to come out of closed session at 5:20 p.m. and resumed to the regular meeting of the Board of Park Commissioners; Commissioner Gould seconded the motion which was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

Action on Matters Considered in Closed Session

President Ruff said that there was discussion regarding Closed Session Section 2(c)(1) Open Meetings Act for discussion of the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District and Section 2(c)(11) Open Meetings Act for discussion of pending, or probable and imminent litigation against, affecting or on behalf of the District. President Ruff said that there was no action at this time.

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

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

NAY: None

ABSENT: None

Motion carried at 5:20 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Terry Ruff
President

2020 Park Board Meetings

November 24, 2020

December 8, 2020

2021 Park Board Meetings

January 12, 2021
January 26, 2021
February 9, 2021
February 23, 2021
March 9, 2021
March 23, 2021
April 13, 2021
April 27, 2021

May 11, 2021
May 25, 2021
June 8, 2021
June 22, 2021
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



VIRTUAL MEETING
NOTICE OF SPECIAL MEETING
BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT
****Remote Meeting via Zoom**
November 24, 2020 at 4:00 p.m.

President Ruff called the remote meeting to order at 4:00 p.m.

Commissioners Present:

Terry Ruff, President	John Cozza
Jennifer Rogers, Vice President	Greg Sammons
Susan Gould, Treasurer	

Staff Present

Michael Clark, Executive Director	Pete Cahill, Asst. Supt. of District Services & Projects (HR)
Steve Nagle, Supt. of Facilities	Colleen Palmer, Asst. Supt. of Recreation
Cheryl Tynczuk, Supt. of District Services & Projects	Glenn Hussey, Asst. Supt. of Parks & Planning
Zaida Torres, Supt. of Finance	Dan Mangum, IT Manager
Donelda Danz, Supt. of Recreation	Christine Hubka, Customer Service Manager
Jim Holder, Supt. of Parks & Planning	Patrick Griffin, Aquatics Manager
Tina Becke, Asst. Supt. of Finance	Tony Gallagher, Swim Team Coordinator
Joshua Ludolph, Asst. Supt. of Facilities	Trish Feid, Park Board Secretary/Executive Asst.

Visitors and Citizens

Emil Borre, Swim Team Board President

Approval of Agenda

Commissioner Cozza moved and Commissioner Gould seconded that the agenda be approved. By a roll call vote, the agenda for the meeting of November 24, 2020 was approved.

AYE: Greg Sammons, John Cozza, Susan Gould, Jennifer Rogers, Terry Ruff
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 Cozza 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 November 10, 2020; Closed Session Minutes of November 10, 2020; October Monthly Financial Reports; and, Warrant 22 - including Expenses for Travel Expenses. The result of the roll call vote follows:

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

Visitors and Citizens Comments

President Ruff confirmed no questions were presented from the public prior to or during the remote meeting of November 24, 2020.

Departmental Reports

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

highlighted a couple of the report items. Regarding project updates, the bridge replacement project is 100% completed; after MWRD's final approval staff can process with the final payout and then submit the grant paperwork for the \$200,000 reimbursement. Palatine Stables project is finished and after final inspection with the Village staff can close out this project. Holder said that he received a letter from the State Comptroller office and they are releasing the upfront portion of the grant in the amount of \$200,000 for next year's Maple Park project. Staff secured the ADA project funding in the amount of \$287,000 for 7 projects and covering 50% of the elevator project costs. Lastly, Holder highlighted that Fleet Manager Deckert sold 3 vehicles and various equipment totally \$33,477 in sales from the surplus items. Staff did not accept the low bid for the mower; in the spring, staff plans to list the lawn mower to get a better price.

The Board reviewed the previously distributed Written Facilities Department Report. Supt. Nagle reported on some of the monthly highlights. Nagle said that November 20, 2020 was the last day of operations at the golf course and staff is wrapping up and working on the end of season tasks. It was great season at Palatine Hills Golf Course with some challenges, staff did a great job. At the recent POC/ICompete fundraising meeting, organized due to budget shortfalls by one of the partners, Palatine Township stepped up to help. Township Supervisor Sharon Langlotz-Johnson committed to an amount of \$10,000 to assist with the gap for family services. The Park District's Return to Customer Committee (RTC) and staff in general are focused on the new mitigation requirements, staff is providing new operational updates and communication efforts to make that happen. Commissioner Gould commented on Clayson House attendance numbers, which were pretty good with all things considered; staff agreed.

The Board reviewed the previously distributed Written Finance Department Report. Supt. Torres highlighted some key information regarding payroll numbers on the monthly report. With the significant decrease in payroll, which is really key and the reason why the budget and the year-to-date numbers in the previously distributed financial reports, illustrates that the District is at a good status. Even though the Park District is not bringing in as much revenue, we had a significant decrease in payroll along with cost containment measures regarding expenditures and limited spending. Concerning a previous raised question from Commissioner Rogers on the October's Report about a discrepancy, Supt Torres said that the information was corrected; numbers were not up to date and it was a timeframe/timing difference with the Board Meeting and financial report posting, causing numbers to be off. Torres said that going forward, staff will highlight the data when that happens and then in the following month show the correction in the report. Torres said that it looks like we are having another virtual audit, the arrangements underway. Regarding annual refunding of park bonds, Torres met with Eric Anderson, bond consultant for the District; the presentation will take place at the next Park Board Meeting. Torres said that staff will provide an e-copy of the 2021 Budget within the December 8, 2020 Board Packet with delivery of a hard copy prior to December 8, 2020 Park Board Meeting. Torres turned the meeting over to Customer Service Manager Hubka to review the registration section of the monthly report. Hubka said that the October registration numbers were up 7%; refunds down 32%; and program/event revenues down 2%. Hubka has been interviewing for part-time staff positions for registration needs.

The Board reviewed the previously distributed Written Annual Swim Team Report. Supt. Danz introduced Aquatics Manager Griffin to start the presentation. Griffin said that we are continuing with online registering for swim team registrations, which is working out pretty well. Before welcoming Swim Team Coordinator Gallagher to the meeting, Griffin wanted to mention that Gallagher is nominated for an award relating to innovate work and shared optimism in coaching and swimming during these unprecedented times for youth sports, an honorable recognition. Gallagher greeted the Board and said that since we last talked, staff has restructured majority of the groups on the swim team due to growing interest within the program. Finding a better balance within age groups and groups' maximins for more manageable training within the groups for a better results and program quality. Gallagher gave thanks to everyone with allowing the swim team to have a season this summer and expressed appreciation to more of a normalcy for the participants; and thank you

for keeping Birchwood Pool open through September. The program was able to get back into competition before the new restrictions; Gallagher highlighted one of their swimmers who during the dual meets and time trials last weekend set 2 team records and a state record in her respective age group, breaking 2 top USA swimming all-time records, Gallagher added that she is on a pretty nice track at this point. Gallagher introduced Swim Team Board President Emil Borre to join the meeting. Borre said that the enrollment numbers leading up to COVID were record numbers with 360 swimmers registered. Unfortunately, the program lost 100 swimmers; although, comparing to other swim team groups, Borre said that the Tiger Shark Swim Team is doing okay and now we have waitlists for some levels. Commissioner Sammons inquired about the waitlists, Borre said we were maxed-out with many high school kids wanting to join the team; unfortunately, we can only accommodate so many in the pool. The lower age group levels are relatively open. Borre said thank you to the Park Board for allowing Birchwood to be open for the summer through September, it was great for the team to have pool time. Going forward with the swim team program, pool time is a significant focus. Currently, swimmers are traveling to different locations for pool time and we are paying 4 times the normal cost to rent these out-of-town facilities. Special thanks to Dustin Thompson, Head Age Group Coach and Swim Team Coordinator Gallagher for finding pool space. Regarding those 100 swimmers that refunded out of the program, Borre said that Griffin did an amazing job sorting through the swim team credits with no issues to the families; this was a big task figuring out the various credits and applying them to the fall registration costs. Borre offered appreciation for any help that the Park Board can provide to get the swim team back into Harper as soon as we are on the backside of the COVID restrictions; this will go a long way in helping the swim team financially. Commissioner Gould expressed to the Swim Team Board President Borre that he is doing a good job with keeping the kids going and that is nice to see, congratulations on your efforts. Regarding Harper, Commissioner Gould said that we were making progress and now the new restrictions has delayed the progress with Harper. President Ruff added congratulations to Gallagher on his nomination. President Ruff thanked Aquatics Manager Griffin, Swim Team Coordinator Gallagher and Swim Team Board President Borre for attending the meeting.

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

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark highlighted some topics from his report. Clark said the focus remains with COVID mitigation and he reviewed the protocol staff continue to develop and follow to keep staff and patrons safe. Regarding Communications and Marketing Manager Brittani Sotzen giving her resignation notice, Director Clark said that this is sad news to report. Unfortunately for the Park District, this is not a great time to be without the Communications and Marketing Manager. Supt. Tynczuk and Asst. Supt. Cahill are working with the Communications and Marketing Division on the transition strategy and then plan to distribute the information on who is covering which tasks and operational needs. After the new year, staff will begin posting for the position's replacement. Staff is in the process of the preparing annual performance evaluations and will arrange one on one meetings virtually. Staff continues to work on the transiting of some full-time staff as they go into winter season and keeping all full-time staff whole. Clark said that the virtual Turkey Trot event is already a huge success with over 500 registrations and gave compliments to Recreation Department and the Communication and Marketing staff for the marketing efforts with various communication means going out and trying to provide the community with the tradition activity. Staff has a year off this Thanksgiving; and hopefully next year the event will be bigger. Regarding the proposal to extend carryover vacation time for some staff due to travel bans, etc., staff will provide more information when presented to the Board at the next meeting. In response to Commissioner Rogers' questions, Clark confirmed that all 4 preschools are open. Commissioner Cozza asked about enrollment being down by half the typical registrations, Asst. Supt. Palmer said that it is a combination of families being at home, keeping kids home, and COVID related concerns. There was a brief discussion of the positive COVID cases reported by staff and participant within the Park District. Regarding the vacant

marketing position, Commissioner Cozza stressed that this is a difficult time on building and providing key and timely messaging with the understanding on how the Park District comes back after COVID and with securing the needed part-time staff at the Park District by getting job announcement communications out to the community. Director Clark is confident with the persistent and dependable staff we can endure, and staff will work with marketing and Human Resources to create the plan. President Ruff thanked Director Clark for his report.

Commissioner Reports

Commissioner Sammons picked up his 75th anniversary swag bag and gave thanks to Customer Service Manager Hubka; also received an informational e-folder for “New Commissioners”, thank you to Clark and Feid.

Commissioner Rogers said happy Thanksgiving to everyone, and hopes staff enjoys being off and not having to work the Turkey Trot event; it is well-deserved. Commissioner Rogers said the Turkey Trot packet pickup for the virtual race was very organized.

President Ruff also added happy Thanksgiving. President Ruff said to enjoy staying home and not having to get up and work the event so early in the morning, enjoy the weekend everyone and be safe. Happy Thanksgiving from the Park Board President and the entire Board.

Regarding future agenda items, Commissioner Cozza asked to have an item on the next agenda regarding consideration for placing an honorary name plaque at Hamilton pickleball courts in recognition of Barry Shatwell; Barry is one of the Park District volunteers with organizing and promoting pickleball.

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 Gould seconded the motion which was unanimously approved by a roll call vote.

AYE: Greg Sammons, John Cozza, Susan Gould, Jennifer Rogers, Terry Ruff
NAY: None
ABSENT: None
Motion carried at 4:51 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Terry Ruff
President

2021 Park Board Meetings

January 12, 2021
January 26, 2021
February 9, 2021
February 23, 2021
March 9, 2021
March 23, 2021
April 13, 2021
April 27, 2021

May 11, 2021
May 25, 2021
June 8, 2021
June 22, 2021
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



VIRTUAL MEETING

BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT

****Remote Meeting via Zoom**

December 8, 2020 at 4:00 p.m.

President Ruff called the remote meeting to order at 4:00 p.m.

Commissioners Present:

Terry Ruff, President

John Cozza

Jennifer Rogers, Vice President

Greg Sammons

Susan Gould, Treasurer

Staff Present

Michael Clark, Executive Director

Pete Cahill, Asst. Supt. of District Services & Projects (HR)

Steve Nagle, Supt. of Facilities

Colleen Palmer, Asst. Supt. of Recreation

Cheryl Tynczuk, Supt. of District Services & Projects

Glenn Hussey, Asst. Supt. of Parks & Planning

Zaida Torres, Supt. of Finance

Dan Mangum, IT Manager

Donelda Danz, Supt. of Recreation

Rachel Lara, Falcon Park Family/Youth Program Specialist

Jim Holder, Supt. of Parks & Planning

Don Doty, Parks Department

Tina Becke, Asst. Supt. of Finance

Trish Feid, Park Board Secretary/Executive Asst.

Joshua Ludolph, Asst. Supt. of Facilities

Visitors and Citizens

Kathy Millin, POC Executive Director

Eric Anderson, Piper Sandler & Co.

Public Hearing

President Ruff opened the Public Hearing for the 2021 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 #20-07, 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, 2021 and ending December 31, 2021. Notice of Availability of Proposed Annual Budget for 2021 was published in the Daily Herald on November 6, 2020; and notification of the public hearing was published in the Daily Herald on November 26, 2020. 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 Ruff 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 Cozza seconded that the Board of Park Commissioners close the public hearing regarding the 2021 Budget and Appropriations Ordinance #20-07. The motion was approved by a roll call vote and President Ruff closed the Public Hearing for the 2021 Budget and Appropriations Ordinance. The result of the vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Approval of Agenda

Commissioner Cozza moved and Commissioner Gould seconded that the agenda be approved. By a roll call vote, the agenda for the meeting of December 8, 2020 was approved.

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

NAY: None
ABSENT: None
Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Cozza 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 November 24, 2020; and Warrant #23. The result of the roll call vote follows:

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

Visitors and Citizens Comments

President Ruff confirmed that no questions were presented prior to or during the virtual meeting of December 8, 2020.

Special Recognitions

The Board reviewed a previously distributed board summary pertaining to the recognition of Don Doty; Adoption of Resolution #20-07. Wholeheartedly, Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners adopt Resolution #20-07 for recognition and appreciation of Don Doty. President Ruff read the resolution honoring Don for his commitment and outstanding contribution to Palatine Park District. The Park Board and staff congratulated Don and wished him well in his retirement. Doty said that he enjoyed his time at the Park District and he had the pleasure to work with great people. The Resolution was unanimously accepted; motion carried.

Regarding Special Recognition of Commissioner Jennifer Rogers, the Park Board and staff congratulated Commissioner Rogers on her 15-year Service Award. Also, Commissioner Rogers received a special acknowledgement at the IAPD's The Best of the Best Awards Gala in October. Commissioner Rogers thanked the Board and staff in appreciation of her service award plaque and pin.

Presentations

Regarding Series 2021, Taxable General Obligation Limited Tax Park Bonds, Director Clark said that Mr. Eric Anderson of Piper, Sandler & Company, has provided a PowerPoint presentation highlighting Palatine Park District bond summary, debt service extension base headroom, financial position and timeline of action. Mr. Anderson said that today's presentation is similar to last year's report and process with the District's issuing bonds to fund some existing debt, then likewise, buy our own bonds and limiting interest expense in the process. Mr. Anderson added that this is an annual occurrence for Palatine Park District. Continuing, Mr. Anderson thoroughly reviewed the information provided and highlighted the process for the annual short-term borrowing action of the Park District for the alternate revenue source park bonds. The adoption of Ordinance #21-01 is scheduled for January 12, 2021. The Park Board thanked Mr. Anderson for his presentation and wished him happy holidays.

Partners for Our Communities (POC) Executive Director Kathy Millin joined the meeting to report on the past year events for POC and ICompete programming. Millin said that she looks forward to presenting the annual report and misses not seeing everybody in-person. During the pandemic, Millin said that their agency stayed open, even when the agency center was closed to the public, staff answered phone calls, received mail, distributed items to families, etc. Millin said that POC received 2 grants to support our

families which assisted with helping the families stay safe and healthy during this difficult time. For a while, Millin said that the community garden was the only place to meet safely, providing social networking with the families; the Park District is a sponsor of the community garden/green space. Millin and Lara talk daily on ways to provide social support and for the needs of families with the program at Edgebrook. Today POC received a check in the amount of \$10,000 from Palatine Township for quality program needs at Falcon Park and Millin said that she is hopeful for June with offering the summer clinic program. Millin thanked the Park Board for the continued support. Commissioner Gould along with the other Commissioners said thanks to Executive Director Millin for all her work with POC and the ICompete programs.

New Business

The Board reviewed a previously distributed board summary pertaining to the approval of the Adoption of Budget and Appropriation Ordinance #20-07. Commissioner Gould moved and Commissioner Cozza seconded that Board of Park Commissioners adopt Ordinance #20-07 authorizing the fiscal 2021 Palatine Park District Budget and Appropriation Ordinance in the amounts of twenty-nine million, two hundred ninety-five thousand, four hundred nine dollars (\$29,295,409) and thirty-two million, two hundred twenty-four thousand, nine hundred fifty dollars (\$32,224,950) respectively. The motion was approved by a roll call vote after the closing of the Public Hearing; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the approval of the Partners for Our Communities and Palatine Park District Agreement. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners approve the agreement between the Palatine Park District and the Partners for Our Communities for 2021. Supt. Nagle gave a brief background on the organization. In response to Commissioner Sammons, Nagle that we have executed an agreement for at least the past 5 years, and it was decided to implement 1-year agreement terms due to uncertainties with revenue stream and funding. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the approval of the lease agreement with Harris Golf Cars. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners approve the base bid of a five (5) year lease agreement and alternate 1 with Harris Golf Cars for a total of \$44,686.42. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the approval of the 2020 IMRF Lump Sum Payment. Commissioner Gould moved and Commissioner Cozza seconded that the Board of Park Commissioners authorize the 3rd lump sum payment to IMRF of \$585,961.86, as the majority set forth in the 2020 Combined Budget and Appropriation Ordinance number 20-08 to be approved on January 12,

2021. Prior to making such payment, a budget adjustment of \$3,078.57 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: Greg Sammons, John Cozza, Susan Gould, Jennifer Rogers, Terry Ruff

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the approval of the update policy pertaining to the Capital Fund – Book entry. Commissioner Gould moved and Commissioner Cozza seconded that the Board of Park Commissioners authorize an annual journal entry to the Capital Fund to show the funding of all capital expenditures from the reserve funds, per policy. This action will also be added to the Capital Plan Policy. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the approval of the proposed temporary changes to Personnel Policy Manual, Sections 3.06.3 Vacation Days. Commissioner Gould moved and Commissioner Cozza seconded that the Board of Park Commissioners approve extending the Vacation Carryover deadline for 2020 Vacation Days from March 31, 2021 to March 31, 2022. Discussion ensued regarding the list of some staffs' carryover of vacation hours moving into the new year; concern expressed to have staff take needed time off during the year; confirmation that many staff take a substantial amount of time off during the holidays since many staff need to work during their busy time/season or covered duties of the (COVID) laid-off part-time staff; managers/supervisors monitor and approve their staffs' time off request to confirm sufficient coverage within the departments; and, it is common practice to carryover vacation time in the recreation sector. The motion was approved by a roll call vote; the result follows:

AYE: Greg Sammons, John Cozza, Susan Gould, Terry Ruff

NAY: Jennifer Rogers

ABSENT: None

Motion carried.

Park Board discussion for Hamilton Pickleball Courts Designation. After significant consideration and much discussion, the Park Board found consensus to continue to follow the policy in place for the naming of parks and facilities. Executive Director Clark reminded the Park Board of the Legacy Park development plan to acknowledge individuals within the community, a place where many can be recognized, shown appreciation and be honored. Commissioner Gould mentioned another location for the proposed Legacy Park, Towne Square. Many groups honor their special individuals with the help of the Park District through the Living Tribute Program, selecting a bench with an honorary plaque or planting of a tree, etc.

The Board reviewed the previously distributed board material pertaining to the Amended 2020 Budget and Appropriation Ordinance #20-08. The Park Board came to consensus to make the Supplemental Budget available for public viewing for a period of at least 30 days so that it may adopt the ordinance on January 12, 2021.

Departmental Reports

The Board reviewed the previously distributed Written District Services and Projects Department Report. Supt. Tynczuk said that Human Resources has been busy with issues including unemployment fraud, Asst. Supt. Cahill is doing his due diligent on assuring it is a legitimate claim as well as informing staff of fraud claims in their names. Also highlighting, the new pod cast is launched called Palatine ParkCast, the official podcast of Palatine Park District, next is a holiday ParkCast.

The Board reviewed the previously distributed Written Recreation Department Report. Supt. Danz greeted the group and highlighted several report items including the Turkey Trot event, which was very successful; preschool participant updates; and attended a meeting with D15 on the CARE program, coming up with rental numbers, Danz added that Director Clark did an outstanding during meeting with D15. Danz said that the swim team is using single lanes at Lifetime Pool for swimming; President Ruff inquired about Harper's status, Danz said that Harper is on hold. Regarding Commissioner Rogers' question on the indoor pool at Harper, Danz said the pool has not been drained. In response to Commissioner Rogers, Asst. Supt. Palmer said the elf boxes contain activities and a craft kit for kids as part of the "You've been Elf-ed" program.

President Ruff asked for updates from other departments.

Parks: Supt. Holder said that all 2020 projects are fully completed with the final payoff on the last warrant!

Facilities: Supt. Nagle wished everybody happy holidays and to enjoy the holiday season. Staff is keeping an eye on operations, monitoring when we can offer more in the fitness area. Regarding the golf course winter plans, again they will include 9-hole golfing when weather permits. Nagle provide information on the golf course walking path, a loop using a packed-down process for best safety on the path. In response to Commissioner Cozza, Nagle said the pedestrian gate is open for access. Commissioner Gould asked about cross-country skiing, Nagle said we will see some individuals using the area. Commissioner Sammons asked about locating the yellow path, Nagle said we need to identify the location better, information may be in flyer in the pro shop.

Finance: Supt. Torres wished everyone a good evening, Merry Christmas and Happy New Year. Torres said that it is happy and sad news that Tina Becke's last day at Palatine, after 20 years, is December 18, 2020. The Park Board thanked Tina and wished her all the best; she will be missed. Becke thanked everyone.

The Park Board thanked staff for the Department Reports and for the updated information.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark congratulated Tina Becke in advancing her career and appreciated her 20 years of dedication and service to the Park District. Clark updated the Board on the candidate filing process for the April election that Executive Asst. Feid is leading. Director Clark wished a Merry Christmas and Happy New Year to the Park Board and staff.

Commissioner Reports

Commissioner Sammons said he listened to inaugural pod cast, great outreach to the community.

Commissioner Cozza said Merry Christmas! And it was a good meeting.

Commissioner Gould wished everyone happy holidays even though it is very different this year.

Commissioner Rogers and all the Commissioners wished everyone happy and safe holidays.

President Ruff said to everybody to have a wonderful and safe holiday; Merry Christmas and Happy New

Year from his family to yours.

Regarding future agenda items, President Ruff asked to have the vacation carryover information and policy on the March 23, 2021 meeting agenda to review the updated chart and understand the policy.

Executive Session

President Ruff requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Gould moved and Commissioner Cozza seconded that the Board of Park Commissioners go into closed session for discussion of Executive Session; 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 for Resolution #20-08 for Determining the Confidentiality of Closed Session Minutes and Resolution #20-09 for Destruction of Certain Verbatim Recordings of Closed Session Meetings. The result of the roll call vote follows:

AYE: Greg Sammons, John Cozza, Susan Gould, Jennifer Rogers, Terry Ruff
NAY: None
ABSENT: None
Motion carried at 5:51 p.m.

Return to Open Session

Commissioner Gould moved to come out of closed session at 6:07 p.m. 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: Greg Sammons, John Cozza, Susan Gould, Jennifer Rogers, Terry Ruff
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 Cozza seconded that the Board of Park Commissioners approve Resolution #20-08, 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 Cozza seconded that the Board of Park Commissioners approve Resolution #20-09, 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.

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

AYE: Greg Sammons, John Cozza, Susan Gould, Jennifer Rogers, Terry Ruff
NAY: None
ABSENT: None
Motion carried at 6:07 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Terry Ruff
President

2021 Park Board Meetings

January 12, 2021
January 26, 2021
February 9, 2021
February 23, 2021
March 9, 2021
March 23, 2021
April 13, 2021
April 27, 2021

May 11, 2021
May 25, 2021
June 8, 2021
June 22, 2021
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