



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