



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