



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