



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