



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