



VIRTUAL MEETING

NOTICE OF REGULAR MEETING

BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT

****Remote Meeting via Zoom**

July 14, 2020 at 4:00 p.m.

Vice President Rogers called the remote meeting to order at 4:04 p.m.

Commissioners Present:

Jennifer Rogers, Vice President
John Cozza
Susan Gould

Commissioners Absent:

Nicholas Sawyer, Treasurer
Terry Ruff, President

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

No attendees.

Approval of Agenda

Commissioner Gould moved and Commissioner Cozza seconded that the agenda be approved. Director Clark reminded the Park Board that the votes need to be unanimous for the motion approval since we have 3 Commissioners in attendance for tonight's meeting. By a roll call vote, the agenda for the meeting of July 14, 2020 was approved.

AYES: John Cozza, Susan Gould, Jennifer Rogers

NAYS: None

ABSENT: Nicholas Sawyer, Terry Ruff

Motion passed.

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 23, 2020; Closed Session Minutes of June 23, 2020; and, Warrant #13 - including Expenses for Travel Expenses. The result of the roll call vote follows:

AYES: John Cozza, Susan Gould, Jennifer Rogers

NAYS: None

ABSENT: Nicholas Sawyer, Terry Ruff

Motion passed.

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.

Supt. Tynczuk greeted the Board and staff. Tynczuk highlighted that Asst. Supt. Cahill has been working very hard to get baseball umpires onboarded which has been a challenge with a shorter amount of time to assemble. Concerning other issues, Tynczuk said that the local high schools were not processing work permits for students under the age of 16 and staff had to find a work-around. Continuing with the monthly report, Tynczuk said that IT rerouted the phone system and added an informational message in front of the voice mail recording; Tynczuk expressed that Registration staff is doing a good job returning calls. Metro Risk Management Agency (MRMA) is expecting workers compensation claims to be down in numbers; therefore, a potential refund back to the Park District according to Risk Manager Udany, Tynczuk highlighted. Communications & Marketing staff are busy with their normal work and the virtual monthly catalogs, every 2 weeks they are working on the new single catalog. The "GO PROOF" software is working well with getting actual information out to staff on catalog proofing. Regarding Commissioner Cozza's question, Tynczuk said that the refund was a reimbursement from the 2019 health saving account fund.

The Board reviewed the previously distributed Written Recreation Department Report. Supt. Danz welcomed everyone and then reported on many June activities and events. The popular activity and craft kits were offered again and Danz gave thanks to Commissioner Gould who donated her parade items for the activity and craft kit bags. Continuing, Danz said that the virtual events are going well; fitness is back at the Community Center's Fitness Center with 9 personal training sessions scheduled; pools had 571 reservations for lap swimming and water walking; and 290 swim lesson registrations. Lastly, Danz provided registration updates on the baseball house program. This Thursday, Danz said that Risk Manager Udany and Aquatics Coordinator DeMichael are going on a tour at Harper with the college staff to show our process and procedures with opening and programing the pools. Staff hopes to open the pool at Building M in September. Director Clark has been in conversation with Harper College President Dr. Proctor and officials with discussions regarding the pool opening, pool protocol, etc. In response to Vice President Rogers, Clark agreed that the locker rooms will have to be available; although, notice will be sent to pool users suggesting arriving ready for their pool activity. In response to Commissioner Cozza's questions, Supt. Holder said that the new Plum Grove playground is still taped-off, it has not been officially open since the completion of the project, the shelter delayed the playground opening by 1½ weeks. Concerning the bicycle repair station, Holder confirmed the location will be near the bollards by the inter-circle road at Harper College.

Vice President Rogers 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 Adoption of the Park Watch Program Proposal. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners approve and adopt the proposed Park Watch Program as presented. Vice President Rogers asked Director Clark to review the proposal to the Park Board. Clark provided the background and facilitation of the model which is to create a grassroots awareness platform that encourages neighborhood residents to report negative activity in their park areas. Also, there is a strategy to promote within school programming using Sammy (Park District squirrel mascot) as the presenter, a fun, friendly and familiar face. Director Clark added that Risk Manager Udany is the primary contact representative with the community and the liaison for the partnership with the police department. Clark gave thanks to Park District staff members John Wilhelm; Todd Ranum; JP McNamara; Sharon Lyons; Ray Esunis; and Brian Udany, the members of the Task Force, for their time, efforts, talents and creativity. Clark also acknowledged our Communications and Marketing team for the program's branding. Clark plans to launch the Park Watch Program when we return to work in the offices. Clark wanted to have the Park Board's review and adoption in place so we can be ready with the launching preparations of ordering signs, material and supplies. Although, Director Clark is considering holding off on ordering the program items

until the budget update is confirmed. Clark estimated the entire program cost is in the amount of \$10,000. Vice President Rogers said that this program is a cute concept and a great idea; Clark wanted to make the program fun and relatable to younger kids, etc. Continuing, Clark said that it is a fun project for staff to work on. The program will take some time to get the word out in the community, there are various plans to promote the program in the future, including to have decals on Park District's vehicles, facilities, etc. Commissioner Cozza inquired if patrons in park neighborhoods will be provided with a packet explaining the program, Clark said the plan to distribute information will be at gatherings in various parks, events, etc. Commissioner Cozza confirmed the phone line for communication, Clark said it is the hotline number and Risk Manager Udany will channel the calls. Commissioner Cozza said that calls could come in during the night, Clark agrees, as there has been calls already and we have an emergency staff phone-tree system as well as an internal staff alert structure to communicate during off-hours. Regarding emergency reporting, Vice President Rogers suggested that the signage include 911 and be added to message recording information, explaining if this is an emergency hang-up and call 911. Regarding the unknown budget numbers, Vice President Rogers stressed being careful before announcing the launch of the program, Clark shares the concern. The motion was approved by a roll call vote; the result follows:

AYES: John Cozza, Susan Gould, Jennifer Rogers

NAYS: None

ABSENT: Nicholas Sawyer, Terry Ruff

Motion passed.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Regarding COVID-19 and phase 4, Director Clark said that it is the ever-changing evolution. Director Clark reviewed the efforts with obtaining written affiliates' programming plan in accordance with safety protocols. Regarding contact sport restrictions, staff has been researching with the high schools on protocols and will continue to monitor. Concerning the pools, staff has been terrific and Clark said that he receives emails daily on thanking the Park District. Regarding more positive comments, the Fitness Center participants complimented staff on the reservations process and the equipment set-up arrangement; the fitness users appreciate staffs' precautions. Clark is also receiving good feedback with summer programming and camps. Director Clark appreciates staffs' hard work and commitment. Clark wanted to give acknowledgements to various staff with executing the concert streaming, the outdoor dance recital, and preparation for the preschools regarding the DCSF's new guidelines. Clark gave thanks to staff for their efforts and dedication; staff is trying to do something for the community during COVID-19. Clark added that the positive feedback is getting noticed by the community including fellow Park District Directors. Supt. Nagle responded to Commissioner Cozza's question on the golf course numbers and included details of the recent successful CDGA event, which was well-attended. Commissioner Cozza added that the heard from one of the CDGA participants that the golf course is incredible, the course is in great condition. Vice President Rogers requested staff to send the Park Board an updated report on the District's financial information and to include the amount for all COVID-19 related expenses. Director Clark and Supt. Torres will provide the requested information.

Commissioner Reports

No additional comments were presented.

Regarding future agenda items, no items were mentioned.

Executive Session

Vice President Rogers 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 (discussion of the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District) and Section 2(c)(21) Open Meetings Act (discussion of minutes of prior meetings lawfully closed under the Open Meetings Act, for the purpose of review, approval or release of such minutes). The result of the roll call vote follows:

AYES: John Cozza, Susan Gould, Jennifer Rogers
NAYS: None
ABSENT: Nicholas Sawyer, Terry Ruff
Motion passed at 4:48 p.m.

Return to Open Session

Commissioner Gould moved to come out of closed session at 5:00 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 roll call vote as follows:

AYES: John Cozza, Susan Gould, Jennifer Rogers
NAYS: None
ABSENT: Nicholas Sawyer, Terry Ruff
Motion passed.

Action on Matters Considered in Closed Session

Vice President Rogers said the Board of Park Commissioners met in closed session to discuss two areas. Regarding discussions of personnel items, Vice President Rogers said that there is no action at this time. Regarding the second item of Executive Session 2(c)(21) Open Meetings Act for discussion of minutes of prior meetings lawfully closed under the Open Meetings Act for the purpose of review, approval or release of such minutes, Commissioner Cozza motioned and Commissioner Gould seconded that the Board of Park Commissioners approve Resolution #20-01; Determining the Confidentiality of Closed Sessions Minutes, and agreed that the presented closed session minutes have been determined to remain as confidential and will continue to be held. The motion which was approved by a roll call vote as follows:

AYES: John Cozza, Susan Gould, Jennifer Rogers
NAYS: None
ABSENT: Nicholas Sawyer, Terry Ruff
Motion passed.

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 Cozza seconded the motion which was unanimously approved by a roll call vote.

AYES: John Cozza, Susan Gould, Jennifer Rogers
NAYS: None
ABSENT: Nicholas Sawyer, Terry Ruff
Motion passed at 5:00 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Trish Feid
Secretary

Approved:

Jennifer Rogers
Vice President

2020 Park Board Meeting

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