



VIRTUAL MEETING
NOTICE OF SPECIAL MEETING
BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT
****Remote Meeting via Zoom**
July 28, 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, Treasurer	

Staff Present

Michael Clark, Executive Director	Joshua Ludolph, Asst. Supt. of Facilities
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	Michael Noens, Digital Marketing Coordinator
Tina Becke, Asst. Supt. of Finance	Trish Feid, Park Board Secretary/Executive Asst.

Visitors and Citizens

Greg Sammons

Approval of Agenda

Commissioner Cozza moved and Commissioner Gould seconded that the agenda be approved. By a roll call vote, the agenda for the meeting of July 28, 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 Sawyer 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 July 14, 2020; Closed Session Minutes of July 14, 2020; Approval; May/June Financial Report; and, Warrant 14 - 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 the virtual meeting of July 28, 2020. President Ruff and the Park Board welcomed Mr. Greg Sammons to the Park Board Meeting. Mr. Sammons thanked the Park Board for their strong long-term stewardship allowing recreation services for the community during COVID-19.

New Business

Referring to the request of financial information, the Park Board reviewed various documents regarding the analysis of the District's finances and budget projections through June 2020. The Board received the documents prior to the meeting. Director Clark said that Supt. Torres will take the floor to highlight the numbers and answer any questions. Supt. Torres shared a screen during the remote meeting displaying information for discussion; the first report focused on June 2020 ending financial statement, which provided a good picture of where the District is financially positioned to date. Commissioner Cozza commented that between cutting expenses and cuts in payroll and contract service, the numbers are close; Clark added that staff has been concentrating on cost containment. With not spending funds on capital items this year, outside of grant projects or project which were already underway, and tax funding is still coming in along with the payroll cuts, Director Clark said that the District financial situation is stable. To see the bigger picture with fund balances, Director Clark asked Torres to review the fund balance report. Torres said that the District has 20M in fund balances according the 2019 ending statement and CPRA. Continuing Torres said we have 7M in an unrestricted fund which can be used for what is board approved and currently we are trending where we should be. Supt. Torres added that the key months for the Park District are September and October which will tell the financial position; although, looking at the situation at this time, the District should still have that 7M or little less in the unrestricted fund at year-end. From her previous discussion with Director Clark, Supt. Torres plans to provide monthly reports to the Park Board, a year to date financial picture of the Park District to see the current position of the financials. Commissioner Gould said it was a very comprehensive report; and Commissioner Rogers appreciated the time in preparing the report. The Commissioners thanked Supt. Torres for the special reports and presentation. The reports were for information only, there was no action taken.

Departmental Reports

The Board reviewed the previously distributed Written Parks and Planning Department Report. Supt. Holder reviewed a couple of items. The bridge replacement project is set to go and on Monday the bike trail will be closed with signage going up over the weekend including detours signs; the project is expected to be completed late September or early October. The playground and shelter at Plum Grove Reservoir Park are now fully completed and the construction fencing is down. The area is looking very nice; Parks Manager Esunis and his crew did a great job breaking-down and saving the former Oak Park shelter and then resurrecting it at Plum Grove Reservoir Park; the crew also installed the turf stone path to the small dog park entrance. In response to Commissioner Cozza, Holder said that the new main shelter is 4 feet longer than the older one. Replying to Commissioner Gould's questions regarding the turf blanket and new turf stone, Holder said that we will not have as much mud disturbance from the dog park users and it is more of a natural look. In response to another question, both Director Clark and Supt. Holder confirmed the grade of the path is acceptable for ADA compliance. Continuing with the report, Holder said that the Birchwood South bike trail relocation project will also start on Monday. Horticulture Manager Zak and his crew have been busy on the wasp patrol and cicada duty; as soon as staff hears of a resident reporting, our crews are removing them. Commissioner Cozza asked about pending easement situation concerning the bike path at Algonquin and Roselle Roads since the over the weekend the construction horses were removed; Holder said that someone must of taken the horses, they are still in the process of correcting the easement from 6 to 8 feet width; although, it is still under attorney review and hopefully to start at the end of August or September. Commissioner Cozza brought to the Parks Department's attention a dangerous exposed drainpipe towards the bridge and pond at the bike path just east of the Cottonwood Park area; Holder will investigate early tomorrow and confirm responsibility with Rolling Meadows.

The Board reviewed the previously distributed Written Facilities Department Report. Supt. Nagle reported on some of the highlights. Looking over the last 3 to 5 years of data, this has been the best June at the golf course. The weather provided great golfing opportunities with less restoration issues; thanks to Golf

Course Supt. Helms, Golf Operations Manager & Head Professional Hotchkin and their staff with managing during COVID-19. Following tonight's report is a very nice letter about the recent CDGA event at Palatine Hills Golf Course. Other updates included the successful ICompete summer camp wrap-up, meeting scheduled for tomorrow with the school districts in support with POC and ICompete after school programming; nice out-of-town horse show in Illinois; staff is planning to co-host a horse show at Palatine Stables at the end of August; and, the Return to Customer taskforce (RTC) had a well-attended virtual training today covering a lot of information, Nagle gave thanks to the entire RTC taskforce and Asst. Supt. Palmer on their efforts. Concerning public transparency and Park District's affiliations, President Ruff had many questions regarding permitting the away horse show. Nagle will provide the outline and plan that the Stables' participants adhered to while attending the in-state horse show following the Illinois Department of Health Public and DCEO equestrian guidance for horse show along with US Equestrian guidance and allowances. Commissioner Cozza expressed concern with the significant number of young participants playing D211 sports at our parks; and maybe some of those kids are not being as careful practicing social distancing. Director Clark has reached out to D211 for discussion of when using our parks to follow our guidelines and have not heard back. Clark confirmed that IHSA is what we use as reference and guidelines. Staff will confirm the website posting of Falcon Park hours open to the public according to Commissioner Rogers' inquiry. Commissioner Cozza said that the pickleball courts are at full capacity; Director Clark added that the pickleball sport is growing fast. There is signage posted for limiting play to an hour along with the other rules; Clark is concerned about users not following guidelines and restrictions since it is self-policing. Commissioner Cozza added that ours courts look fine and noticed that pickleball is attracting younger age groups. In response to Mr. Sammons' comment, Commissioner Sawyer said that the Locust Park courts look good as well. Mr. Sammons complimented the golf course and the reservation system for pool use, it works for scheduling your pool time.

The Board reviewed the previously distributed Written Finance Department Report. Supt. Torres updated the Board on a few staff status, Payroll Specialist Hankner is officially on leave; CSR Farrar is now retired and it was decided to hold off until things are back to normal before filling Jean's position; and there is limited staffing at registration. Torres had capital discussion with Supt. Holder; and is working with staff to provide information from holding budget discussions; staff are being proactive. Torres turned the meeting over to Customer Service Manager Hubka to review the registration section of the monthly report. Hubka said that this month is looking better, registration numbers were up from May and June, refund processing has leveled; customers are very appreciative and are patient, expressing that they are glad the Park District is offering programs. Commissioner Gould added to continue keeping the website and all online information accurate regarding hours, cancellations, registrations, etc. Regarding the swim registration numbers of non-resident and resident users, Commissioners Cozza said it is a good thing we are using Eagle pool for lap swim this season.

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. Director Clark highlighted a few topics from his report. Supt. Danz and Director Clark invested a lot of time working on the affiliate groups' plans. Baseball board members have been assigned to field patrol responsibilities and they are following our model. Regarding the Intergovernmental cooperation, D15 will not allow outside users in their gymnasiums; the CARE program is still undecided now; and D15 had asked families to fill-out their surveys regarding the school year. Staff has an upcoming meeting regarding CARE, Facilities' staff will attend the discussion as well since we need to get a handle on the pending situation, which will create a challenge. Clark responded to Commissioner Cozza and said that he believes just about 100% of the kids are at their own school for the CARE program as well as for safety and convenience. Clark reiterated that

we are still under same CARE Agreement with D15; although moving forward, D15 does not want to be in the before/after school program business, D15 believes in the program but prefers to have the Park District run it. A few comments from the Board included, Commissioner Cozza stated the government-owned buildings should be used to the maximum; and Commissioner Gould added that the CARE program is not truly a recreation program, in some ways it is babysitting or schooling, etc. Clark said that the proposed rental fees and costs would cause the need to increase the CARE program fees which may be difficult for many parents to sustain. Commissioner Gould said the CARE program is a lifesaver for a lot of families. Even though we could not accommodate the regular number of CARE kids, Commissioner Rogers asked about the possibility to offer “school day camps” for remote learning if the elementary schools start the year with remote e-learning. Staff will provide the Board with the number of CARE participants per facility and possible accommodation scenarios for hosting students through the Park District. Lastly, Director Clark reported on some positive news, there is good progress in the meetings with Harper College; Clark also gave a thank you to Patrick Griffin, Anthony DeMichael and Brian Udany on utilizing the outdoor pool modeling and tweaking it for the pool at Harper College. Harper reviewed our modified plan and it is looking promising for mid-September opening of the pool. Clark mentioned that the Harper College campus is not fully closed, they are holding small lab group classes.

President Ruff thanked Director Clark for his report.

Commissioner Reports

Commissioner Sawyer commented that when he signed up for the fitness center it was very easy and a very smooth process at registration.

Commissioner Gould wanted to give another shout out to staff, everyone is doing a great job in tough times and Commissioner Gould is proud of them. Commissioner Gould said it is nice to hear positive things about the way staff has stepped up and are thinking of good things to do for the community.

President Ruff said that he is hearing from neighbors at Celtic Park that the turf is busy all day long. Baseball is doing a great job at Hamilton; although, the playground is an issue with being crowded at those times. President Ruff expressed that the staff at Community Center is so welcoming and happy with greeting patrons, staff are going above and beyond. Commissioner Sawyer agreed.

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 5:28 p.m.

Return to Open Session

Commissioner Gould moved to come out of closed session at 6:05 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:

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 Cozza 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 6:05 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Terry Ruff
President

2020 Park Board Meeting

August 11, 2020
August 25, 2020
September 8, 2020
September 22, 2020

October 13, 2020
November 10, 2020
November 24, 2020
December 8, 2020