



VIRTUAL MEETING
NOTICE OF SPECIAL MEETING
BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT
****Remote Meeting via Zoom**
August 25, 2020 at 4:00 p.m.

President Ruff called to order the virtual meeting at 4:00 p.m.

Commissioners Present:

Terry Ruff, President
Jennifer Rogers, Vice President
Susan Gould
John Cozza

Commissioner Absent:

Nicholas Sawyer, Treasurer

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
Colleen Palmer, Asst. Supt. of Recreation

Pete Cahill, Asst. Supt. of District Services & Projects/HR
Glenn Hussey, Asst. Supt. of Parks & Planning
Dan Mangum, IT Manager
Christine Hubka, Customer Service Manager
Patrick Griffin, Aquatics Manager
Michael Noens, Digital Marketing Coordinator
JP McNamara, Community Outreach Coordinator
Trish Feid, Park Board Secretary/Executive Asst.

Visitors and Citizens

None

Approval of Agenda

Commissioner Gould moved and Commissioner Cozza seconded that the agenda be approved. By a roll call vote, the agenda for the meeting of August 25, 2020 was approved.

AYE: John Cozza, Susan Gould, Jennifer Rogers, Terry Ruff

NAY: None

ABSENT: Nicholas Sawyer

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 August 11, 2020; and, Warrant 16 - including Expenses for Travel Expenses. The result of the roll call vote follows:

AYE: John Cozza, Susan Gould, Jennifer Rogers, Terry Ruff

NAY: None

ABSENT: Nicholas Sawyer

Motion carried.

Visitors and Citizens Comments

President Ruff confirmed no questions were presented prior to or during the virtual meeting of August 25, 2020 from the public.

New Business

The Board reviewed a previously distributed board summary pertaining to the Approval of the Extension of Birchwood Pool Season. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners approve the extension of Birchwood Pool operating season to end on Sunday, September 30, 2020. In response to Commissioner Cozza’s questions, Supt. Danz and Aquatics Manager Griffin agreed that not extending the Eagle Pool season will have no impact on a need; also, Eagle Pool staffing would have been an issue fulfilling. Griffin stated that having Birchwood Pool remain open will suffice. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary and documents pertaining to the Approval of July Monthly Financial Reports. Commissioner Gould moved and Commissioner Cozza seconded that the Board of Park Commissioners approve the July Monthly Financial Reports as presented. No questions or comments were presented at this time. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the Adoption of Resolution #20-03 to allocate funds for an Outdoor Fitness Court® as part of the 2021 National Fitness Campaign as a future capital funding commitment. Commissioner Cozza moved and Commissioner Rogers seconded that the Board of Park Commissioners adopt Resolution #20-03, a Resolution approving a future capital expenditure commitment of \$160,700 to purchase and install a National Fitness Campaign, Fitness Court. Before the meeting, Commissioner Rogers had asked Director Clark for some financial project information for the equipment and setup cost at Dutch Schultz Recreation Area for a comparison on outdoor fitness equipment. At this moment in time, Commissioner Rogers would want to hold off on moving forward with this project. Commissioner Gould is also concerned with the cost and does not believe Hamilton Park should have any other amenities creating even more attractions. Commissioner Gould is not sure that Hamilton is a good place for the fitness court since there is a lot of activity going on at Hamilton Park already, which is adding to the streets and neighborhood parking problems. Commissioner Gould explained all the traffic that she sees from the Hamilton Park users, they are parking in the streets; and, along with regular neighborhood traffic, this is a dangerous situation which needs to get under control. President Ruff said he went to the fitness court in Hoffman Estates on Saturday spending an hour on the grounds, President Ruff said it reminded him of an obstacle course and he likes the idea with having the fitness court along with the trail access. Although, President Ruff does not know if we should be spending the money now. Director Clark said that this would be scheduled as a 2021 project, today’s resolution approval would secure the grant money; Clark is not sure if grant funds will be available later. Clark added that the fitness court comes with a web-based application that can be used for classes/programming too. During this tough time that everyone is going through, Commissioner Cozza mentioned that raising sponsorship money during this type of environment would be challenging; and would suggest holding off on the project. The breakdown of the fitness court cost was discussed with possible ways to lower the project amount and securing sponsorships. Outreach Coordinator McNamara said that we are focused on approaching corporations and we are currently working with Dick’s Sporting Goods and Northwest Community Hospital regarding preliminary considerations. Discussion ensued; President Ruff asked for a

roll call on the motion. The motion was rejected, and the result follows:

AYES: Terry Ruff
NAYS: John Cozza, Susan Gould, Jennifer Rogers
ABSENT: Nicholas Sawyer
Motion not approved.

Departmental Reports

The Board reviewed the previously distributed Written Parks and Planning Department Report. Supt. Holder reviewed a couple of projects. Holder said that the bridge replacement project is moving along pretty good and we are looking at mid-October for completion. Concerning the current condition of the bridges, the days were numbered, and the bridges would not have lasted much longer. The Birchwood South trail relocation is finally completed. Voting for Maple Park playground was finished; the playground project bid will be presented at the next Park Board Meeting. Staff has a meeting with Hitchcock Design Group tomorrow to finalize plans for Maple Park. Commissioner Rogers inquired if Supt. Holder heard from the public during the bridge project, Holder said that while onsite it was a little difficult at times with redirecting people even though signs were posted, fencing blocking installed, etc.

The Board reviewed the previously distributed Written Facilities Department Report. Supt. Nagle reported on some of the department items. Nagle highlighted the high volume of traffic at the golf course and gave praise to staff. This weekend there was a student horse show at the Stables which included a farewell to Stables Assistant Manager Shahinian; Nagle stressed that we are shorthanded at the Stables. Regarding IComplete highlights, Falcon Park Family and Youth Program Specialist Lara did a great job with the limited summer camp programming and with the successful annual event "Better Together" during COVID-19. Currently, staff is focused on fall and winter programming and working hard at that. Asst. Supt. Ludolph's elevator project is wrapping up nicely with the official inspection scheduled for next week.

The Board reviewed the previously distributed Written Finance Department Report. Regarding a follow up on July's monthly financials presented earlier tonight, Supt. Torres said these are projections of where the District is financially. Torres highlighted one of the bullet points concerning unemployment, if we had to pay those costs it would have been roughly \$175,000 as an expense to the District, Torres said that Accountant Lyons brought that good news to her attention. July was a 3-payroll month; staff continues to do really well with payroll numbers which are lower than previous years. Regarding the monthly department report, Torres reviewed her upcoming 2021 budget meetings for staff discussions with a flow to keep the numbers low and being conservative; Torres will be monitoring budget items and we plan to levy only for what is needed. Torres turned the report discussion over to Customer Service Manager Hubka to review the registration section. Hubka said that this month is looking better, registration numbers were up from June due to lap swimming and fitness blocks; refunds are down considerably. The workforce is getting busier each day with public activity in the building; also, Registration staffing and the greeting station is working out well currently.

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 items from his report. Director Clark said that it is good to see everyone and that everyone is doing well. During Director Clark's vacation time, he gave thanks and appreciation to staff for taking care of things during his absence. Regarding the conference call with Harper College President Dr. Proctor and other Harper staff, Clark wanted to have a follow-up on Harper's decision not to open the pool. Clark gave

details of Harper’s thoughts stemming from a webinar that one of their staff attended in July concerning indoor pool safety. Clark said that Harper found nothing technically wrong with the Park District plan, Harper wants to limit the amount of people on campus. Last week Director Clark toured all of the District projects with Supt. Holder; Clark said that staff continues to accomplish a lot of things during COVID-19 and it is good to see staff trying to be aggressive during such challenging times. Commissioner Cozza asked about CARE and e-learning programs being scaled back, Clark said that the participant numbers were extremely low and thought we could provide programming on a much smaller scale and still be cost effective. Now, Director Clark said there is another delayed start; and, unfortunately, the initial communications from D15 to their students’ families did not include Palatine Park District with the four other sites mentioned for e-learning program opportunities. Discussion ensued regarding staffs’ conversations with D15. Clark said that we will not run the program if we do not have the numbers. President Ruff thanked Director Clark for his report.

Commissioner Reports

Regarding Commissioner Gould’s street parking problems in her neighborhood due to all the different types of activities at Hamilton Park, Commissioner Gould had talked to the Village Manager about posting street signage for Hamilton users to park at Hamilton’s parking lot; the suggestion did not work out and led to another idea for the District to post signs. Remembering back to when the Hamilton Park improvement project was approved, Commissioner Gould would like to remind the affiliates about the promise made to the neighbors that the affiliates would park in the Hamilton parking lot and not park in the streets. Commissioner Gould stressed that this is a dangerous situation with the cluster of cars, trucks, strollers, little kids, other pedestrians on these busy streets. Supt. Danz said that she will send a reminder to the Palatine Affiliate Leaders Society (PALS).

Commissioner Rogers added a thank you to staff concerning Commissioner Gould’s neighborhood street issues with Hamilton Park users. Commissioner Rogers said that it is a really good place to start by having conversation with the affiliates, many of the current volunteers may be unaware of the understanding made back in 2004 with the affiliates, Park Board and staff.

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 and Section 2(c)(11) Open Meetings Act for discussion of pending, or probable and imminent litigation against, affecting or on behalf of the District. The result of the roll call vote follows:

AYES: John Cozza, Susan Gould, Jennifer Rogers, Terry Ruff

NAYS: None

ABSENT: Nicholas Sawyer

Motion passed at 4:49 p.m.

Return to Open Session

Commissioner Gould moved to come out of closed session at 5:18 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, Jennifer Rogers, Terry Ruff
NAY: None
ABSENT: Nicholas Sawyer
Motion carried.

Action on Matters Considered in Closed Session

President Ruff said that there was discussion regarding 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 and Section 2(c)(11) Open Meetings Act for discussion of pending, or probable and imminent litigation against, affecting or on behalf 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, Jennifer Rogers, Terry Ruff
NAY: None
ABSENT: Nicholas Sawyer
Motion carried at 5:18 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Terry Ruff
President

2020 Park Board Meeting

September 8, 2020
September 22, 2020
October 13, 2020

November 10, 2020
November 24, 2020
December 8, 2020