



VIRTUAL MEETING

NOTICE OF REGULAR MEETING

BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT

****Remote Meeting via Zoom**

September 8, 2020 at 4:00 p.m.

President Ruff called the remote meeting to order at 4:05 p.m.

Commissioners Present:

Terry Ruff, President
Jennifer Rogers, Vice President
Nicholas Sawyer, Treasurer
Susan Gould
John Cozza

Staff Present

Michael Clark, Executive Director	Joshua Ludolph, Asst. Supt. of Facilities
Steve Nagle, Supt. of Facilities	Pete Cahill, Asst. Supt. of District Services & Projects (HR)
Cheryl Tynczuk, Supt. of District Services & Projects	Colleen Palmer, Asst. Supt. of Recreation
Zaida Torres, Supt. of Finance	Glenn Hussey, Asst. Supt. of Parks & Planning
Donelda Danz, Supt. of Recreation	Dan Mangum, IT Manager
Jim Holder, Supt. of Parks & Planning	Trish Feid, Park Board Secretary/Executive Asst.
Tina Becke, Asst. Supt. of Finance	

Visitors and Citizens

No attendees.

Approval of Agenda

Commissioner Cozza moved and Commissioner Gould seconded that the agenda be approved as approved. By a roll call vote, the agenda for the meeting of September 8, 2020 was approved.

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

NAYS: None

ABSENT: None

Motion passed.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Cozza 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 August 25, 2020; Closed Session Meeting Minutes of August 25, 2020; Closed Session Minutes of September 3, 2020; and, Warrant #17 - including Expenses for Travel Expenses. The result of the roll call vote follows:

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

NAYS: None

ABSENT: None

Motion passed.

Visitors and Citizens Comments

President Ruff confirmed that no questions from the public were presented prior to or during the virtual meeting of September 8, 2020 and no guests joined the meeting.

Departmental Reports

The Board reviewed the previously distributed Written District Services and Projects Department Report. New to the monthly report, Supt. Tynczuk said that Human Resources started a new chart on the total number of full-time; part-time; and seasonal staff we have employed month to month with a comparison to the previous year. The unemployment statements were reviewed, and the District will save \$170,000 in claims picked up by both state and federal unemployment relief programs. Staff is receiving positive feedback from some of the newly installed Living Tribute benches along with comments on how well the Parks Department maintains the park property.

The Board reviewed the previously distributed Written Recreation Department Report. Supt. Danz greeted everyone. Regarding the upcoming 75th Anniversary event, Danz asked Asst. Supt. Palmer to brief the Park Board on the special event plan since Palmer is spearheading the special event’s task force. Palmer said that it is fast approaching, the first part of the festivity will be the Park Quest with a maximum of 40 cars to participate in getting clues and going to 10 different District locations, by completing activities, clue and history fact finding, etc. The second part of the day, is a “DIY” patio party, which you can follow along on social media, and where you can include Emmett’s special Palatine Park District’s 75th Anniversary beer along with listening to the recording of the band Soda. Leading up to the date there will be ideas on appetizers, decorating, etc. for your patio party. Then the culmination of the event will be the picking of the raffle ticket, raffle tickets were distributed throughout the year. Returning to the monthly report, Danz briefed the Board on the CARE program status and said that if we get 10 participants, we will run the program. Commissioner Gould said that she heard from some residents who were not aware of the program and some others mentioned that it was expensive. In response to Commissioner Rogers’ questions, Clark briefed the Board on the communications with D15. According to D15’s reaction they did not know the Park District was running the program and did not include us in their newsletter with such information. Commissioner Cozza said that there has been maybe changes to the start of the school year and on teaching conditions, although Commissioner Cozza remembers the previous CARE program concerns with D15. This community partner has not been receptive to other community partners, Supt. Nagle informed Clark that D15’s long-established support of POC is currently not confirmed. Clark said that it is very frustrating and stressful for staff; discussion ensued. Commissioner Gould asked about Fall Fest event since sponsors have not heard anything about the annual event; Supt. Nagle thanked Commissioner Gould for her sponsorship, Nagle is meeting with Community Outreach Coordinator McNamara to discuss strategies as staff reimagines Fall Fest on a lighter scale. Regarding Commissioner Gould’s thoughts on raffle opportunities at the fall event, Nagle will talk with Stables Manager Bruns. Commissioner Gould said that she would be willing to participate in meetings with staff on ideas.

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 Approval of Maple Park Playground Equipment. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners approve the lowest responsible bidder, Cunningham Recreation of Charlotte, North Carolina, in the amount not to exceed \$78,208.67 for the purchase of playground equipment for Maple Park. 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 a Prospective Bequest to Palatine Park District to be Used Exclusively for the Financial Support of the General Operations of Cutting Hall Performing Arts Center. Commissioner Gould moved and Commissioner Cozza seconded that the Board of Park Commissioners approve the Prospective Bequest to Palatine Park District to be Used Exclusively for Financial Support of the General Operations of Cutting Hall Performing Arts Center. In response to President Ruff, Director Clark it has been vetted and this is a formality of the proposed bequest. Regarding Commissioner Rogers' questions, Clarks said we would hold the funds in its own allocated account that Supt. Torres can set up; and, if some time in the future the District closes Cutting Hall, the funds are only allowed to be used for Cutting Hall so all funds would need to be used prior to closing. Replying to Commissioner Gould's inquiry, Director Clark said that we have set-up through the Park Foundation a variety of ways to donate including bequests. 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 approved.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Staff has been working diligently, Director Clark thanked Supt. Torres and Asst. Supt. Becke with assisting staff on getting the budget development going. 2021 budget is a unique process and staff is using the 2019 budget to be conservative since 2020 budget will not have liable numbers to used. Everything is going well and we are staying on task with budget timeline and sticking to the plan for approval within this calendar year. Supt. Danz followed-up with all affiliate groups and reminded them about the allocated parking lots at Hamilton, Danz said that they understood and now they are aware. Due to the fraud checks with the payroll account staff has taken measures to closed and open a new payroll bank account. Clark said that it was good news our controlled system caught the fraudulent checks in time and a police report was filed. Clark gave thanks to Supt. Tynczuk on the FEMA reimbursement process, and staff is planning on a secondary request to meet the minimal thresholds to maximize the total reimbursement amount. Clark recognized the golf course staff for doing a wonderful job, along with the great weather, the social distance activity is setting great numbers and helping the District's revenue steam. Clark gave thanks to a number of staff members including Supt. Holder, Parks Manager Esunis, along with their staff and Facilities' staff on the facelift of amphitheater with many improvements including fixing the roof and seams, painting, etc. and drainage issues resolved with a majority of the work done in house. Kudos to Ludolph on the elevator project at Community Center, the elevator is functioning and remained under budget, great job on the project. In response to Commissioner Rogers, Director Clark and Asst. Supt. Ludolph said that Community Center and Falcon Park facilities will host election day; although, no early voting scheduled at the Park District.

Commissioner Reports/Proposed Future Agenda Items

No other reports currently.

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 Cozza moved and Commissioner Sawyer 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 4:46 p.m.

Return to Open Session

Commissioner Sawyer moved to come out of closed session at 4:52 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 Sawyer seconded the motion which was unanimously approved by a roll call vote.

AYES: John Cozza, Susan Gould, Nicholas Sawyer, Jennifer Rogers, Terry Ruff
NAYS: None
ABSENT: None
Motion passed at 4:52 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Trish Feid
Secretary

Approved:

Terry Ruff
President

2020 Park Board Meeting

September 22, 2020
October 13, 2020
November 10, 2020

November 24, 2020
December 8, 2020

