



VIRTUAL MEETING
NOTICE OF SPECIAL MEETING
BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT
****Remote Meeting via Zoom**
September 22, 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

No visitors attended the meeting.

Approval of Agenda

Commissioner Gould moved and Commissioner Cozza seconded that the agenda be approved. Executive Director Clark recommended to remove closed session from the agenda since there are no updates to report. By a roll call vote, the agenda for the meeting of September 22, 2020 was approved as amended.

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

NAY: None

ABSENT: None

Motion carried as amended.

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 September 8, 2020; Closed Session Minutes of September 8, 2020; Adoption of Surplus Ordinance #20-03; August Monthly Financial Report; and, Warrant 18 - 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 from the public prior to or during the remote meeting of September 22, 2020.

New Business

The Board reviewed a previously distributed board summary pertaining to the Award of Bid for Palatine Stables ADA Sidewalk and Parking Improvements. Commissioner Gould moved and Commissioner Cozza seconded that the Board of Park Commissioners award the lowest responsible bidder, Schaeffges Brothers Inc., Wheeling of Illinois, in an amount not to exceed \$44,500 for the Palatine Stables ADA Sidewalk and Parking Improvements Project. In response to Commissioner Cozza's questions, Supt. Holder said that basically it is replacing all brick pavers, adding 2 accessible parking spaces in parking lot and sidewalk work. 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 reviewed a couple of items. Supt. Holder gave quick updates regarding the bridge project and asked if IT Manager Mangum could displayed the progress during his report presentation. The 2 bridges were installed yesterday and staff was pleased on how smooth the process went, Holder said that the crane arrived onsite at 8:30 a.m. and finished up the installation of the 2 bridges by 12:45 p.m. Holder gave thanks to Digital Marketing Coordinator Noens for filming the install. In response to Commissioner Gould's follow-up on the vandalism at Falcon Park Recreation Center, Holder said that the graffiti on the sidewalk was cleaned up today.

The Board reviewed the previously distributed Written Facilities Department Report. Supt. Nagle reported on some of the report highlights. Nagle said that the department is focused on the upcoming indoor season and putting together a course of action on accommodating various groups and rentals; the final planning meeting will be held on Friday. Theatre Coordinator Greene is active with networking in the theater-world to see what others are doing and what can be done. The golf course revenue numbers are above and beyond previous years and it is looking like September will probably be just as strong. The amphitheater renovations are completed and Nagle gave thanks to Parks' staff, Asst. Supt. Ludolph and others. Palatine Stables will have their final horse this weekend; and Stables remains shorthanded as they search and review for applicants. The Fall Fest has been packaged up and registration is now available; staff is excited to be able to offer the annual event this year. If the pandemic gets worse, Commissioner Cozza suggested that we need to think about repurposing Cutting Hall, but we need to be careful. Commissioner Cozza also asked about repurposing the golf course and recommended during the winter season to clear the 3 miles on the golf course path and the parking lot, to provide winter golf on 9 holes and then have the other nine holes for the walking area. Commissioner Gould added an idea of cross-county skiing. Commissioner Cozza said to assemble ideas and get the push in the Daily Herald; Nagle said that we are prepared to open the nine holes during the winter as we have done the past several years.

The Board reviewed the previously distributed Written Finance Department Report. President Ruff commented that we love the numbers and Supt. Torres agreed with the August numbers. Torres updated the Board on a few report items, there was an increase with payroll slightly due to seasonal workers; although, still less than last year; regarding fraud alerts, staff has taken safety measures to change and reopen an account. Budget preparations are going exceptional well, Torres continues to have one on one meetings with various staff and with each Department Heads; Torres sent Director Clark the updated budget calendar and will continue to have more deeper discussions as we review the budgets. Regarding the Insurance Committee and planning for the 2021 health insurance renewal, staff updated the 2021 changes in the budget as well as staying on top with all budget updates. Asst. Supt. Cahill responded to

President Ruff about insurance renewal percentages. Torres turned the meeting over to Customer Service Manager Hubka to review the registration section of the monthly report. Hubka reviewed the registration numbers and mentioned that the October catalog went live today for residents. Hubka said that she is busy with securing appropriate green and red teams of staff scheduled at all registration locations and scheduling one on one meetings with staff for keeping in touch. Commissioner Gould has concerns that the registration numbers on the report chart shows incomplete information regarding residents and non-residents' data; Director Clark added that any chart will not tell the whole story; although, staff can explain the matter behind the data that tells the story. Commissioner Gould is concerned about the misinterpretation without more explanation. Discussion ensued. President Ruff said his intent for this request was to see who is using our facilities and participating in our programs outside of our residents; President Ruff said that for this year, numbers are skewed due to COVID-19. Commissioner Cozza added that this information helps us as Commissioners to see if non-residents are paying their fair share for participating in our programs. Discussion of activity data of our residents using other park districts as well as data on non-residents using our facilities and programming for activities that their park district does not provide was also mentioned.

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 some topics from his report. Regarding the Capital Replacement Fund billing from Harper, the Park District will pay the annual \$45,000 amount, which will cover future big ticket items; however, Director Clark added that he will start communication with Harper concerning the annual maintenance billing and demand a prorated invoice since we have not been in the facility. Unfortunately, staff had to cancel the e-learning CARE program with only 2 participants registered, this has been very frustrating with all the work and staffs' time involved. Regarding hiring of both the barn hand and the assistant manager positions, Stables staff members are working hard to post job listings and recruit. Acknowledgment to Asst. Supt. Palmer and the 75th anniversary committee with adapting and accommodating the changes for the special event scheduled for this Saturday, September 26, 2020. The Park District has been awarded in 2 categories for "The Best of the Best" awards: Power of Parks, which is a special new award related to COVID-19 showing how parks are providing other opportunities for safe recreation; and the Intergovernmental Partnership that we have with Harper College; Clark added a thank you to Communications and Marketing Manager Sotzen on polishing the award paperwork and to Asst. Supt. Palmer with spearheading the Power of Parks application. Kudos to Recreation and Fitness Program Coordinator Shariatzadeh and the Wellness Committee, we will receive \$8,000 from IPBC, our health insurance cooperative, which helps deferred costs to our employees. A reminder that the candidate process has started, 128 petition signatures are required. Lastly, Clark suggested to look at the amphitheater, the facelift is amazing and most of the work was done in-house.

President Ruff thanked Director Clark for his report.

Commissioner Reports

Commissioner Sawyer said that he was impressed with the bridge project work.

Commissioner Rogers asked if we could update the Falcon Park's schedule for the indoor walking track, Nagle said he will get that done.

President Ruff said thank you for the work involved on the amphitheater improvement project and added that it looks unbelievable. The installation project for the 2 bridges, the progress photos and the article

were great, President Ruff congratulated all involved with the project. President Ruff shared an interesting article regarding Rockford Park District's equestrian center and a proposed indoor riding arena. Concerning communications and recognition of previous and current sponsors, President Ruff wanted to know if we are doing anything to recognize our sponsors and reminded staff that we will be needing them again. Supt. Tynczuk reported on what staff has been doing and mentioned that staff will include this information in the next department report. As one of the sponsors for the Park District, Commissioner Gould said that she does not know where her sponsorship money is going and there has been a lack of communication, Tynczuk will address this with staff. President Ruff added that it is important to keep recognizing our sponsors whether they pay us or not, it is important to provide lots of information and continue with good communication!

Regarding future agenda items, no matters were mentioned.

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 Gould 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 5:01 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Terry Ruff
President

2020 Park Board Meeting

October 13, 2020
October 27, 2020 (2021 Budget Presentation)
November 10, 2020

November 24, 2020
December 8, 2020