



VIRTUAL MEETING

NOTICE OF REGULAR MEETING

BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT

****Remote Meeting via Zoom**

October 13, 2020 at 4:00 p.m.

President Ruff called the remote meeting to order at 4:00 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

Greg Sammons

Approval of Agenda

There was Board consensus to remove executive session from the agenda. Commissioner Cozza moved and Commissioner Sawyer seconded that the agenda be approved as amended. By a roll call vote, the agenda for the meeting of October 13, 2020 was approved.

AYES: John Cozza, Susan Gould, Nicholas Sawyer, Jennifer Rogers, Terry Ruff
NAYS: None
ABSENT: None
Motion passed 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 22, 2020; Ratification of Change Order #1 for Pedestrian Bridge and Trail Replacement Project; Adoption of Surplus Ordinance #20-04; and, Warrant #19 - 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

At this time, President Ruff confirmed that no questions from the public were presented prior to or during

the virtual meeting of October 13, 2020.

Departmental Reports

The Board reviewed the previously distributed written District Services and Projects Department Report. Supt. Tynczuk greeted everyone. Regarding the state mandatory harassment training, Supt. Tynczuk said that Asst. Supt. Cahill worked with Risk Manager Udany with getting the initial group of staff completed and now they are working through details to get the rest of the part-time staff trained. Concerning the recent problems that Tyler Technologies encountered, compliments to IT Manager Mangum with his foresight on always having the Park District's security and network foremost in his mind with keeping our systems safe.

The Board reviewed the previously distributed written Recreation Department Report. Supt. Danz welcomed everyone. Regarding the Park District's 75th anniversary events on September 26, 2020, the Park Quest and the virtual Patio Party, both were well received. Danz said that Asst. Supt. Palmer did a great job spearheading the 75th anniversary committee. Tonight, Palmer is at the Howl-0-Ween event, which was moved to the Amphitheater area. Danz said that there have been minimal COVID-19 issues within our programming, staff feels very fortunate that our programs are going well. In response to Commissioner Cozza's inquiry of posting COVID-19 dashboards in the facilities for contact tracing, Director Clark said that we have a protocol in place, it is for only those exposed or had potential exposure. Commissioner Gould said that she is glad to see the C.A.R.E. program working.

The Board reviewed the previously distributed written Parks and Planning Department Report. Supt. Holder greeted the group and then reviewed a couple of projects. Regarding the bridge replacement project's trail work, Holder said that weather permitting, staff is planning to schedule the trail back up and open to the public on the last Monday of October. The Stables' project is ready to begin, the 5-day project it is scheduled for next Wednesday to start.

The Board reviewed the previously distributed written Facilities Department Report. Supt. Nagle said that Fall Fest was really nice with great weather, understanding participants and great staff. Over 120 people attended this year's modified Fall Fest event. Regarding the report, the golf course data yearly comparison chart shows revenue numbers are up significantly for playable rounds. In reply to Commissioner Rogers' questions on round statistics showing that we are down in revenue, Nagle said that may have been due to the slow start in early spring, staff expect October numbers to compensate. Other topics mentioned include the upcoming customer appreciation week; pickle ball indoor users coming back; and staff's complimentary email regarding the Fitness Center setup and staff.

The Board reviewed the previously distributed written Finance Department Report. Supt. Torres updated the Board on a few report items, payroll numbers remain lower than past years; purchase cards expenses are starting to roll in due to capital projects; and we are still receiving tax receipts. Near the end of October, Torres said that staff will be able to provide the monthly financial report. Torres and her staff attended an excellent Safe Zone training on diversity in the workplace and completed the mandatory harassment training. Regarding the bank's monthly fee charges, staff was able to come to an agreement with the bank and we are not being charged. Budget work continues with staff; the 1st draft to be presented on October 27, 2020 to the Park Board, we will use last year's presentation set-up format. Long-term staff, Accounting Assistant Receivables Zeman turned in her resignation; Oct 30 will be Karen's last day and staff will be sharing her responsibilities. Karen will be missed. Concerning Commissioner Rogers' question on the payroll yearly comparison of this September to September of 2019, Supt. Torres to confirm information in the next report. Torres turned the meeting over to Customer Service Manager Hubka to review the registration section of the monthly report. Hubka reviewed the registration numbers for September and responded to Commissioner Gould on the refund to household process. Both customer

and staff appreciation week start next Monday, Hubka reviewed the planning.

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 for approval for the Acceptance of Commissioner Sawyer Resignation and Declaring the Commissioner Seat Vacant. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners approve the Acceptance of Commissioner Sawyer Resignation and Declaring the Commissioner Seat Vacant. Commissioner Sawyer decided not to run in the spring re-election. After nearly serving 2 terms as Park Board Commissioner for Palatine Park District, Commissioner Sawyer felt it was time to shift his focus and resign. On behalf of the residents, President Ruff and fellow Park Board Commissioners expressed thank you to Nick Sawyer for his service. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary regarding Approval for the Appointment of Declared Commissioner Vacancy Seat. Commissioner Gould moved and Commissioner Cozza seconded that the Board of Park Commissioners approve the Appointment of the Declared Commissioner Vacancy Seat to Greg Sammons until the April 2021 election; and Appoint Commissioner Gould as Park Board Treasurer. The Park Board has the power to appoint an individual to fill a vacancy and this appointment is required to be voted on during the open meeting. Since Commissioner Sawyer's term is up in April of 2021, newly appointed Greg Sammons would serve until a successor is elected and qualified. If Greg Sammons wishes to remain on the Board, he would need to run for election during the April 2021 election like any other candidate. The motion was approved by a roll call vote; the result follows:

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

President Ruff administered the Oath of Office to Greg Sammons; the Park Board and Director Clark welcomed Commissioner Sammons to the meeting. Once again, the Park Board thanked Nick Sawyer for his years of dedication and service to the Palatine Park District and community; Nick Sawyer said that he will miss everyone.

The Board reviewed a previously distributed board summary for the Insurance Renewal regarding the 2021 Plan Year. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners approve the Insurance Committee recommendations as follows:

- Approve the 4.3% employee premium increase for the PPO Plans, 5.1% employee premium increase for the HMO plan and -3.63% employee premium decrease for Dental insurance.
- Approve one quarter (\$250 Single, \$500 Family) of the Park District funding to be provided upfront and the rest of the funding each payroll.

Asst. Supt. Cahill responded to Commissioner Sammons' questions on HSA funding and Director Clark reviewed the great benefits of joining Intergovernmental Personnel Benefit Cooperative (IPBC) and being a part of a large municipal pool. Replying to Commissioner Rogers' questions and directive, Cahill

confirmed the insurance chart had the incorrect year and he will update the Board files with the corrected chart. The motion was approved by a roll call vote; the result follows:

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

NAYS: None

ABSENT: None

Motion passed.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark greeted everybody and hopes everyone is staying safe. Regarding his monthly report, Clark highlighted the IHSA lawsuit situation, which is important to us regarding the challenge on news about high-risk sports and we will continue to disallow those high-risk activities to compete at the Park District. With the weather changing, staff is working hard with bringing more people inside; we have mitigation guidelines and plans in place with keeping it as safe as possible as we keep monitoring the current condition. Thanks to the Return to Customer task force with their assistance in developing this protocol. Clark reviewed the 2021 budget plan using 2019 numbers; and depending on year 2021, if there is an impact we will adjust. Stables staffing issues continue and the recruitment process is difficult; Clark gave thanks to the current Stables staff with taking on a lot of responsibilities to get the work done. At tomorrow's Leadership Team meeting, Clark said that staff will discuss the professional membership renewal criteria memo. Regarding the Safe Zone conversation/training on racism hosted by IPRA; it was a great session. NWSRA Executive Director Tracey Crawford was the lead facilitator, it was a great experience for staff. Clark added that he was proud of staff participating in the training. Director Clark gave thanks to Nick Sawyer for his years of service, as a commissioner, colleagues and friend, Clark wished him the best going into the future. Clark said that Nick was onboard when the Park Board hired him and Clark thanked Nick for his support. On a personal note, Director Clark shared some good news, his middle son accepted a new nursing job at Swedish Covenant Hospital, the Board congratulated Director Clark.

Commissioner Reports/Proposed Future Agenda Items

Commissioner Cozza said that he will miss Nick Sawyer, it was a great 12 years and thank you so much. Congratulations and good luck! Commissioner Cozza said we will continue to watch Harper College; it remains empty and not active. Commissioner Cozza reiterated the proposed detailed mitigation plan of using the Park District pool at Harper College's Building M facility, with the plan staff can identify every person using the pool area to maintain control and follow all restrictions due to COVID-19. The college campus is closed but the dog park remains opens, Supt. Danz added that she has reached out to have Harper College revisit the pool proposal; staff is working on it. Commissioner Cozza informed Commissioner Sammons that this Harper situation is a big issue for us! Discussion ensued regarding other pools open and thoughts on reaching out to Harper's Trustees; Clark agreed that would be a good idea to share the communication with fellow elected officials. Commissioner Cozza complimented Director Clark on his recent article published in the IPRA magazine; informing new Commissioner Sammons that the article it is a good resource, a good understanding of knowing each function of governing. Clark added that he presented much of this information at the IAPD boot camps, which is a great event to attend as a new commissioner.

Commissioner Gould agreed with Commissioner Cozza's comments; Commissioner Gould said that Nick Sawyer was a great commissioner and an asset to Board, thank you for your service.

Commissioner Rogers conveyed absolute thank you to Nick Sawyer as well and then welcomed Greg Sammons to the Board. Regarding the walking track schedule, Commissioner Rogers said it needs to be updated; staff will confirm the schedule getting updated appropriately.

Commissioner Sammons also gave thanks to Nick Sawyer; and a thank you to the Park Board for having trust in appointing him as commissioner.

President Ruff told Nick Sawyer that you will surely be missed and when we can safely get together, we will arrange a gathering to honor your service.

Regarding future agenda items, no items 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.

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

NAYS: None

ABSENT: None

Motion passed at 5:05 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Terry Ruff
President

2020 Park Board Meeting

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

November 24, 2020
December 8, 2020