



VIRTUAL MEETING
NOTICE OF SPECIAL MEETING
BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT
****Remote Meeting via Zoom**
November 24, 2020 at 4:00 p.m.

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

Commissioners Present:

Terry Ruff, President	John Cozza
Jennifer Rogers, Vice President	Greg Sammons
Susan Gould, Treasurer	

Staff Present

Michael Clark, Executive Director	Pete Cahill, Asst. Supt. of District Services & Projects (HR)
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	Patrick Griffin, Aquatics Manager
Tina Becke, Asst. Supt. of Finance	Tony Gallagher, Swim Team Coordinator
Joshua Ludolph, Asst. Supt. of Facilities	Trish Feid, Park Board Secretary/Executive Asst.

Visitors and Citizens

Emil Borre, Swim Team Board President

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 November 24, 2020 was approved.

AYE: Greg Sammons, John Cozza, Susan Gould, 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 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 November 10, 2020; Closed Session Minutes of November 10, 2020; October Monthly Financial Reports; and, Warrant 22 - including Expenses for Travel Expenses. The result of the roll call vote follows:

AYE: Greg Sammons, John Cozza, Susan Gould, 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 November 24, 2020.

Departmental Reports

The Board reviewed the previously distributed Written Parks and Planning Department Report. Supt. Holder

highlighted a couple of the report items. Regarding project updates, the bridge replacement project is 100% completed; after MWRD's final approval staff can process with the final payout and then submit the grant paperwork for the \$200,000 reimbursement. Palatine Stables project is finished and after final inspection with the Village staff can close out this project. Holder said that he received a letter from the State Comptroller office and they are releasing the upfront portion of the grant in the amount of \$200,000 for next year's Maple Park project. Staff secured the ADA project funding in the amount of \$287,000 for 7 projects and covering 50% of the elevator project costs. Lastly, Holder highlighted that Fleet Manager Deckert sold 3 vehicles and various equipment totally \$33,477 in sales from the surplus items. Staff did not accept the low bid for the mower; in the spring, staff plans to list the lawn mower to get a better price.

The Board reviewed the previously distributed Written Facilities Department Report. Supt. Nagle reported on some of the monthly highlights. Nagle said that November 20, 2020 was the last day of operations at the golf course and staff is wrapping up and working on the end of season tasks. It was great season at Palatine Hills Golf Course with some challenges, staff did a great job. At the recent POC/ICompete fundraising meeting, organized due to budget shortfalls by one of the partners, Palatine Township stepped up to help. Township Supervisor Sharon Langlotz-Johnson committed to an amount of \$10,000 to assist with the gap for family services. The Park District's Return to Customer Committee (RTC) and staff in general are focused on the new mitigation requirements, staff is providing new operational updates and communication efforts to make that happen. Commissioner Gould commented on Clayson House attendance numbers, which were pretty good with all things considered; staff agreed.

The Board reviewed the previously distributed Written Finance Department Report. Supt. Torres highlighted some key information regarding payroll numbers on the monthly report. With the significant decrease in payroll, which is really key and the reason why the budget and the year-to-date numbers in the previously distributed financial reports, illustrates that the District is at a good status. Even though the Park District is not bringing in as much revenue, we had a significant decrease in payroll along with cost containment measures regarding expenditures and limited spending. Concerning a previous raised question from Commissioner Rogers on the October's Report about a discrepancy, Supt Torres said that the information was corrected; numbers were not up to date and it was a timeframe/timing difference with the Board Meeting and financial report posting, causing numbers to be off. Torres said that going forward, staff will highlight the data when that happens and then in the following month show the correction in the report. Torres said that it looks like we are having another virtual audit, the arrangements underway. Regarding annual refunding of park bonds, Torres met with Eric Anderson, bond consultant for the District; the presentation will take place at the next Park Board Meeting. Torres said that staff will provide an e-copy of the 2021 Budget within the December 8, 2020 Board Packet with delivery of a hard copy prior to December 8, 2020 Park Board Meeting. Torres turned the meeting over to Customer Service Manager Hubka to review the registration section of the monthly report. Hubka said that the October registration numbers were up 7%; refunds down 32%; and program/event revenues down 2%. Hubka has been interviewing for part-time staff positions for registration needs.

The Board reviewed the previously distributed Written Annual Swim Team Report. Supt. Danz introduced Aquatics Manager Griffin to start the presentation. Griffin said that we are continuing with online registering for swim team registrations, which is working out pretty well. Before welcoming Swim Team Coordinator Gallagher to the meeting, Griffin wanted to mention that Gallagher is nominated for an award relating to innovate work and shared optimism in coaching and swimming during these unprecedented times for youth sports, an honorable recognition. Gallagher greeted the Board and said that since we last talked, staff has restructured majority of the groups on the swim team due to growing interest within the program. Finding a better balance within age groups and groups' maximins for more manageable training within the groups for a better results and program quality. Gallagher gave thanks to everyone with allowing the swim team to have a season this summer and expressed appreciation to more of a normalcy for the participants; and thank you

for keeping Birchwood Pool open through September. The program was able to get back into competition before the new restrictions; Gallagher highlighted one of their swimmers who during the dual meets and time trials last weekend set 2 team records and a state record in her respective age group, breaking 2 top USA swimming all-time records, Gallagher added that she is on a pretty nice track at this point. Gallagher introduced Swim Team Board President Emil Borre to join the meeting. Borre said that the enrollment numbers leading up to COVID were record numbers with 360 swimmers registered. Unfortunately, the program lost 100 swimmers; although, comparing to other swim team groups, Borre said that the Tiger Shark Swim Team is doing okay and now we have waitlists for some levels. Commissioner Sammons inquired about the waitlists, Borre said we were maxed-out with many high school kids wanting to join the team; unfortunately, we can only accommodate so many in the pool. The lower age group levels are relatively open. Borre said thank you to the Park Board for allowing Birchwood to be open for the summer through September, it was great for the team to have pool time. Going forward with the swim team program, pool time is a significant focus. Currently, swimmers are traveling to different locations for pool time and we are paying 4 times the normal cost to rent these out-of-town facilities. Special thanks to Dustin Thompson, Head Age Group Coach and Swim Team Coordinator Gallagher for finding pool space. Regarding those 100 swimmers that refunded out of the program, Borre said that Griffin did an amazing job sorting through the swim team credits with no issues to the families; this was a big task figuring out the various credits and applying them to the fall registration costs. Borre offered appreciation for any help that the Park Board can provide to get the swim team back into Harper as soon as we are on the backside of the COVID restrictions; this will go a long way in helping the swim team financially. Commissioner Gould expressed to the Swim Team Board President Borre that he is doing a good job with keeping the kids going and that is nice to see, congratulations on your efforts. Regarding Harper, Commissioner Gould said that we were making progress and now the new restrictions has delayed the progress with Harper. President Ruff added congratulations to Gallagher on his nomination. President Ruff thanked Aquatics Manager Griffin, Swim Team Coordinator Gallagher and Swim Team Board President Borre for attending the meeting.

President Ruff noted there were no other reports. The Park Board thanked staff for the Department Reports and for the Swim Team Report.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark highlighted some topics from his report. Clark said the focus remains with COVID mitigation and he reviewed the protocol staff continue to develop and follow to keep staff and patrons safe. Regarding Communications and Marketing Manager Brittani Sotzen giving her resignation notice, Director Clark said that this is sad news to report. Unfortunately for the Park District, this is not a great time to be without the Communications and Marketing Manager. Supt. Tynczuk and Asst. Supt. Cahill are working with the Communications and Marketing Division on the transition strategy and then plan to distribute the information on who is covering which tasks and operational needs. After the new year, staff will begin posting for the position's replacement. Staff is in the process of the preparing annual performance evaluations and will arrange one on one meetings virtually. Staff continues to work on the transiting of some full-time staff as they go into winter season and keeping all full-time staff whole. Clark said that the virtual Turkey Trot event is already a huge success with over 500 registrations and gave compliments to Recreation Department and the Communication and Marketing staff for the marketing efforts with various communication means going out and trying to provide the community with the tradition activity. Staff has a year off this Thanksgiving; and hopefully next year the event will be bigger. Regarding the proposal to extend carryover vacation time for some staff due to travel bans, etc., staff will provide more information when presented to the Board at the next meeting. In response to Commissioner Rogers' questions, Clark confirmed that all 4 preschools are open. Commissioner Cozza asked about enrollment being down by half the typical registrations, Asst. Supt. Palmer said that it is a combination of families being at home, keeping kids home, and COVID related concerns. There was a brief discussion of the positive COVID cases reported by staff and participant within the Park District. Regarding the vacant

marketing position, Commissioner Cozza stressed that this is a difficult time on building and providing key and timely messaging with the understanding on how the Park District comes back after COVID and with securing the needed part-time staff at the Park District by getting job announcement communications out to the community. Director Clark is confident with the persistent and dependable staff we can endure, and staff will work with marketing and Human Resources to create the plan. President Ruff thanked Director Clark for his report.

Commissioner Reports

Commissioner Sammons picked up his 75th anniversary swag bag and gave thanks to Customer Service Manager Hubka; also received an informational e-folder for “New Commissioners”, thank you to Clark and Feid.

Commissioner Rogers said happy Thanksgiving to everyone, and hopes staff enjoys being off and not having to work the Turkey Trot event; it is well-deserved. Commissioner Rogers said the Turkey Trot packet pickup for the virtual race was very organized.

President Ruff also added happy Thanksgiving. President Ruff said to enjoy staying home and not having to get up and work the event so early in the morning, enjoy the weekend everyone and be safe. Happy Thanksgiving from the Park Board President and the entire Board.

Regarding future agenda items, Commissioner Cozza asked to have an item on the next agenda regarding consideration for placing an honorary name plaque at Hamilton pickleball courts in recognition of Barry Shatwell; Barry is one of the Park District volunteers with organizing and promoting pickleball.

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: Greg Sammons, John Cozza, Susan Gould, Jennifer Rogers, Terry Ruff
NAY: None
ABSENT: None
Motion carried at 4:51 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Terry Ruff
President

2021 Park Board Meetings

January 12, 2021
January 26, 2021
February 9, 2021
February 23, 2021
March 9, 2021
March 23, 2021
April 13, 2021
April 27, 2021

May 11, 2021
May 25, 2021
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July 13, 2021
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August 10, 2021
August 24, 2021

September 14, 2021
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