



VIRTUAL MEETING

BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT

****Remote Meeting via Zoom**

December 8, 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

Susan Gould, Treasurer

John Cozza

Greg Sammons

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

Pete Cahill, Asst. Supt. of District Services & Projects (HR)

Colleen Palmer, Asst. Supt. of Recreation

Glenn Hussey, Asst. Supt. of Parks & Planning

Dan Mangum, IT Manager

Rachel Lara, Falcon Park Family/Youth Program Specialist

Don Doty, Parks Department

Trish Feid, Park Board Secretary/Executive Asst.

Visitors and Citizens

Kathy Millin, POC Executive Director

Eric Anderson, Piper Sandler & Co.

Public Hearing

President Ruff opened the Public Hearing for the 2021 Budget and Appropriations Ordinance and stated that in accordance with the Park District Code of the State of Illinois, a Public Hearing is to be held prior to the adoption of Ordinance #20-07, which sets forth the budget and made appropriations of sums of money for the necessary expenditures of the Palatine Park District for corporate purposes for the fiscal year beginning January 1, 2021 and ending December 31, 2021. Notice of Availability of Proposed Annual Budget for 2021 was published in the Daily Herald on November 6, 2020; and notification of the public hearing was published in the Daily Herald on November 26, 2020. The public hearing was declared open and the floor was open to questions or comments from the Board; no questions or comments were presented. President Ruff offered that the floor was open to questions or comments from the audience. There were no questions or comments from the audience; Director Clark added that he did not receive any inquiries or comments prior to tonight's board meeting. In response for a motion to officially declare the public hearing closed, Commissioner Gould moved and Commissioner Cozza seconded that the Board of Park Commissioners close the public hearing regarding the 2021 Budget and Appropriations Ordinance #20-07. The motion was approved by a roll call vote and President Ruff closed the Public Hearing for the 2021 Budget and Appropriations Ordinance. The result of the vote follows:

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

NAY: None

ABSENT: None

Motion carried.

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 December 8, 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 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 November 24, 2020; and Warrant #23. 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 that no questions were presented prior to or during the virtual meeting of December 8, 2020.

Special Recognitions

The Board reviewed a previously distributed board summary pertaining to the recognition of Don Doty; Adoption of Resolution #20-07. Wholeheartedly, Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners adopt Resolution #20-07 for recognition and appreciation of Don Doty. President Ruff read the resolution honoring Don for his commitment and outstanding contribution to Palatine Park District. The Park Board and staff congratulated Don and wished him well in his retirement. Doty said that he enjoyed his time at the Park District and he had the pleasure to work with great people. The Resolution was unanimously accepted; motion carried.

Regarding Special Recognition of Commissioner Jennifer Rogers, the Park Board and staff congratulated Commissioner Rogers on her 15-year Service Award. Also, Commissioner Rogers received a special acknowledgement at the IAPD's The Best of the Best Awards Gala in October. Commissioner Rogers thanked the Board and staff in appreciation of her service award plaque and pin.

Presentations

Regarding Series 2021, Taxable General Obligation Limited Tax Park Bonds, Director Clark said that Mr. Eric Anderson of Piper, Sandler & Company, has provided a PowerPoint presentation highlighting Palatine Park District bond summary, debt service extension base headroom, financial position and timeline of action. Mr. Anderson said that today's presentation is similar to last year's report and process with the District's issuing bonds to fund some existing debt, then likewise, buy our own bonds and limiting interest expense in the process. Mr. Anderson added that this is an annual occurrence for Palatine Park District. Continuing, Mr. Anderson thoroughly reviewed the information provided and highlighted the process for the annual short-term borrowing action of the Park District for the alternate revenue source park bonds. The adoption of Ordinance #21-01 is scheduled for January 12, 2021. The Park Board thanked Mr. Anderson for his presentation and wished him happy holidays.

Partners for Our Communities (POC) Executive Director Kathy Millin joined the meeting to report on the past year events for POC and ICompete programming. Millin said that she looks forward to presenting the annual report and misses not seeing everybody in-person. During the pandemic, Millin said that their agency stayed open, even when the agency center was closed to the public, staff answered phone calls, received mail, distributed items to families, etc. Millin said that POC received 2 grants to support our

families which assisted with helping the families stay safe and healthy during this difficult time. For a while, Millin said that the community garden was the only place to meet safely, providing social networking with the families; the Park District is a sponsor of the community garden/green space. Millin and Lara talk daily on ways to provide social support and for the needs of families with the program at Edgebrook. Today POC received a check in the amount of \$10,000 from Palatine Township for quality program needs at Falcon Park and Millin said that she is hopeful for June with offering the summer clinic program. Millin thanked the Park Board for the continued support. Commissioner Gould along with the other Commissioners said thanks to Executive Director Millin for all her work with POC and the ICompete programs.

New Business

The Board reviewed a previously distributed board summary pertaining to the approval of the Adoption of Budget and Appropriation Ordinance #20-07. Commissioner Gould moved and Commissioner Cozza seconded that Board of Park Commissioners adopt Ordinance #20-07 authorizing the fiscal 2021 Palatine Park District Budget and Appropriation Ordinance in the amounts of twenty-nine million, two hundred ninety-five thousand, four hundred nine dollars (\$29,295,409) and thirty-two million, two hundred twenty-four thousand, nine hundred fifty dollars (\$32,224,950) respectively. The motion was approved by a roll call vote after the closing of the Public Hearing; the result follows:

AYE: Greg Sammons, John Cozza, Susan Gould, Jennifer Rogers, Terry Ruff
NAY: None
ABSENT: None
Motion carried.

The Board reviewed a previously distributed board summary pertaining to the approval of the Partners for Our Communities and Palatine Park District Agreement. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners approve the agreement between the Palatine Park District and the Partners for Our Communities for 2021. Supt. Nagle gave a brief background on the organization. In response to Commissioner Sammons, Nagle that we have executed an agreement for at least the past 5 years, and it was decided to implement 1-year agreement terms due to uncertainties with revenue stream and funding. The motion was approved by a roll call vote; the result follows:

AYE: Greg Sammons, John Cozza, Susan Gould, Jennifer Rogers, Terry Ruff
NAY: None
ABSENT: None
Motion carried.

The Board reviewed a previously distributed board summary pertaining to the approval of the lease agreement with Harris Golf Cars. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners approve the base bid of a five (5) year lease agreement and alternate 1 with Harris Golf Cars for a total of \$44,686.42. The motion was approved by a roll call vote; the result follows:

AYE: Greg Sammons, John Cozza, Susan Gould, Jennifer Rogers, Terry Ruff
NAY: None
ABSENT: None
Motion carried.

The Board reviewed a previously distributed board summary pertaining to the approval of the 2020 IMRF Lump Sum Payment. Commissioner Gould moved and Commissioner Cozza seconded that the Board of Park Commissioners authorize the 3rd lump sum payment to IMRF of \$585,961.86, as the majority set forth in the 2020 Combined Budget and Appropriation Ordinance number 20-08 to be approved on January 12,

2021. Prior to making such payment, a budget adjustment of \$3,078.57 will be required since the budgeted amount is always an estimate. This is because the updated IMRF Funding progress report is not available until after the end of current year. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the approval of the update policy pertaining to the Capital Fund – Book entry. Commissioner Gould moved and Commissioner Cozza seconded that the Board of Park Commissioners authorize an annual journal entry to the Capital Fund to show the funding of all capital expenditures from the reserve funds, per policy. This action will also be added to the Capital Plan Policy. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the approval of the proposed temporary changes to Personnel Policy Manual, Sections 3.06.3 Vacation Days. Commissioner Gould moved and Commissioner Cozza seconded that the Board of Park Commissioners approve extending the Vacation Carryover deadline for 2020 Vacation Days from March 31, 2021 to March 31, 2022. Discussion ensued regarding the list of some staffs' carryover of vacation hours moving into the new year; concern expressed to have staff take needed time off during the year; confirmation that many staff take a substantial amount of time off during the holidays since many staff need to work during their busy time/season or covered duties of the (COVID) laid-off part-time staff; managers/supervisors monitor and approve their staffs' time off request to confirm sufficient coverage within the departments; and, it is common practice to carryover vacation time in the recreation sector. The motion was approved by a roll call vote; the result follows:

AYE: Greg Sammons, John Cozza, Susan Gould, Terry Ruff

NAY: Jennifer Rogers

ABSENT: None

Motion carried.

Park Board discussion for Hamilton Pickleball Courts Designation. After significant consideration and much discussion, the Park Board found consensus to continue to follow the policy in place for the naming of parks and facilities. Executive Director Clark reminded the Park Board of the Legacy Park development plan to acknowledge individuals within the community, a place where many can be recognized, shown appreciation and be honored. Commissioner Gould mentioned another location for the proposed Legacy Park, Towne Square. Many groups honor their special individuals with the help of the Park District through the Living Tribute Program, selecting a bench with an honorary plaque or planting of a tree, etc.

The Board reviewed the previously distributed board material pertaining to the Amended 2020 Budget and Appropriation Ordinance #20-08. The Park Board came to consensus to make the Supplemental Budget available for public viewing for a period of at least 30 days so that it may adopt the ordinance on January 12, 2021.

Departmental Reports

The Board reviewed the previously distributed Written District Services and Projects Department Report. Supt. Tynczuk said that Human Resources has been busy with issues including unemployment fraud, Asst. Supt. Cahill is doing his due diligent on assuring it is a legitimate claim as well as informing staff of fraud claims in their names. Also highlighting, the new pod cast is launched called Palatine ParkCast, the official podcast of Palatine Park District, next is a holiday ParkCast.

The Board reviewed the previously distributed Written Recreation Department Report. Supt. Danz greeted the group and highlighted several report items including the Turkey Trot event, which was very successful; preschool participant updates; and attended a meeting with D15 on the CARE program, coming up with rental numbers, Danz added that Director Clark did an outstanding during meeting with D15. Danz said that the swim team is using single lanes at Lifetime Pool for swimming; President Ruff inquired about Harper's status, Danz said that Harper is on hold. Regarding Commissioner Rogers' question on the indoor pool at Harper, Danz said the pool has not been drained. In response to Commissioner Rogers, Asst. Supt. Palmer said the elf boxes contain activities and a craft kit for kids as part of the "You've been Elf-ed" program.

President Ruff asked for updates from other departments.

Parks: Supt. Holder said that all 2020 projects are fully completed with the final payoff on the last warrant!

Facilities: Supt. Nagle wished everybody happy holidays and to enjoy the holiday season. Staff is keeping an eye on operations, monitoring when we can offer more in the fitness area. Regarding the golf course winter plans, again they will include 9-hole golfing when weather permits. Nagle provide information on the golf course walking path, a loop using a packed-down process for best safety on the path. In response to Commissioner Cozza, Nagle said the pedestrian gate is open for access. Commissioner Gould asked about cross-country skiing, Nagle said we will see some individuals using the area. Commissioner Sammons asked about locating the yellow path, Nagle said we need to identify the location better, information may be in flyer in the pro shop.

Finance: Supt. Torres wished everyone a good evening, Merry Christmas and Happy New Year. Torres said that it is happy and sad news that Tina Becke's last day at Palatine, after 20 years, is December 18, 2020. The Park Board thanked Tina and wished her all the best; she will be missed. Becke thanked everyone.

The Park Board thanked staff for the Department Reports and for the updated information.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark congratulated Tina Becke in advancing her career and appreciated her 20 years of dedication and service to the Park District. Clark updated the Board on the candidate filing process for the April election that Executive Asst. Feid is leading. Director Clark wished a Merry Christmas and Happy New Year to the Park Board and staff.

Commissioner Reports

Commissioner Sammons said he listened to inaugural pod cast, great outreach to the community.

Commissioner Cozza said Merry Christmas! And it was a good meeting.

Commissioner Gould wished everyone happy holidays even though it is very different this year.

Commissioner Rogers and all the Commissioners wished everyone happy and safe holidays.

President Ruff said to everybody to have a wonderful and safe holiday; Merry Christmas and Happy New

Year from his family to yours.

Regarding future agenda items, President Ruff asked to have the vacation carryover information and policy on the March 23, 2021 meeting agenda to review the updated chart and understand the policy.

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)(21) Open Meetings Act for discussion of minutes of prior meetings lawfully closed under the Open Meetings Act for the purpose of review, approval or release of such minutes for Resolution #20-08 for Determining the Confidentiality of Closed Session Minutes and Resolution #20-09 for Destruction of Certain Verbatim Recordings of Closed Session Meetings. 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 at 5:51 p.m.

Return to Open Session

Commissioner Gould moved to come out of closed session at 6:07 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 voice vote as follows:

AYE: Greg Sammons, John Cozza, Susan Gould, Jennifer Rogers, Terry Ruff
NAY: None
ABSENT: None
Motion carried.

Action on Matters Considered in Closed Session

Regarding Section 2(c)(21) Open Meetings Act for discussion of minutes of prior meetings lawfully closed under the Open Meetings Act for the purpose of review, approval or release of such minutes, Commissioner Rogers motioned and Commissioner Cozza seconded that the Board of Park Commissioners approve Resolution #20-08, Determining the Confidentiality of Closed Session Minutes. Director Clark reminded the Park Board that this semi-annual review of closed session minutes is an Illinois Park District Code mandating following the Open Meetings Act. The motion was approved by a roll call vote as follows:

AYE: Susan Gould, Nicholas Sawyer, Jennifer Rogers, Terry Ruff, John Cozza
NAY: None
ABSENT: None
Motion carried.

Regarding Section 2(c)(21) Open Meetings Act for discussion of minutes of prior meetings lawfully closed under the Open Meetings Act for the purpose of review, approval or release of such minutes, Commissioner Rogers motioned and Commissioner Cozza seconded that the Board of Park Commissioners approve Resolution #20-09, Determining the Destruction of Certain Verbatim Recordings of Closed Session Meetings. Director Clark mentioned that this state statute requirement is a formality; the destruction of recording of closed session meetings is permitted and authorized when recordings are 18 months old or older; there are no known imminent or existing legal situations; and minutes have been reviewed and approved. The motion which was approved by a roll call vote as follows:

AYE: Susan Gould, Nicholas Sawyer, Jennifer Rogers, Terry Ruff, John Cozza
NAY: None
ABSENT: None
Motion carried.

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 voice vote.

AYE: Greg Sammons, John Cozza, Susan Gould, Jennifer Rogers, Terry Ruff
NAY: None
ABSENT: None
Motion carried at 6:07 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
June 8, 2021
June 22, 2021
July 13, 2021
July 27, 2021
August 10, 2021
August 24, 2021

September 14, 2021
September 28, 2021
October 12, 2021
October 26, 2021
November 9, 2021
November 23, 2021
December 14, 2021