



VIRTUAL MEETING
REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT
****Remote Meeting via Zoom**
Minutes of January 26, 2021 at 4:00 p.m.

President Ruff called the remote meeting to order at 4:00 p.m. and acknowledged due to Restore Illinois Mitigation guidelines tonight's Board meeting will be conducted via video Zoom platform, and in accordance with SB 2135. To ensure all discussion, testimony and votes could be heard President Ruff confirmed each member of the Board was able to hear him by a roll call response.

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	Trish Feid, Park Board Secretary/Executive Asst.
Joshua Ludolph, Asst. Supt. of Facilities	

Visitors and Citizens

No visitors in attendance.

Approval of Agenda

Commissioner Gould moved and Commissioner Cozza seconded that the agenda be approved. By a roll call vote, the agenda for the meeting of January 26, 2021 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 Sammons 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 January 12, 2021; and Warrant #2. 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 January 26, 2021.

New Business

The Board reviewed a previously distributed board summary and reports pertaining to the approval of the November and December 2020 Monthly Financial Reports including Financial Analysis for December 2020. Commissioner Gould moved and Commissioner Cozza seconded that the Board of Park Commissioners approve the November and December 2020 Monthly Financial Reports including Financial Analysis for December 2020. Director Clark said that he directed staff to place these monthly financials reports and December's financial analysis under new business for discussion and review on the position of the Park District with the impact of COVID. Supt. Torres said that the end of the year report is unaudited, we still do not have all the end year entries. Although, all big-ticket items which is mostly capital items are included in and we do not expect significant changes. Explaining the report and touching on some important areas with keeping payroll expenses down by not replacing most full-time staff positions, laying off part-time staff and, along with significant cost containment practices, Torres was happy to report that the Park District is in good standings. 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 Employment Agreement for the Executive Director Contract. Commissioner Cozza moved and Commissioner Sammons seconded that the Park Board of Commissioners approve the work agreement for the extension of Michael Clark as the Executive Director of the Palatine Park District as presented. 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 and polices pertaining to the approval of the Affiliate, Parent and Special Interest Group Program Guidelines and Procedural Manual Sections 7.00.0 - 7.00.8 (General Information and Welcome). Commissioner Rogers moved and Commissioner Gould seconded that the Board of Park Commissioners approve Sections 7.00.0 - 7.00.8 (General Information and Welcome) of the Affiliate, Parent and Special Interest Group Program Guidelines and Procedural Manual as presented. 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.

Departmental Reports

The Board reviewed the previously distributed Written Parks and Planning Department Report. Supt. Holder highlighted a couple of items. Holder said that 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. Holder confirmed that he received a letter from the State Comptroller and they are releasing the upfront portion of the grant in the amount of \$200,000 for the Maple Park redevelopment project. Other report items mentioned included other grant updates; Maple Park's bid opening next Tuesday;

staffs' outstanding job on the snow removal, facilities opened on time and staff stayed on top of the heavy snow clearing; Birchwood's natural restoration with the prairie burn was successful; staff cleaned-up the area along the creek line at Maple Park and thinned out the trees at Wally Degner Park; and, after staff assessing the newly paved area in between the 2 bridges, staff Installed over 250 feet of split rail fencing for safety due to the steep drop-off. Staff installed a memorial bench at Riemer Hill, Holder added that he had been told you can see the Chicago skyline on a clear day! Lastly, Holder reported that the ice rink has been in full use and is heavily used. Regarding the ramp, Commissioner Sammons said it is great to access the ice, but the pitch is hard to navigate, maybe something to consider for next year. Holders said that he will look into it.

The Board reviewed the previously distributed Written Facilities Department Report. Supt. Nagle said that the Return to Customer Committee (RTC) continues to be a big focus for staff as we continue to monitor COVID mitigation and prepare for programming, etc. Asst. Facilities Manager Delaney created a fitness how to video for working out during COVID, Nagle said that the link is in the report to view. Falcon Park Family & Youth Program Specialist Lara is doing a great job with community activities for POC/ICompete families, many give-a-ways during the holiday stretch. At the next Park Board meeting, the annual Palatine Hills Golf Course Report will be presented. Responding to Commissioner Rogers' question, Nagle said that we lost revenue with the slow start to the season but revenue picked up with great golf participation and fortunately with the good weather. The concessions had a tough year; Open Kitchens struggled at all golf locations and many days they did not open. Commissioner Cozza suggested that they could get aggressive with outdoor dining next year; Nagle said that he had talked with the golf staff earlier today on similar thoughts; Nagle will ask Open Kitchens about the idea.

The Board reviewed the previously distributed Written Finance Department Report. Supt. Torres highlighted a few report items. Regarding payroll numbers, Torres said that we continue to be consistent with the significant decrease in payroll. Continuing, Torres stressed that this is really key and the reason why the budget and the year-to-date numbers as presented in the previously discussed financial reports, illustrate that the District is in good status. Torres said that the account payable is not 100% completed though it does include IMRF obligations. Regarding the Finance Department, operations are running smoothly. Torres said that she has a meeting with the auditors as they begin fieldwork. Torres turned the meeting over to Customer Service Manager Hubka to review the registration section of the December report. Looking back over the year, Hubka reviewed the registration numbers and highlighted many items. Hubka wanted to thank the Leadership Team and the Park Board for staff being able to do reassignment work throughout the District where needed. Sadly, Hubka said that this year staff wished CSR Jean Farrar a happy retirement, Jean retired in June. Hubka also reported that she has been busy with the Return to Customer committee work.

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 greeting everyone. Clark said that the moving target continues and the Return to Customer committee is very responsive. Some of the other items highlighted include the recent Board Alert memo regarding the pool at Harper College; and Channel 7 News reporting from Riemer Reservoir on the recent snow event.

President Ruff thanked Director Clark for his report.

Commissioner Reports

Commissioner Sammons received a nice letter from State Representative Tom Morrison including the article on Sammons' recent appointment as Park Commissioner. Commissioner Gould said that Tom does a lot in the community.

Commissioner Cozza briefly recapped the email the Commissioners received from a patron regarding gymnasium usage at Community Center.

Commissioner Rogers inquired about D15 and the C.A.R.E. program, Asst. Supt. Palmer said that the program is operating as normal in the building and at the schools. Regarding the pool situation at Harper College, Palmer will follow-up with Supt. Danz, Danz had to leave tonight’s meeting to attend the Palatine Township Senior Citizens Council Board meeting.

President Ruff thanked Commissioner Rogers for creating the float for the “shoebox” parade; President Ruff is looking forward to viewing the parade, an event the Recreation Department is providing virtually. President Ruff mentioned that the traditional legislation breakfast in February will be virtual. Lastly President Ruff commented to staff with working through holidays, the Board appreciates all you are doing and redoing; and we understand it is frustrating.

Regarding future agenda items, no items were presented.

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 Cozza 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 5:14 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Terry Ruff
President

2021 Park Board Meetings

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