



VIRTUAL MEETING  
BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT  
**\*\*Remote Meeting via Zoom**  
February 9, 2021 at 4:00 p.m.

President Ruff called the remote meeting to order at 4:05 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	Colleen Palmer, Asst. Supt. of Recreation
Steve Nagle, Supt. of Facilities	Glenn Hussey, Asst. Supt. of Parks & Planning
Cheryl Tynczuk, Supt. of District Services & Projects	Dan Mangum, IT Manager
Zaida Torres, Supt. of Finance	Brad Helms, Golf Course Superintendent
Donelda Danz, Supt. of Recreation	Dan Hotchkin, Golf Operations Manager & Head Professional
Jim Holder, Supt. of Parks & Planning	Billy Sharp, Assistant Golf Course Supt.
Joshua Ludolph, Asst. Supt. of Facilities	Trish Feid, Park Board Secretary/Executive Asst.
Pete Cahill, Asst. Supt. of District Services & Projects (HR)	

Approval of Agenda

Commissioner Gould moved and Commissioner Rogers seconded that the agenda be approved. Executive Director Clark requested to remove the T-Mobile agreement from new business until a later date. By a roll call vote, the amended agenda for the meeting of February 9, 2021 was approved.

AYE: Greg Sammons, John Cozza, Susan Gould, Jennifer Rogers, Terry Ruff  
NAY: None  
ABSENT: None  
Amended 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 January 26, 2021; and Warrant #3. 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 from the public were presented prior to or during the virtual meeting of February 9, 2021.

## Departmental Reports

The Board reviewed the previously distributed Written District Services and Projects Department Report. Supt. Tynczuk said that many staff attended the IPRA virtual conference sessions and are still able to view the recorded sessions. Regarding the unemployment fraud charges, Tynczuk said that Asst. Supt. Cahill is working hard on this and the new recruitment platform for the hiring of part-time and seasonal staff. Tynczuk said that she is happy to report that Michael Noens was promoted to Communications and Marketing Manager. Answering Commissioner Rogers' question, Tynczuk confirmed that another marketing full-time position is open for hiring due to Noens' new role. Commissioner Gould inquired about the part-time jobs' posting timeline, Tynczuk said that staff is currently working on the details of the hiring campaign. Through her business, Commissioner Gould said that she promoted Palatine Park District's part-time job opportunities. Regarding Commissioner Rogers' question, Director Clark said that staff is sticking with the plan we did last year, the same model.

The Board reviewed the previously distributed Written Recreation Department Report. Supt. Danz said that everyone is excited that we have opened-up a bit and have more in-person programming to offer. Danz reviewed the Puzzle Palooza event with 10 families participating which received positive feedback expressing thoughts to do this type of event again. Following DCSF regulations for preschool enrollment, Danz said that we now can add more children, class will be back up to 20 children at the beginning of the school year. Regarding the pool at Harper, as of Monday, February 9, we started up the swim team practices and in 2 weeks we can add lap swimming. Aquatics Coordinator DeMichael is excited about the swim programming returning and he said that everything has gone well with checking-in, entering and exiting the pool area. Commissioner Cozza said that as a member of Harper's Fitness Center, he receives newsletters and he said that people with the fitness memberships can lap swim during the appropriate times. Commissioner Cozza inquired about notifying our lap swimmers. Danz said that staff plans to inform our regulars on the lap swim time updates for the pool at Harper. Danz added that in April, staff is planning to start-up the pickleball programming at Harper; participants will need to sign up in advance to play. Regarding Commissioner Sammons' inquiry, Danz said that there are no other updates and we will be starting over with hiring many new gymnastics coaches and we have a plan to promote our program. Lastly, Danz said that the Volunteer of the Year video was outstanding, thank you to Communications and Marketing Coordinator Noens on creating; Danz said that President Ruff and Director Clark did a nice job congratulating the volunteers. Everyone agreed that it was a very nice video.

The Board reviewed the previously distributed Written Annual Palatine Hills Golf Course Report. Supt. Nagle introduced Golf Supt. Helms and Golf Operations Manager and Head Professional Hotchkin to the remote meeting. Nagle said that last year, the golf course had an outstanding year under the un-normal conditions with a lot of collaboration with other staff outside golf course. Nagle added that the golf staff had to continuously adjust on the fly and they did an outstanding job throughout the season. Hotchkin said that 2020 was a challenge year, and fortunately golf was one of the few activities people could do outside. Hotchkin reviewed the golf data and statistics throughout the 2020 season as play was affected by the restriction of the State guidelines due to the COVID pandemic. Regarding the full-time staffing re-assignments, the golf course was home for many full-time staff and Hotchkin said that we enjoyed providing work opportunities and golf staff crews were able to get to know other staff from different departments, which was a nice side point as we went along with the process. July had the return of part-time staff, Hotchkin said that it was difficult for many part-time returning to the golf course under the fast-paced conditions along with less regular training. Lastly, Hotchkin mentioned that the golf course received great reviews online. Continuing with the annual report, Golf Supt. Helms said that it was a challenging year. Helms said that we had new staff to train, it was a slow start with May being the wettest in history, and tasks with new staff learning the equipment, there was a learning curve. Although with May's undesirable rainy weather, golf staff crews were able to get some projects accomplished while drying out the golf course. Also, staff new to the golf course learned the task of repairing sand bunker washouts, which was

very time consuming. Helms said that golf staff had the opportunity to get to know many staff that we did not know before, which was awesome; the entire group was fantastic and quick at learning. For the most part, Helms said that we achieved our goals and we received good feedback from the public. Staff plans to do a better job this season with data collection. Helms mentioned that Assistant Golf Course Supt. Sharp is part of tonight's presentation and we are here answer any questions. Commissioner Rogers commented on the numbers for non-residents which seemed to be flipped as we had more residents playing golf. Hotchkin said that in the early part of the season due to COVID restrictions, everything was at resident rates, all of June numbers were at a flat rate: all resident rates with online reservation of golf time. In response to Commissioner Rogers, Hotchkin said that residents want some benefit to paying taxes, so providing just 1 flat rate to residents as well as non-residents permanently most likely would disturb residents. Commissioner Rogers asked about the gift certificate letters for 2020, Hotchkin said that they were mostly for charity donations and the Leadership Team approved the 25 rounds. Commissioner Gould said that she is aware of some fundraising events raising more funds virtually during this time as opposed to hosting the events. Responding to Commissioner Sammons, Hotchkin said that currently the golf course has 5 new groups interested in permanent tee-times, which is up from previous years. Regarding Commissioner Cozza's email request from a patron, staff said that we do not groom trails for cross country skiing; Commissioner Sammons added that there is nothing wrong with patrons blazing their own trails. President Ruff thanked the golf course staff for a great job and a great year; we appreciate all staffs' support.

President Ruff noted there were no other reports. The Park Board thanked staff for the Department Reports and for the Annual Palatine Hills Golf Course Report.

#### New Business

The Board reviewed a previously distributed board summary pertaining to the Recommendation; 2021 Capital Spending Plan. Informational only – Consensus recommendation. Supt. Holder will provide the Park Board with the excel report of the capital items within the 5 categories. Director Clark received consensus from the Park Board and mentioned that after each months' closing of financials, there will be a standing board report posted as an agenda item to reflect the current financial status.

The Board reviewed a previously distributed board summary pertaining to the award of bid for Maple Park Redevelopment Project. Commissioner Gould moved and Commissioner Cozza seconded that the Board of Park Commissioners approve, the lowest responsible bidder, E. Hoffman, Inc., Lombard, Illinois in the amount not to exceed \$533,947.50 for the Maple Park Redevelopment Project. 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 purchase of Maple Park's Replacement Shelter through GoodBuy. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners approve, the lowest responsible bidder Icon Shelter Systems, Holland, Michigan in the amount not to exceed \$30,185.00 for the purchase of one shelter through GoodBuy, contract number 20-21 9B000. In response to Commissioner Sammons, Supt. Holder said that the size of the shelter is approximately 16 x 16. 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 Professional Services Contract for Birchwood Park's Final (third) Pavement Improvement Plan Phase. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners approves Gewalt Hamilton Associates, Inc., Vernon Hills, Illinois in the amount not to exceed \$49,400, to provide construction documents, permitting and construction administration for Birchwood Park's main drive. 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 Affiliate, Parent and Special Interest Group Program Guidelines and Procedural Manual Sections 7.01.0 - 7.01.10 (Affiliate, Parent and Special Interest Groups Program). Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners approve Sections 7.01.0 - 7.01.10 (Affiliate, Parent and Special Interest Groups Program) of the Affiliate, Parent and Special Interest Group Program Guidelines and Procedural Manual as presented. From the request of Commissioner Rogers, Director Clark will provide the Commissioners with the material to be familiar with the program's format and intentions which was approved back in February 2019. Regarding approval, there was consensus to bring this item before the Board at the next meeting.

#### Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark said that staff continues to monitor the COVID mitigation and contingency plans as programming opens. Clark said that he received a waiver from a colleague for staff to sign if choosing not to get vaccinated. Clark gave thanks to the staff committees: Return to Customer and Return to Work. Clark also acknowledged Asst. Supt. Hussey and Parks staff on the outstanding snow removal tasks during the heavy and constant snow events. Clark said that the agency's strategic planning is underway and staff feels it is still important to plan and identify goals; the agency goal work plan retreat is scheduled for February 16, 2021. Clark added that probably not a lot of new goals will be presented since many goals will be redefined or deferred from 2020 to 2021; staff plans to present the 2021 Agency Work Plan Goals to the Park Board for adoption in March. Then on February 24, the Succession and Reorganization Plan retreat will take place for the Leadership Team to revisit the plan, Clark said that we may be looking at a 5-year plan starting 2021 or 2022.

#### Commissioner Reports

Commissioner Rogers inquired about the policy for attending meetings remotely after COVID; Director Clark said that we have the policy in the Governance Manual; and regarding the recent changes with remote meetings, Clark will confirm the updates.

Commissioner Gould acknowledged the nice Volunteer of the Year event, which was made into a video to be shared on social media. Director Clark added that he and President Ruff promised all 2020 recipients lunch next year as they were congratulated and thanked for their service.

President Ruff said to keep up the good work to staff and he mentioned that it is not unnoticed. President Ruff appreciates staffs' quick responses in getting back to him and staffs' quick reactions to serve the

community during the onset of changes.

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 Sammons 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 5:07 p.m.

Respectfully submitted,

Trish Feid  
Park Board Secretary

Attest:

Trish Feid  
Secretary

Approved:

Terry Ruff  
President

2021 Park Board Meetings

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