



VIRTUAL MEETING
REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT
****Remote Meeting via Zoom**
Minutes of March 9, 2021 at 4:00 p.m.

President Ruff called the remote meeting to order at 4:02 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
Jennifer Rogers, Vice President
John Cozza
Greg Sammons

Commissioner Absent

Susan Gould, Treasurer

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
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
Christine Hubka, Customer Service Manager
Toni Bruns, Stables Trainer/Barn Manager
Trish Feid, Park Board Secretary/Executive Asst.

Visitors and Citizens

No visitors in attendance.

Approval of Agenda

Commissioner Cozza moved and Commissioner Rogers seconded that the agenda be approved. By a roll call vote, the agenda for the meeting of March 9, 2021 was approved.

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

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Cozza 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 February 9, 2021; January 2021 Monthly Financial Analysis; Ratification of Warrant #4; and Warrant #5. The result of the roll call vote follows:

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

Visitors and Citizens Comments

President Ruff confirmed no questions were presented from the public prior to or during the remote meeting of March 9, 2021.

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 ice rinks are closed and soccer fields are opening; with the final bridge inspection completed we can receive the grant payment. Demolition work started at Maple Park, the playground was removed and the project is moving along; Commissioner Rogers said that Maple Park is getting lots of media attention, Holder said that while onsite at Maple Park, he talked with many people and they seemed excited about the redevelopment. Holder said that the project is anticipated to be completed by June; Executive Director added information that residents can check the Park District website for project updates.

The Board reviewed the previously distributed Written Facilities Department Report. Supt. Nagle said that Falcon Park Recreation Center is now a big focus for staff, and at the golf course, we are in the early stages of hiring. Commissioner Sammons asked if there is a set opening date for the golf course season, Nagle said that it is typically weather permitting for the opening. Commissioner Rogers asked about the golf course public access closure during the course maintenance in preparing for the season's opening and inquired about dogs being on a leash while on the golf course grounds, in response, Nagle said that the golf staff posts notice of closure and all dogs should be on a leash. Regarding the Fitness Center hours, Nagle responded to President Ruff and said that at the moment there are no changes in the hours of operations.

The Board reviewed the previously distributed Written Finance Department Report. Supt. Torres highlighted a few report items. Torres mentioned that payroll statistics appears to be higher due to the month of January having 3 payroll cycles. Program revenue is going up; red-team staff is ready for the auditors' onsite visit in 2 weeks; and while being short-staffed, we are keeping up with tasks and responsibilities. In response to Commissioner Cozza, the bottom-line numbers of the expenditures in December are being adjusted and will be noted on next month report due to the timing of the reports. Torres said that she meets with fellow peers in the industry weekly on every Friday and it is great for networking and sharing information. Responding to Commissioner Sammons, Torres said that the revenue numbers are up to date as of February 15, not for capital which will be on the next month report. Torres turned the meeting over to Customer Service Manager Hubka to review the registration section of the monthly report. Hubka said that February is looking better and shared the registration data and mentioned that yesterday was open registration. Hubka said that patrons are more comfortable coming into the facility and in response to other registration questions, Hubka replied that we started to sell pool passes as of yesterday.

The Board reviewed the previously distributed Written District Services and Projects Department Report. Supt. Tynczuk highlighted a couple of items, the Park District received the CARES funding check, which is the first reimbursement since last October. Regarding the Park District's insurance renewal, PPO up .9% and HMO is down by 7.2%; included in the report is the year to date hiring chart; and Risk Management is providing a monthly chart on COVID cases and vaccinations data.

The Board reviewed the previously distributed Written Recreation Department Report. Supt. Danz said that good things are happening at the Park District. Danz highlighted various special events; the Park District's community parade with 23 shoebox floats that reflected "We Love Essential Workers"; and preschool numbers for the 2021-2022 school year continue to increase and we are almost full. Danz reviewed the successful start-up with the indoor pool at Harper Campus for the Palatine Tiger Sharks Swim Team and lap swimming for the public via a reservation system. On March 15, more lap swimming slots will open and staff is also offering private swim lessons. In April, staff is adding morning swim lessons and additional lap swimming; staff is in process of hiring staff to accommodate the growing needs. Pickleball is on docket, we are waiting for confirmation. Lastly, Danz said it was a successful registration day with programming, spring and summer camp registrations; hopeful we can provide more camp opportunities. Danz thanked Customer Service Manager Hubka with the registration process.

The Board reviewed the previously distributed Written Annual Palatine Stables Report. Supt. Nagle briefed the Park Board on Stables staffs' behind-the-scenes duties while in the shutdown mode and during limited hours of operations. Nagle wanted to acknowledge Stables Trainer/Barn Manager Bruns and her crew with maintaining and caring for all needs while short staffed and still provided a "re-imagined" Fallfest for the residents. Stables Trainer/Barn Manager Bruns highlighted a few of the annual report items, Palatine Stables received the certification as a USHJA Recognized Riding Academy again for 2020; staff managed the boarders when the owners could not come in; then made appointments for the owners to ride their horse in May. In June lessons started and everyone was very excited; we developed strict guidelines and protocols to follow, although everyone seemed to be happy handling the COVID crisis while spending time at the Stables. Bruns is serving on the staff committee Return to Customer. Bruns said that Palatine Stables partnered up with Infinity Farm to host their NIHJA Horse Show at our Stables, at least one time we were able to provide a horse show for our users and they were very enthusiastic. NWSRA riding lessons started in July and continued through October. Bruns said that the riding school was shut down and finally reopened at the end of January; we lost the spring season. Commissioner Cozza complimented Bruns on managing without full time employees and commented that revenue was up; Bruns said that we did increase boarding fees and charged for some additional services such as riding, etc.

President Ruff noted there were no other reports. The Park Board thanked staff for the Department Reports and Stables Trainer/Barn Manager Bruns for her annual report.

New Business

The Board reviewed a previously distributed board summary and policies 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 Sammons seconded that the Board of Park Commissioners approve Approval; 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) as presented. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary and IGA pertaining to the approval of the Community Consolidated School District 15 CARE Agreement. Commissioner Cozza moved and Commissioner Sammons seconded that the Board of Park Commissioners approve and authorize staff to enter into a one-year agreement with Community Consolidated School District 15 as provided by CCSD15 for the Park District to operate CARE programs at CCSD15 schools. Director Clark said that he wanted to thank Supt. Danz and the CARE coordinators on looking out for the Park District's best interest; Clark said that it was not easy working with new D15 Superintendents. Through the new IGA, the Park District is now renters and run the program under our control, which will be much more efficient. In response to Commissioner Sammons, Clark said that both side-initiated changes within the IGA. Commissioner Cozza inquired about the two CARE coordinators' retirement change since the Park District just added two more staff to our payroll; Commissioner Cozza has concerns with the IGA's language about staffing; and Commissioner Cozza wanted to confirm the benefit of giving resident rates to D15 staff and that it is not free. Clark and staff responded to Commissioner Cozza's questions; the CARE coordinators will continue with IMRF as their retirement fund. Regarding evaluating CARE staff, Clark said that it will be our decision if there is a violation and if allegations are made, we will investigate the situation. Lastly, Clark confirmed that D15 staff would receive Park District resident rates. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the approval of the First Amendment to the Site Agreement between Palatine Park District and T-Mobil (Cell Antenna at Stables cell tower). Commissioner Cozza moved and Commissioner Sammons seconded that the Board of Park Commissioners approve the First Amendment to the Site Agreement between the Palatine Park District and T-Mobile. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the Adoption of the 2021 Agency Work Plan. Commissioner Cozza moved and Commissioner Sammons seconded that the Board of Park Commissioners adopt the 2021 Agency Work Plan as presented. The motion was approved by a roll call vote; the result follows:

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

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark greeted everyone. Clark said that he attended the virtual legislative breakfast; Clark gave thanks to District Services and Projects Supt. Tynczuk and Asst. Supt. Cahill with their involvement in the recruitment task force. Springfield Park District copied our recruitment flyers, which is a compliment to the Park District. Clark said that the task force is doing a great job with representatives from each department.

President Ruff thanked Director Clark for his report.

Commissioner Reports

Commissioner Cozza commented on the 2020 accomplishments, all 3 pages within the Agency Work Plan. Commissioner Cozza commented on one thing standing out with the accomplishments, the online staff portal with all the electronic resources; it is the template for the future. Clark agreed with the accomplishments, and Clark added that this all came from staffs' innovation and pride.

Commissioner Sammons reminded the group that he will not attending next meeting. Commissioner Sammons said that it is good to see people out and it looks like it will be a busy spring.

Regarding future agenda items, President Ruff noted that no items were presented.

Adjournment

There being no further business to come before the Park Board on this date Commissioner Rogers 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, Jennifer Rogers, Terry Ruff
NAY: None
ABSENT: Susan Gould
Motion carried at 5:17 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Terry Ruff
President

2021 Park Board Meetings

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