



VIRTUAL MEETING

NOTICE OF SPECIAL MEETING

BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT

****Remote Meeting via Zoom**

Agenda for April 7, 2020 at 3:00 p.m.

Call to order at 3:12 p.m.

Commissioners Present:

John Cozza, President
Terry Ruff, Vice President
Jennifer Rogers, Treasurer

Nicholas Sawyer
Susan Gould

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

Josh 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
Christine Hubka, Customer Service Manager
Trish Feid, Park Board Secretary/Executive Asst.

Approval of Agenda

Commissioner Sawyer moved and Commissioner Ruff seconded that the agenda be approved. President Cozza commented that this is the Palatine Park District's first virtual meeting. By a voice vote, the agenda for the special meeting of April 7, 2020 was approved.

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

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Ruff moved and Commissioner Sawyer seconded that the consent agenda be approved. By a roll call vote, the following items on the consent agenda were approved: Ratification of the Purchase of Plum Grove Reservoir Replacement Playground Equipment through Sourcewell; Ratification of the Purchase of Plum Grove Reservoir (replacement) Shelter through GoodBuy; Ratification for Award of Bid regarding the Installation Contractor for the Playground and Shelter Replacement Project; and, Ratification of Warrant #6 - including Expenses for Travel Expenses. The result of the roll call vote follows:

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

Visitors and Citizens Comments

No comments were presented at this time.

COVID-19 District Update

Director Clark outlined the timeline and action plan since facilities closure as of March 13, 2020; and now the Park District is continuing through the second extension period of April 30, 2020. Then Director Clark said that he would like staff to provide their department highlights of their actions and updates concerning

Coronavirus Disease 2019 (COVID-19). Clark said that from conversations with the Palatine Park District employment attorneys and other Park District's Executive Directors, unfortunately, the Park District immediately laid off over 400 part time employees with the ability to receive unemployment and other leave emergency benefits, the Family and Medical Leave Act. Currently, essential staff members are reporting to work, other staff members are primarily working remotely. The Leadership Team is meeting through virtual meetings every Wednesday to stay well-informed and on top of actions. Communications and Marketing staff has executed a series of communication notices and updates, which Clark had shared with the Park Board prior to public notices. Clark gave thanks to Communications and Marketing staff along with Supt. Tynczuk and Asst. Supt. Cahill on the employee portal, holding all the necessary postings, requirements, information, and current status, etc. for all employees. The portal is a valuable tool for staff, one site for accessing all important documents and receiving updates. The Park District is following the Governor Orders, the playgrounds are restricted with signs and caution tape; gated courts are locked; good coordination with Village of Palatine, D15 and Palatine Police Department on processes in place. The open green space and the trail remain open for public use, staff continues to post on the website and through all other social media means, the guidelines of practicing social distancing. Regarding District's financial situation, we are looking at the District's current financials; Clark asked staff to gather revenues and expenses of operations; trends/comparisons; ratio reports; report on cash flow analysis during the time of closure; and, create lists of all potential budget impacts, including freezing capital plan items.

Department Highlights:

Parks: Supt. Holder said the Parks Department is on week 3 with 2 teams of staffing with coordination between Village and PPD employees at CSF, which is broken down into 3 sections to minimize and avoid interactions. Holder said that each parks' division has 2 teams and the department is running at 38% work force after laying off part-time staff. Staff completed the closings of the playgrounds and courts, which has slowed down having to ask the public to leave. Per police direction, Parks also closed down Riemer Reservoir. Staff continues to keep an eye on playgrounds daily, working on the bare essential tasks and responsibilities to remain safe as well as trying not to fall too far behind for this time of the year. Holder reviewed the projects that are presently started. Referring to President Cozza's inquiry regarding the frozen capital budget (due to COVID-19), Clark said that encumbered funds for grant projects and project that are under contract and presently in progress, staff will continue with those projects. Clark added that until we know the duration and further impact from COVID-19, the other capital projects are on hold. Holder is looking for direction on opening pools, Holder provided the process and timeline of opening pools, and has concerns with opening the pools with the reduction in Parks' staffing structure. Regarding staffing of the pools during the season, Supt. Danz said that she is confident with the hired pool staff at hand to cover at least 1 or 2 pools.

Facilities: Supt. Nagle said that regarding Palatine Stables, staff has outlined the tasks for the care of horses by an operational approach; staff has suspended horse shows and lessons; Gomez works every day on barn hand tasks; Bruns and Shahinian are working split shifts. Stables staff sent a notice to boarders to respect the stay at home order; and, if desired, they could arrange well visit through Bruns. Workload at Community Center is a minimal with split shifts; staff has scheduled interior inspections, ongoing cleaning, some minor projects, etc. Palatine Hills Golf Course now has full-time staff helping all areas by reassigning themselves since the part-time staff has been laid off; staff members are sharing tasks and responsibilities. Updates regarding the Clayson House, Asst. Supt. Ludolph is working with Museum Coordinator Pesch with covering and the capital project coordinating. D15 asked for support from ICompete staff to assist ESL parents and families to help with resources for remote learning; POC has closed all areas except the food pantry is open. Asst. Supt. Ludolph added that staff has been able to get in the facilities and test fire alarms, this is an opportunity to get done early; sprinkler systems are next. Falcon Park, Birchwood and Cutting Hall's floors and other maintenance were due for this year so those projects are underway. We are able to schedule the Community Center's basketball standards' free inspection during this time as

well, which extends our warranty. Building checks on all facilities are performed each day, including to take deliveries, bathroom checks, cleaning surfaces etc. Staff are contacting rentals that are coming up, including Cutting Hall cancellations. The work on Clayson House painting and rotten wood replacement project is in progress. In response to Commissioner Ruff's question about the new fitness equipment delivery, Ludolph said that it is completed, we used this time for the installation. When we resume operations, President Cozza said to expect that we will need hand washing stations/hand sanitizer stations all over, especially at entryways to the facilities, bathrooms, gymnasium, etc. Director Clark has this item on his Leadership Team list to assign the task of locating sanitizer stations. Staff will consider the thoughts on hand sanitizer stations that the Park Board presented when staff selects the units.

Recreation: Supt. Danz said that staff has been busy as soon as the stay in place order occurred, Recreation staff brainstormed and came up with virtual recreational activities. Staff worked with Communications and Marketing for social media's needs; this has been well received by the viewers. Commissioner Gould commented on how great the virtual classes are and she has shared the link. Danz said besides the fitness staff, Recreation & Fitness Program Coordinator Shariatzadeh and Instructor Neiman doing virtual classes, Asst. Facilities Manager Blauw, has provided some nutritious meals/snacks virtual classes. Danz will have more details and statistics in the next department report on these very popular virtual classes. Staff is in the process of working with some of the contractual instructors for virtual classes, such as martial arts; each coordinator is working on what we can provide to the public to keep them positive and engaged. Danz said this is great news for us since the other fitness clubs are not doing this, at this time it is good for morale and with hopes to gain business. Staff is trying to plan for possibly May programming when we resume. Staff also continues to work on budgets, starting fall catalog work; staff remains constant with making phone calls/emails on what is going on or not going on with their staff. Donelda said she has reached out to each staff member, there is a lot of concerned staff. Regarding other virtual classes, Asst. Supt. Palmer said that theater and dance are working on a few remote sessions to keep skill levels up, gymnastics and swim team also sending helpful tips to their participants to stay engaged and bring some closure to the season. Recreation staff is taking the time to reach out and continue interaction to remain connected with their staff. President Cozza added that it will be interesting what will come from this, with more remote recreational programming classes; it is something to watch as more virtual session develop and the wonder of what will come out of this!! This brings Commissioner Gould to her "commissioner comment report" item, Commissioner Gould said that Palatine Area Chamber of Commerce has a site called 'Palatine Strong' and they are asking local businesses to post their hours of operations and updates, also staff could post virtual meetings notifications, facilities' updates and other public notices. Commissioner Gould said there are many other sites too, Patch.com/Palatine is asking for local businesses and clubs' information and updates. Commissioner Ruff stressed his thoughts on public relations (PR) on how we will come out of COVID-19; it is difficult to have a plan for every situation; although, how we react to whatever the situation is vital. Continuing, Commissioner Ruff added that we need to think and plan for when we resume with several different plans on the "what if situations" to ease apprehensive parents on summer programming. President Cozza agreed with Commissioner Ruff's thoughts, since we will be phasing in public interaction when reopening with the government directed restrictions. In response to Commissioner Rogers' question, Supt. Holder does not have an update on the Palatine Jaycees' Hometown Fest status. Supt. Danz agrees with Commissioner Ruff and had discussions with baseball on resuming the season with alternative options. Regarding the summer catalog distribution, Commissioner Rogers asked for an update; Clark said there will be no printed versions for public delivery, post card notices of the process will be mailed out; all notices will be posted on website. Clark added that many park districts are following this process. President Cozza commented that this is a perfect situation for announcing such District's updates through Commissioner Gould's idea of publicizing Park District news on those local websites. President Cozza directed staff to make a list of the websites to be ready for our District postings of updates. President Cozza added that having the catalog notice on all community websites, several Palatine neighborhood sites for moms and dads, etc., along with Commissioner Gould's

previous suggestions will get the word out. Commissioner Gould commented on adding the Village website to the list and to send links to all Park Commissioners for electric distributing. President Cozza said to include all local entities, Rolling Meadows, Inverness, etc. on the distribution list as well. Regarding keeping in contact and reaching out to summer staff, Commissioner Ruff offered to help make phone calls and that he would be happy to do so; Supt. Danz appreciated the gesture.

Finance: Firstly, Director Clark wanted to offer sympathy to Supt. Torres during this difficult time and to keep her New York family in your thoughts; Supt. Torres said this has been a very difficult time and thanked the Commissioners for their thoughts. Torres said that staff is working diligently with the audit process; the auditors requested another list of reports and documents; as first year auditors for the Palatine Park District, they are looking at everything and in touch with staff on additional audit requests and staff has been available for answering questions. Staff is keeping up with all demands as they conduct the virtual audit. As May 1 approaches, we might have to file an extension. Accounts Payable is moving forward; staff has a process in place with approvals and attaining signatures; Skiba is doing a great job in his new position. Payroll process for approval and processing has been on time. Torres is keeping in touch with Customer Service Manager and assistants, providing them with tools they need to get the job done and to continue good customer service. We are working on the cash flow analysis and on Friday we have a call with PMA; Asst. Supt. Becke will be working on that. After fulfilling requests for last week of field work with the auditors virtually, Accountant Lyons will be able to work on the month of March data for the financial analysis. Commissioner Gould said that she recently read about the Park District receiving TIF money from the Village, Director Clark said that we were expecting those funds. Asst. Supt. Becke said that she will inform Skiba to be on the look for the Village check. Becke added that staff is working hard on the audit; and staff is making sure payroll and the warrant get out on time. Director Clark acknowledged Customer Service Manager Hubka with her efforts with him on responding to residents regarding refunds, etc. Clark said that after each public communications notice of closure posting, many calls on the refund process were attended to. Hubka said that refund requests were coming in steady; the Recreation staff did a great job of providing lists of class cancellations. At this point we are refunding by credit card or household credit depending on how they paid for registrations, we will not be able to process checks until we resume operations so we are crediting their household accounts. Notice of the refund process is posted on the website to inform patrons and to inform them that we are actively working on them. Hubka thanked IT staff for their assistance with setting up registration staff to work remotely. Hubka briefed the Park Board on staff tasks during the closure. Hubka stated that she is keeping on file the gathered COVID-19 documents and processes.

District Services and Projects: Supt. Tynczuk said that she is busy with Human Recourses needs; the current situation, which is problematic with constant legislation updates, etc. is making it a challenge to keep up with the updates and staff protocol that is necessary to all people. Asst. Supt. Cahill is busy with unemployment claims. IT is remotely helping and assisting staff when issues develop. Communications and Marketing staff are consistently busy, social media postings and postcard distributions; Communications and Marketing Manager Sotzen is doing a great job and she is always thinking ahead, making sure positive consistent messaging is publicized. The projects and bids are falling off currently so the focus is on other areas. Asst. Supt. Cahill said that he is doing his best to help with unemployment claim processing and to help staff process as quickly as possible. There has been issues with the State and their system is backed-up. Staff is having some issues of denial of benefits and we are working with staff. Cahill added that things are changing all the time, we have kept the language for laid off staff as 'temporary lay-off', which is legally correct.

Administrative: Executive Assistant Feid said that we have arranged various remote meetings for staffs' weekly meetings, along with Special Park Board Meetings and the Park Foundation Meeting including the regular processing of their meeting agendas, material, extra public notices, etc. For the auditors, gathered

additional requested information and items, scanned, and uploaded/emailed files. Fortunately, during this time we can continue with our regular duties working remotely and in the office. Director Clark added that FOIA requests continue to be sent to us during COVID-19.

President Cozza said that the separation of the Park District is impressive, everyone has their functions, this was a good presentation from the departments. Director Clark said that he has virtual Leadership Team meetings every week; keeping staff upbeat and managing as we will get through this. Sharing the message to stay safe and keep healthy.

New Business

The Board reviewed a previously distributed board summary pertaining to the Approval; Palatine Township Senior Citizens Council (PTSCC) Funding Request. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners approve the funding request for the 2020 fiscal year by the Palatine Township Senior Citizens Council (PTSCC), and that staff disburse the first half of this year's funds in the amount of \$112,781.22. The motion was approved by a roll call vote; the result follows:

AYE: Susan Gould, Nicholas Sawyer, Jennifer Rogers, Terry Ruff, John Cozza

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the award of bid for Community Center Elevator Modernization Project. Commissioner Ruff moved and Commissioner Sawyer seconded that the Board of Park Commissioners award the bid for the Community Center Elevator Modernization Project in the amount of \$109,498, the lowest responsible bidder, Colley Elevator Company of Bensenville, Illinois. In response to Commissioner Sawyer's questions staff explained that the project includes all new mechanical parts minus the hydraulic lift component. The motion was approved by a roll call vote; the result follows:

AYE: Susan Gould, Nicholas Sawyer, Jennifer Rogers, Terry Ruff, John Cozza

NAY: None

ABSENT: None

Motion carried.

Commissioner Reports

Commissioner Sawyer remarked that he has not been able to attend a Park Board Meeting since January, his knees are recovering and coming along. Commissioner Sawyer said that it is not the same meeting remotely; Commissioner Gould added good wishes and that we missed you.

Commissioner Ruff's items were brought up during staffs' department reports.

Commissioners Rogers said thank you to everybody for everything they are doing; and to hang in there during this stressful time. We are in this together with not knowing the situation from day to day with trying to make plans.

Commissioner Gould thanked everybody and said that staff members are doing a fantastic job, we know it is not easy. It will be an interesting world, lots of changes that we took for granted. Congratulations with helping residents and hang in there!

President Cozza agreed and added to the other Commissioners' thoughts. President Cozza said that he likes having a routine lifestyle, it is very difficult not to have things in order and this is hard. President Cozza added that a life without Park Districts is very difficult. President Cozza expressed a good job everybody and thank you.

Director Clark thanked the Commissioners for their direction and support; staff is doing the best we can under the circumstance. The feedback from the residents has been very positive. With public notice of social distancing and continuing to respect each other in the parks, which we need more than ever, Director Clark is looking forward to getting back to doing what he loves.

Regarding a future agenda items, President Cozza confirmed that no items were presented.

President Cozza explained the process of going into Executive Session.

Executive Session

President Cozza requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners go into closed session for discussion of Executive Session; Section 2(c)(1) Open Meetings Act for discussion of the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District. The result of the roll call vote follows:

AYE: Susan Gould, Nicholas Sawyer, Jennifer Rogers, Terry Ruff, John Cozza

NAY: None

ABSENT: None

Motion carried at 4:32 p.m.

Return to Open Session

President Cozza moved to come out of closed session and resumed to the regular meeting of the Board of Park Commissioners; Commissioner Rogers seconded the motion which was unanimously approved by a voice vote as follows:

AYE: Susan Gould, Nicholas Sawyer, Jennifer Rogers, Terry Ruff, John Cozza

NAY: None

ABSENT: None

Motion carried at 5:44 p.m.

Action on Matters Considered in Closed Session

Considering items of Closed Session regarding Section 2(c)(1) Open Meetings Act for discussion of the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District, President Cozza said that there is no action at this time.

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 Gould seconded the motion which was unanimously approved by a voice vote.

AYE: Susan Gould, Nicholas Sawyer, Jennifer Rogers, Terry Ruff, John Cozza

NAY: None

ABSENT: None

Motion carried at 5:44 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

John (Jay) Cozza
President

2020 Park Board Meeting

April 21, 2020-Special Meeting
April 28, 2020-cancellation of meeting
May 12, 2020
May 26, 2020
June 9, 2020
June 23, 2020
July 14, 2020
July 28, 2020

August 11, 2020
August 25, 2020
September 8, 2020
September 22, 2020
October 13, 2020
November 10, 2020
November 24, 2020
December 8, 2020