



VIRTUAL MEETING
NOTICE OF SPECIAL MEETING
BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT
**Remote Meeting via Zoom
Agenda for April 21, 2020 at 3:30 p.m.

Call to order at 3:41 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
Dan Mangum, IT Manager
Christine Hubka, Customer Service Manager
Trish Feid, Park Board Secretary/Executive Asst.

Approval of Agenda

Commissioner Gould moved and Commissioner Ruff seconded that the agenda be approved. By a voice vote, the agenda for the special meeting of April 21, 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 Gould moved and Commissioner Ruff 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 March 10, 2020; Special Meeting Minutes of April 7, 2020; January Financial Report; February Financial Report; and, Ratification of Warrant #7 - 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

President Cozza confirmed that no comments from the public were provided for the virtual Park Board Meeting.

Departmental Reports

The Board reviewed the previously distributed District Services and Projects Department Report. Supt. Tynczuk said that staff is compiling data from each department for the FEMA reimbursement. Regarding staff working remotely, President Cozza commented on the 40 laptops that were distributed for work at home use, Tynczuk said that IT Manager Mangum was able to issue extra laptops (District's training devices) to all staff who needed them. Tynczuk said that IT spends a lot of time in assisting with remote

work, setting up Zoom virtual meetings, etc. President Cozza had a few questions for IT Manager Mangum regarding Finance staff having access to everything they need including a larger screen when working remotely, Mangum said that a couple of Finance staff had requested second screens and it has been fulfilled. Thinking ahead to the fall, President Cozza said that we might want to be thinking of other staff requests and needs. Mangum confirmed that the District's current phone system would not support having the work line phones redirected to staffs' work cell phones, it would be a future support with the new software. Tynczuk added that our phone system is 10 years old and still working well.

The Board reviewed the previously distributed Recreation Department Report. Supt. Danz briefly reviewed the user data and comments regarding virtual classes that the Park District has been providing the community during the quarantine. Some of the District's fitness instructors along with a Facilities' staff member has led classes on fitness and healthy eating ideas; the virtual classes are very popular and appreciated. Up to now, the District has paid an estimate of \$3,000 for some of the staffing expense for providing the virtual classes; in June, staff plans to implement a fee for the virtual classes. Over 130 individuals signed-up for the Easter Bunny fundraiser which supports the Park Foundation, approximately \$650 will go towards awarding scholarships. Danz thanked Commissioner Rogers for sharing the idea. Commissioner Gould agreed that this was a good idea and suggested offering the fundraiser throughout the year for other occasions. Regarding the Virtual 50K/75K event, Danz said that 5 participants have finished the 50K and a few have completed the 75K; registration is still open and available. Since we are unsure of programming opportunities, in May staff is putting together a mini brochure for an array of recreation, fitness and sport programs for everyone from adults to preschool ages. Staff is reaching out to some contractual instructors to do some of the classes; staff hopes to have the mini brochure out by May 1. President Cozza noticed that there were 2 different summer registration dates posted for resident information on the email postcard notification and the online catalog. On the website registration page, Danz said that staff has indicated the correct date. Lastly, Danz added that staff will be refunding households regarding the C.A.R.E. program for half the month of March.

The Park Board reviewed the previously distributed Parks and Planning Department Report. Regarding COVID-19 and being short staffed, Holder said the department needs to get into full swing to keep up with the seasonal workload by the first week of May. Holder said that staff continues to prepare for when we reopen, staff has issued N95 masks for staff going into public areas; constructed 11 screens for registration counters; placed on order for 15 pump stations; and, staff is trying to find the refill dispensers for the pump stations. The Jaycees will make a final decision by the first week of May regarding Hometown Fest. Holder updated the Park Board on several projects including the asphalt and concrete work; Maple Park project's grant application is underway; the bridge bid opening is Friday and currently the project is \$79,000 under budget with anticipated grant funds it will be \$279,000 under budget; and, the Plum Grove replacement playground and shelter project is progressing. Commissioner Gould inquired about the implementation of taking staff temperatures when reporting to work, Holder said the process puts staff more at ease, temperatures are monitored and logged, Parks Department is following the Village protocol. Director Clark added that this protocol was part of the guidelines for essential workers when the order came out. In response to Commissioner Sawyer's question, Holder said that the Hamilton facility is complete except for a little painting and landscaping work.

The Board reviewed the previously distributed Facilities Department Report. Supt. Nagle highlighted that staff continues with monitoring buildings and deep cleaning of offices. Palatine Hills Golf Course has received support from some of the Recreation and Facilities' staff with mowing tasks. Palatine Stables continues to have staff provide care to the horses and facility; staff is considering the May horse show; and, the boarders can set-up visit times. President Cozza said that boarders want to ride their horses not just visit and inquired if it is possible when boarders set up riding time to be able to ride under a controlled condition. As a member of an equestrian association, Commissioner Gould said that most stables owners

are doing what we are doing, and we are doing exactly what we should be doing. Regarding future rental bookings, Supt. Nagle responded to President Cozza that staff is receiving calls for mid-May rentals. Nagle highlighted the wood floor project at Falcon Park gymnasium; staff has a strong focus on reopening plans and financials; follow-up for paving work at Palatine Hills driving range on the final fixes. In response to Commissioner Sawyer, Nagle said that staff will be ready within a couple of days to open the golf course. President Cozza and his family have been walking around the golf course and commented that the course looks pretty good.

The Board reviewed the previously distributed Finance Department Report. Supt. Torres reported that staff continues to move forward with same operation process within the financial area and staff comes in the office as needed. Torres said that she stopped by the office to approve taxes and have a follow up meeting with Asst. Supt. Becke on work items. Supt. Torres holds meetings with staff virtually, staff provides weekly reports and lists of workload responsibilities, and then Torres inquires if anyone needs anything along with staff updates for smooth transition when staff is back together! Torres wanted to thank IT Manager Mangum, staff appreciates all he does, and he always is doing a great job. The audit work and assistance remain ongoing. Customer Service Manager Hubka reviewed March numbers, as expected due to the closing in mid-March, program numbers are down. Registration staff has been working remotely, Hubka thanked the Park Board and Leadership Team with making that possible. Hubka reviewed the items that staff continues to work on, processing of credits, some regular registrations, P.A.F.A registrations, and now very busy with the C.A.R.E program refunds since schools are official closed for the rest of the school year. Hubka along with Asst. Customer Service Manager Bialek continue to respond to WebTrac questions mostly regarding refunds and camps. Hubka said that staff continues to be busy, President Cozza added that it is a different kind of busy.

President Cozza noted there were no other reports. The Park Board thanked staff for the Department Reports.

New Business

The Board reviewed a previously distributed board summary pertaining to the Award of Bid for 2020 Asphalt Maintenance Project. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners approve the lowest responsible bidder, Hastings Asphalt Services of Harvard, Illinois, in the amount not to exceed \$26,327.26 for the 2020 Asphalt Maintenance Project including Alternate A. 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 Clayson House Exterior Painting and Wood Repair Project. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners award the lowest responsible bidder, Allied Painting Services, Inc. of St. Charles, Illinois, in the amount not to exceed \$16,700 for the base bid including alternate A for the Clayson House Exterior Painting and Wood Repair Project #20-05F. 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 approval of the emergency replacement of the Golf Course Culvert - Hole #7. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners approve the removal and replacement of a steel culvert for an amount not to exceed \$22,410 from Robert E. Hummel Construction Company of Island Lake, Illinois. 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.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark said that staff is up to date with COVID-19 responses and gathering of information; Clark thanked the Leadership Team and all staff involved in helping to put together the financial information, which we will be discussing in Executive Session. Regarding the capital plan, Director Clark confirmed that he has put a freeze on capital spending, with the exception of projects encumbered by grant funds or projects that are underway, under-contract or obligated, this will help defer significant capital expenditures until we know the duration of the order. Staff continues procuring safety measure with returning to work; Clark has been working with Risk Manager Udany. Concerning the reopening, Director Clark is planning on putting together 2 task forces: one regarding the return to work and guidelines; the other task force with the focus on facilities. Director Clark wanted to address the situation of summer pools, not sure if the effort will be feasible with social distancing and other guidelines. Clark has directed Supt. Holder to continue to work as on target of opening; although, Clark is not very optimistic about the pools opening. Regarding a bright spot during COVID-19, Communications and Marketing Manager Sotzen and Digital Marketing Coordinator Noens were able to finish the application including the uploading to NRPA for the Gold Medal Award.

Commissioner Reports

Commissioner Sawyer remarked that he is going along with not opening the pools at all, there is a health hazard and risk; President Cozza said that he spoke with Director Clark earlier today with possibly making an exception for swim team, as a thought to open Birchwood Pool. Commissioner Rogers said financially that would not be good for the Park District; Danz said staff is putting together a feasible report on the opening and operations of 1 pool. Playing devil's advocate, Commissioner Ruff commented on the other pools and the public response. President Cozza added that the pool can be for the swim team and other fitness use. Commissioner Gould asked about the transfer of COVID-19 in the pool; Clark said the disease cannot be transferred in chlorinated water. Clark said that it will not be feasible to open all pools and it is not safe for staff; the State may make the decision for us.

Commissioner Ruff offered an idea, if the Jaycees festival including the parade gets cancel, maybe we can have a parade in the neighborhoods' event; Commissioner Ruff is looking for staffs' comments/feedback and asked for staff to email him their thoughts.

President Cozza believes this is a summer for recreational sports without the games and people; teaching and learning through the activity not necessarily people in attendance to watch the games. Same with the dance programs, learn dance without the shows and recitals. Similar to the golf course with social distancing and other guidelines. Lastly, President Cozza would like staff to review the contracts for the summer concert series; Commissioner Gould said to check out the contract clause with rescheduling if deposits were made. Asst. Supt. Palmer said that deposits were made for the July and August concerts, staff will confirm the situation.

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

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 4:45 p.m.

Return to Open Session

Commissioner Ruff moved to come out of closed session and resumed to the regular meeting of the Board of Park Commissioners; Commissioner Sawyer 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 6:01 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 Ruff moved that the regular meeting be adjourned. Commissioner Rogers 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 6:01 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

John (Jay) Cozza
President

2020 Park Board Meeting

April 28, 2020
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