



VIRTUAL MEETING
REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT
****Remote Meeting via Zoom**
Minutes of March 23, 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

Jennifer Rogers, Vice President

Susan Gould, Treasurer

John Cozza

Commissioner Absent

Greg Sammons

Staff Present

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

Patrick Griffin, Aquatics 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 23, 2021 was approved.

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

NAY: None

ABSENT: Greg Sammons

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Cozza moved and Commissioner Rogers 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 9, 2021; Surplus of Property Ordinance #21-02; February 2021 Monthly Financial Analysis; and Warrant #6. The result of the roll call vote follows:

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

NAY: None

ABSENT: Greg Sammons

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 23, 2021.

New Business

The Board reviewed a previously distributed board summary and policies pertaining to the approval of the Review and/or Approval of the Affiliate, Parent and Special Interest Group Program Guidelines and Procedural Manual Section 7.02 (Key Stakeholders – Who’s Who?). Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners approve Sections 7.02 (Who’s Who) of the Affiliate, Parent and Special Interest Group Program Guidelines and Procedural Manual as presented. Within the policy 7.02.27, Commissioner Gould pointed out to change the wording of sons and/or daughters to children and there was consensus to make that change throughout all policies within the manual; staff will follow through with the modification. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: Greg Sammons

Motion carried.

Discussion of 2021 Pool Operations; the Board reviewed the outdoor pool plan as presented. Supt. Danz reviewed the proposal. Danz said that staff is looking for direction on how many pools to open this season and what staff is proposing is based on 3 pools operating at 20% capacity. The FAC will need to be open for pool maintenance anyway and if the Board approves can be open for the season. Regarding Commissioner Rogers’ inquiry on what it does to the budget with 20% capacity, Danz said it will be more of a loss than last year, hopefully the capacity amount changes allowing more users. Danz confirmed with the Commissioners and there was consensus for all 3 pools to be open this season. Discussion of pool passes and other registration means were debated; through his networking group, Aquatics Manager Griffin said that the pool registration process is all over the place with different methods and thoughts. Not knowing what other Districts and neighboring pools are doing, Commissioner Rogers would like to stick with residents only for our pools. President Ruff agreed with Commissioner Cozza about not offering the seasonal pool passes; and the use of the punch cards or pay as you go was encouraged. Regarding the plan for 3 pools, Commissioner Rogers asked to have staff do more research and come back to us with a solution on how it will work with registering, Supt. Danz will follow up on this request.

The Board reviewed a previously distributed board summary pertaining to the Award of Bid for the purchase of Maple Park Playground Safety Surfacing. Commissioner Cozza moved and Commissioner Gould seconded that the Board of Park Commissioners approve the lowest responsible bidder Rubberecycle of Lakewood, New Jersey, in the amount not to exceed \$114,694.08 for the installation of Playsafer Rubber Bond Elevate Blend safety surfacing through Sourcewell contract number 030117-RBR. In response to Commissioner Cozza, Supt. Holder said it is a multi-year project totaling \$915,416 and the grant amount of \$400,000 will go towards the cost. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: Greg Sammons

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the Adoption of the Amended Succession and Reorganization Plan 2.0. Commissioner Cozza moved and Commissioner Gould seconded that the Park Board of Commissioners adopt the District’s Amended Succession and Reorganizational Plan 2.0 as presented. Commissioner Cozza noticed that the 2 new CARE staff positions were not indicated on the summary page of the document; also inquired on the new positions in 2024 and 2025; and understands that it is a plan but has concern staff may think the plan is a done deal. Also, it is a significant expense with the additional hiring of 10 staff positions. Supt. Nagle said that the plan is revisited and reviewed every year; a

strategy that can change. President Ruff asked about GIS Specialist position, Supt. Holder said that it would end up saving the District money on planning expenses, etc. Staff will correct the summary page to reflect all new positions. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: Greg Sammons

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 Maple Park project is going well and off to a good start, demolition is still underway, playground installation started yesterday and most of ordering completed. Out in the parks, staff is doing spring maintenance on fields; staff is in full gear on spring planter beds, flowers, etc.; and Trades staff got a jump on seasonal tasks at many facilities. Regarding an enquiry, Commissioner Gould asked when Hamilton's bathrooms will be open; Supt. Holder said it is on hold for now, might do port-a-potty stations. Staff responded to Commissioner Rogers on who cleans the bathrooms, a mix between Community Center staff and contractual service company in the evening. In response to President Ruff, Supt. Holder said that a decision will be decided before April 1st on the bathroom.

The Board reviewed the previously distributed Written Facilities Department Report. Supt. Nagle said that Palatine Hills is ready to get our 2021 season started. The driving range will be open this Friday from 9:00 a.m. until 5:00 p.m. and the golf course will open this Saturday, March 27. Tee time reservations are being accepted over the phone and the on-line booking window should be up shortly. Nagle highlighted a few other items, the PPD/POC fundraiser is scheduled on May 5 at Falcon Park, Nagle is participating in discussions for preparation of the event. The Fitness Center's new monthly and annual memberships have increased from last year; staff repackaged the memberships to match industry and give more value to memberships. Once again, ICompete will apply for the Powerplay grant; and kudos to Falcon Park Family & Youth Program Specialist Lara on maintaining and keeping it positive in community. Responding to Commissioner Cozza, Supt. Nagle gave an update on the mold discovery at Falcon Park's Server Room, it has been cleaned this weekend, the area is free of mold. Staff is investigating the source.

The Board reviewed the previously distributed Written Finance Department Report. Supt. Torres highlighted a few report items, mentioning that the audit began yesterday and today they were onsite for contact tracing; the auditors gave staff another list of information to compile and the audit is going well. Supt. Torres is working with PMA on the District's Space Assessment Need's financial analysis, a financial plan for potential planning strategy. Torres turned the meeting over to Customer Service Manager Hubka to review the registration section of the monthly report. Hubka said that she is looking for to next month's numbers since staff has been busy with residents and taking registrations. Hubka explained the refund error that shows on the report due to a staff processing system error; and Aquatics Manager Griffin clarified the swim team escrow credits on the household accounts. Commissioner Gould said that there was a long line at registration the other day with only 1 staff working and thought we need to watch that, Hubka said that typically we try to have 2 staff members working.

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

Executive Director's Report

No comments on the report.

Commissioner Reports/Future Agenda Items

Commissioner Rogers provided for 2 future discussion items/questions for Executive Director Clark: what are

we going to do with future board meetings, are we going back to in-person, what are our times and schedule; with the annual meeting in May, do we change time to 5 p.m. or 6 p.m. from 7 p.m.? And how long are we going to continue the red/green teams?

President said that it is getting harder to do the 4 p.m. meetings, it would be good to move it back a little bit. Also, when we feel it is safe, we should have in-person meetings, soon than later, and we need to show that we are open to the public; even if it means that we do not have all the staff attend the in-person meetings.

Adjournment

There being no further business to come before the Park Board on this date Commissioner Cozza moved that the regular meeting be adjourned. Commissioner Gould seconded the motion which was unanimously approved by a roll call vote.

AYE: John Cozza, Susan Gould, Jennifer Rogers, Terry Ruff
NAY: None
ABSENT: Greg Sammons
Motion carried at 5:01 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Trish Feid
Secretary

Approved:

Terry Ruff
President

2021 Park Board Meetings

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