



REGULAR BOARD MEETING

BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT at the  
Village of Palatine Community Center Building, in Community Room B  
200 East Wood Street in Palatine  
January 24, 2023, at 5:00 p.m.



The meeting was called to order at 5 p.m. by President Gould

Commissioners Present

Susan Gould, President  
Greg Sammons, Vice President  
Joe Petricca, Treasurer  
Terry Ruff  
Jennifer Rogers

Staff Present

Mike Clark, Executive Director	Jim Holder, Superintendent of Parks & Planning
Phil Costello, Superintendent of Finance	Amy Vito, Asst. Supt. of Parks & Planning
Michelle Eckelberry, Supt. of Dist. Services & Projects	Colleen Palmer, Asst. Supt. of Recreation
Dayell Houzenga, Asst. Supt. of Dist. Services & Projects	Donelda Danz, Superintendent of Recreation
Steve Nagle, Superintendent of Facilities	Lisa Allie, Interim Secretary
Josh Ludolph, Asst. Supt. of Facilities	

Approval of Agenda

Commissioner Rogers moved and Commissioner Ruff seconded that the agenda be approved. President Gould asked if there were any questions or changes; there were none. By a voice vote, the agenda for the regular meeting of January 24, 2023, was approved.

AYE: Jennifer Rogers, Terry Ruff, Joe Petricca, Susan Gould, Greg Sammons  
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 Sammons seconded that the consent agenda be approved as presented. By a roll call vote, the following items on the consent agenda were approved: Regular Meeting Minutes of January 10, 2023, Regular Meeting Minutes of January 10, 2023, Regular Meeting Minutes of December 13, 2022, Closed Session Minutes of December 13, 2022, Approval of Warrant #2, December Financial Report and Adoption of Ordinance #23-02 Surplus Property. The result of the roll call vote follows:

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

Visitors and Citizens Comments

No comments were presented.

Superintendent Danz mentioned that they would like to introduce new staff before starting the board reports. Starting with Jessica Paneral who replaced Anthony DeMichael as the new Aquatics Coordinator at

Harper College; Jessica gave her work history which included working at Eagle and Harper Pool until the COVID shut down. Superintendent Costello introduced Les Pauls the new Accountant; Les gave his background which included 25 years of accounting experience. Superintendent Eckelberry introduced Marianna Uriostegui who joined us as the new Community Outreach Coordinator; Marianna who came from the Wheeling Park District gave a brief history and spoke about the Sponsors she's connected with in her brief time here at Palatine Park District.

### Departmental Reports

The Park Board reviewed the previously distributed written Facilities Department Report. Superintendent Nagle highlighted the following items from his report: the POC ICompete Fundraiser on February 9<sup>th</sup> at Harper which the District is Sponsoring; President Gould offered to donate a raffle basket if needed. Superintendent Nagle continued to report the awesome winter break which was almost beyond pre pandemic levels with an increase of 30% for all drop in visits which equates to over 2,000 more visitors/400 people a day in our buildings; proud of staff who did an awesome job with the crowds. We are also rebooting our space needs plan which will start with a workshop to revisit the plans-progress made and what is still needed. Superintendent Nagle also mentioned that the Customer Service Committee has their 2023 goals set and is underway. Commissioner Ruff mentioned about check in at the fitness center and that he noticed that other places are using 2 readers at every counter. Superintendent Nagle stated that it has improved, and Commissioner Ruff agreed. Commissioner Ruff also asked about the garage at the golf course and if it would be included in the space needs discussion; Superintendent Nagle confirmed that it would be discussed.

The Board reviewed the previously distributed written Parks & Planning Department Report. Superintendent Holder started his report with the ramp project at Palatine Hills which is almost completed; just need to finish up the handrails and install lights, should have completed within the next couple of weeks. The ice rink was filled up before the last meeting but has yet to be opened; hopes they will be able to open. Public input process for playground selections at Osage Park and Eagle Park is now live; 1,900 letters will be mailed to residents tomorrow, will also send link to the Park Board; looking to have bid out by end of February. Superintendent Holder also mentioned that the Jaycees' would like to donate \$10,000 for an accessible playground surfacing and thinks Eagle Park would be the perfect location for this. The poured in place surfacing was not included in the budget and would increase the total Eagle Playground Replacement project cost to about \$90,000. With the ADA Fund and Jaycees' donation the remaining cost could be covered by the restricted fund. Superintendent Holder asked the Park Board for a consensus on this. President Gould thinks it's a nice idea and asked if it had to be donated through the foundation; Director Clark clarified that it would only be needed if the Jaycees was looking for a tax write off. Superintendent Holder confirmed that he would move forward with the plans and design. Commissioner Ruff asked about the 4 trucks needing to be replaced when the Board gave permission to bypass the bid process; Superintendent Holder and Director Clark explained why they've had to go out to bid and not through the co-op.

The Board reviewed the previously distributed written Finance Department Report. Superintendent Costello started with news he received this morning of the Cook County Property Tax contribution on top of the 2021 levy of another \$178,000. He's still searching for an Assistant Superintendent of Finance and prepping for the audit with Lauterbach starting in April with presentation of the audit to the Board in June.

New Business

The Board reviewed a previously distributed board summary pertaining to the adoption of Ordinance #23-01; an ordinance providing the issue of \$1,280,000 Taxable General Obligation Limited Tax Park Bonds, Series 2023, of the District, for the purpose of providing the revenue source for the payment of certain outstanding alternate bonds of the District, and certain capital improvements, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of bonds to the District's Corporate Fund. Commissioner Rogers moved, and Commissioner Petricca seconded that the Board of Park Commissioners adopt Ordinance #23-01 as presented allowing the District to sell \$1,280,000 in Taxable Limited Park Bonds, Series 2023. The motion was approved by a roll call vote; the result follows:

AYE: Greg Sammons, Joe Petricca, Terry Ruff, Jennifer Rogers, Susan Gould

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the for Approval, Professional services for website redesign. Commissioner Ruff moved, and Commissioner Sammons seconded that the Board of Park Commissioners approve Professional services for website redesign. President Gould expressed concern with the amount of grammatical and spelling errors in the proposal; in the first paragraph she found 9 errors. She stated that this is unacceptable for any company that wants to design a written product that will show up to 80,000 of our residents. President Gould asked if this was the only proposal that we received and wanted to know how the Board and staff feels. Superintendent Eckelberry explained that we received over 25 proposals and interviewed the 5 that most closely aligned with what our surveys had outlined. This company aligned the most with our vision form the resident and staff surveys. Some we did not entertain due to the high cost, or they had a generic proposal; the 5 we looked at focused on our desires.

President Gould looked at their other websites and thought they were good and serviceable but not impressive; just utilitarian However, we really need something that works but she is really bothered by the errors; even in the description of their staff members they had errors. She is not impressed by their presentation. Commissioner Rogers suggested that we let the company know we are on board but that they need to clean up their presentation. President Gould agreed and would like to see a clean proposal before we accept it; she feels that we should table this and would vote no tonight.

Director Clark and Superintendent Eckelberry explained that this company has several unique capabilities that are in line with our current applications in addition to their support and security that our IT Manager, Dan Mangum is comfortable with. Further conversation ensued about this company's length of business, pricing, maintenance agreement, their proposal and how to proceed. The motion was approved by a roll call vote; the result follows:

AYE: Jennifer Rogers, Terry Ruff, Joe Petricca, Greg Sammons

NAY: Susan Gould

ABSENT: None

Motion carried.

For information only, staff distributed the Trimester-3 Progress Reporting of Palatine Park District's Agency Work Plan Goals. Director Clark explained that this is our year end protocol with the final status report of each goal that was adopted last year. As stated in his EDR we are still recovering on some items and are thriving and revising others. Overall, the body of work produced and the focus of the goals towards the Master Strategic Plan were significant and well done by staff. President Gould stated that it is very comprehensive. Director Clark also added that his goal this year is to prepare an RFP document to go back

out to community with a survey for an updated Master Plan. He also mentioned that in addition to the annual year-end progress report of the Work Plan Goals that he will have a progress report for the Master Plan that would show what has been accomplished from the plan developed 10 years ago. Commissioner Sammons asked how staff feels about this; discussion continued about the benefits and use of the goals.

Commissioner Rogers left at 5:40

#### Executive Director Report

The Park Board reviewed the previously distributed written Executive Director's Report. Director Clark started with mention of the state conference starting on Thursday; Harper has been closed for a week due to a heating plant issue, but back up and running for now. Director Clark thanked Superintendent Danz and President Gould for helping MC the Holiday Staff party in his absence; he also thanked the social committee members for the planning and preparations. He continued his report with the meeting that he and Superintendent Costello attended with officials from the Village of Schaumburg and their consultant regarding the land cash impact fee ordinance, which is good thing. The meeting went well with a few terms and conditions that Director Clark asked to have written into the ordinance; they agreed to take those items into consideration when they are ready to adopt the ordinance. We had more graffiti at the skate park, staff has been cleaning that up; we have asked the police for more presence and patrols. In closing Director Clark mentioned the space needs assessment and the workshops that we will be setting up via email. President Gould asked about the upcoming Volunteer Luncheon; Director Clark confirmed the date as February 4th.

#### Commissioner Reports/Future Agenda Items

Commissioner Ruff asked if there is something that can be done about the gap between the awning and building at Community Center. Director Clark explained that it was done that way due to the code of having it fixed to the building; possible options were discussed.

President Gould mentioned that one of Marilyn Peterson's son had passed away; he did a lot of work at the museum. There will be a wake for him tomorrow morning at Ahlgrim's from 9am-11am with the service starting at 11:00.

#### Adjournment

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

AYE: Terry Ruff, Joe Petricca, Susan Gould, Greg Sammons

NAY: None

ABSENT: Jennifer Rogers,

Motion carried at 6:02 p.m.

Respectfully submitted,

Mike Clark

Park Board Secretary Pro-Tem

MC/la

Attest:

Approved:

Mike Clark  
Secretary Pro-Tem

Susan Gould  
President

<b><u>2023 Park Board Meetings</u></b>		
February 14, 2023	May 23, 2023	September 12, , 2023
February 28, 2023	June 13, 2023	September 26, 2023
March 14, 2023	June 27, 2023	October 24, 2023
March 28, 2023	July 11, 2023	November 14, 2023
April 11, 2023	July 25, 2023	November 28, 2023
April 25, 2023	August 8, 2023	December 12, 2023
May 9, 2023	August 22, 2023	