



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  
February 28, 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

Commissioners Absent

Staff Present

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

Approval of Agenda

Commissioner Rogers moved and Commissioner Sammons seconded that the agenda be approved. President Gould asked if there were any changes. Through a voice vote, the agenda for the regular meeting of February 28, 2023, was approved.

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

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Rogers moved and Commissioner Ruff 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 February 14, 2023, Closed Session Minutes of February 14, 2023, January 2023 Financial Report and Approval of Warrant #4. 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.

Presentation

Superintendent Nagle started the presentation with giving praise to the Stables staff, Toni and Anna, who make the Stables run so well; Toni has been with Palatine Park District for over 25 years and is an

impeccable manager who also organizes and coordinates 20 different shows every year; her team was highly recognized last year and won many ribbons.

Toni Bruns, Palatine Stables Manager, started her report with highlights of the completed projects in 2022: fresh paint and new flooring in office and tack shop; the biggest project was renovation of the caretaker apartment completed by the Parks Department who did a wonderful job, and both the indoor arenas had footing renovations. Bruns continued her report with news of the Stable's recognition from United States Hunter Jumper Association, USHJA, as a riding academy; the continued partnership with a couple of other barns to do an open schooling show series for kids new to horse showing; the one-day event is held at Palatine Stables and brings in quite a bit of revenue. The Stables also established the Interscholastic Equestrian Association Team, IEA, a program for middle and high school who don't have to own a horse to compete. They had a small team this year as it was their first year, but it's becoming very popular with four kids competing at the regional finals last weekend. One of those four is moving on to the competition in Ohio. Bruns finished her report with news of the two new school horses which are doing great. She is now searching for little ponies to replace the older horses used for pony rides and parties. Commissioner Sammons asked about the modern day needs and desires mentioned in her report. Bruns replied that lack of insulation and heating is our biggest downfall. Most other barns in the area have heat in the indoor arena for rider comfort. Commissioner Rogers asked what it would take to do that; Supt. Holder and Supt. Nagle both agreed that it is a large project which would be costly. Commissioner Sammons also asked how much more life left before total replacement is needed. Supt. Nagle said that he doesn't have an exact time, but it is something that we are aware of. President Gould mentioned seeing dome barns that could be something for us to look at in the future. Bruns said that she has seen one; it looks like a gigantic green house and added that there are older barns in the area. Commissioner Gould stressed the importance of the stables to NWSRA and says that we should publicize that more as it's a unique program. The Board thanked Bruns for her report.

Superintendent Danz introduced Patrick Griffin, Aquatics Manager, Alison Shariatzadeh, Recreation and Fitness Program Coordinator and Jessica Paneral, Aquatics Coordinator to give the 2022 Harper Report. Griffin started his highlights with mentioning that 2022 was the first full year Harper was back in operation for all aquatic programs, so the numbers are rebounding up and the only issue is with getting staff; this has caused fluctuation with the programming schedule. As of now they are up to 5 days of classes. They are also working with Harper to get college kids to come work for us. Aside from Harper students the park district programming is bringing the most people into the building for use of the pool. Swim Team is the other big user of the pool, and they are thankful to have it for practice. Griffin continued with news of an increase in private lesson numbers which has skyrocketed. They are also trying a new concept with having a parent in the water for swim lessons, which has also seen an increase as well. Overall, the aquatic programs are trending up; the staffing shortage is our biggest challenge there.

Shariatzadeh highlighted the land-based Harper programs starting with the Indoor Tri Your Luck event being back in person last year with 34 participants compared to 2019, the first year, with 25 participants and 2020, which had 41 participate; we currently have 34 registered with the event still two weeks away. Shariatzadeh continued with fitness programming which has been a struggle; last year we had one ballroom dance class and that was the only class that ran. Trying to rebuild the fitness program at Harper has been a challenge; they tried to build up programming last year with some changes to the Harper Continuing Education Program. The major changes were that their program shared all our expenses starting

with Winter 2023 and they also listed our classes on the Harper website to allow registration though Harper in addition to our website. This did affect our winter numbers; last year we only had 2 classes run in 2022 and this winter we are up to 6 classes. Shariatzadeh also mentioned the drop in Pickleball offered on Mondays from 6:00-9:00 pm; last January was slow as people didn't know we had reopened. Fall was busy with the 50-player maximum being met several times with some people having to wait for 1 ½ hours to play. It continues to be popular but mostly during the winter; we don't offer Pickleball in the summer since

most people are playing outside and it's not cost effective with the rent we pay. President Gould mentioned the \$3,000 loss for Pickleball; Shariatzadeh confirmed and explained that we were not able to turn a profit with the cost of rent. Discussion was had about increasing our drop-in fee and the fee that Harper charges which includes use of the fitness center and pool. Commissioner Sammons asked about the line item for cycling revenue and competition in the area. Shariatzadeh stated that the competition is Crunch and Lifetime Fitness in Schaumburg, plus the fitness centers in Palatine. Discussion continued about parking at Harper, the location of other park district classes with easier access and speculation of the district continuing to offer fitness classes at Harper. The Board thanked Griffin and Shariatzadeh for their reports.

### Departmental Reports

The Park Board reviewed the previously distributed written Facilities Department Report. Superintendent Nagle highlighted the hay shed storage project at the Palatine Stables which should be out for bid in early March and the reconfiguration of the customer lobby and office area at the Stables, which would provide a better layout for customers and staff safety. Supt. Nagle stated that project is still in the concept phase as the priority is the hay shed. Commissioner Rogers asked about the estimate for the hay shed; Supt. Nagle answered around \$55,000. He continued with mention of minor contract fixes to Relish Catering who had some concerns with the general language; Andrews has reviewed the changes and will prepare an addendum. In reviewing our contract with Crown Castle, the operator of our cell tower at the stables, we discovered some language issues regarding payment; will be amending our agreement with Crown in the next few weeks. Commissioner Sammons asked about the annual value; Supt. Nagle answered it's probably upper \$80,000's with the Crown lease and will increase a little with Dish coming on. Also highlighted was Cutting Hall had internationally renowned artist Reza the Illusionist for a full house rental with Ashley Furniture's Employee Appreciation event. Supt. Nagle finished his report with mention and review of the March 6<sup>th</sup> Space Needs Workshop at the golf course. Commissioner Ruff mentioned that he and Mike discussed moving 2 exercise bikes from the Community Center stretching area over to the Senior Center and also sending someone over there to get an old bench from their exercise room. Supt. Nagle said that he hadn't heard anything but is happy to look into it.

The Board reviewed the previously distributed written Finance Department Report. Superintendent Costello highlighted the 20-year planning model to offer insight on potential economic impact for consideration of the Space Needs plans; also looking to begin buying \$3 MIL of long-term fixed income products at 4.8% on products that will earn some significant cash. President Gould asked if he's looking to buy T-Bills; Supt. Costello confirmed that they are T-Bills, CD's and a couple of other products offered by 5/3<sup>rd</sup> Bank. In addition, we should start receiving \$9MIL from the 1<sup>st</sup> half of 2022 Tax Levy. Supt. Costello also mentioned Customer Service and Registration are anticipating a busy day on March 6<sup>th</sup> for Spring Registration; they have some back-up plans to ensure we can service the patrons. Included with his written report is an annual report from Customer Service Manager, Christine Hubka. The final round of interviews for the Assistant Superintendent of Finance has been completed and will be presented to Director Clark next week. Commissioner Rogers inquired about the employee information on page 4 of the annual report; Supt. Costello said that he is unsure but that he will get back to her with clarification.

The Board reviewed the previously distributed written Parks and Planning Department Report. Superintendent Holder's highlights included completion of the golf course ramp with the final inspection scheduled for tomorrow; public input process for selecting playground components has been completed; working on final plans and drawing for both locations. Engineering plans for parking lots at Hamilton North and the golf course are almost completed; also adding a long ADA route at the golf course. Finalizing the bike trail paving replacement. They found an additional truck out east and took possession on Friday; just have one more to find. Parks crew are wrapping up their winter projects for the year: horticultural division has done a nice job pruning shrubs everywhere; the parks division have been painting all winter, almost everything inside of Birchwood, park signs, garbage cans, and now have to paint both sides of the

underpass as it has been tagged again; trades have been busy with lighting conversions to LED throughout the district and have started preparing pool equipment for the upcoming season. Commissioner Ruff asked if any lights have been replaced at the Hamilton south lot; Supt. Holder said that he would check on that.

New Business

The Board reviewed a previously distributed board summary pertaining to the Rejection of Bid for Cutting Hall Stage Floor Replacement. Commissioner Ruff moved, and Commissioner Sammons seconded that the Board of Park Commissioners reject single bid of \$54,030 received from Floors, Inc, of Woodstock, Illinois for the Cutting Hall Stage Floor Replacement Project, and direct staff to scale down the project to include only a screening and recoat of the existing stage floor. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the Approval; Purchase of Community Center Gymnasium Portable Bleachers through Sourcewell. Commissioner Ruff moved, and Commissioner Petricca seconded that the Board of Park Commissioners approve the purchase of portable bleachers from Carroll Seating Company through Sourcewell, in an amount not to exceed \$68,900. Commissioner Sammons asked if the bleachers are three tiers as shown in the picture; Asst. Supt. Ludolph confirmed that and stated these will fit through the gym doors to be moved in and out. Also gives us the flexibility to set gym up in different configurations to meet our programming needs. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary pertaining to Adopt; Administrative Policy Manual Review and Revisions. Commissioner Ruff moved, and Commissioner Sammons seconded that the Board of Park Commissioners adopt the updates and revisions recommended for the District's Administrative Policy and Procedures Manual as presented. Commissioner Rogers asked for clarification of what is being approved. Superintendent Eckelberry confirmed that these are verbiage changes for the upcoming accreditation; a lot of it was updating of job titles. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary pertaining to Ratification; Purchase of Two Trucks. Commissioner Ruff moved, and Commissioner Sammons seconded that the Board of Park Commissioners approve Jerry Biggers Chevrolet of Elgin, Illinois in the amount not to exceed \$31,150.24 for the purchase of one Colorado truck and approve Jack Winegardner Chevrolet of Washington, Maryland in the amount not to exceed \$46,199 for the purchase of one 4x4 Silverado 2500 series truck. The motion was

approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the Approval; Purchase of Palatine Hills Golf Course Fairway Mower through Sourcewell. Commissioner Ruff moved, and Commissioner Petricca seconded that the Board of Park Commissioners approve the lowest responsible bidder, Revels Turf and Tractor (Formerly JW Turf) through SourceWell, in an amount not to exceed \$70,849.00 for the purchase of one 2023 John Deere Fairway Mower Model 6500A E-Cut Hybrid. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion carried.

#### Executive Director Report

The Park Board reviewed the previously distributed written Executive Director's Report. Director Clark was not present to give his report highlights. President Gould asked if there were any comments or questions for Director Clark. Commissioner Sammons said that he doesn't think removing the ice rink is a good idea. Superintendent Holder said that a lot of districts are moving away from it.

#### Commissioner Reports/Future Agenda Items

Commissioner Sammons stated that he will not be able to participate in the Tri Your Luck this year but is available to volunteer. He is also reviewing the space needs information to establish an awareness and understanding.

Commissioner Rogers attended the Senior Center Anniversary last week which was a very nice event and was good to get a tour.

#### Executive Session

President Gould requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Ruff moved 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 appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District. Commissioner Sammons supported the motion. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried at 6:04 p.m.

#### Return to Open Session

Commissioner Ruff moved to come out of closed session at 7:06 p.m. and resumed to the regular meeting of the Board of Park Commissioners; Commissioner Sammons seconded the motion which was unanimously

approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

Action on Matters Considered in Closed Session

Regarding Section 2(c)(1) Open Meetings Act for discussion of appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District. 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 Sammons seconded the motion which was unanimously approved by a roll call vote.

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

NAY: None

ABSENT: None

Motion carried at 7:06 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>		
March 28, 2023	June 27, 2023	September 26, 2023
April 11, 2023	July 11, 2023	October 24, 2023
April 25, 2023	July 25, 2023	November 14, 2023
May 9, 2023	August 8, 2023	November 28, 2023
May 23, 2023	August 22, 2023	December 12, 2023
June 13, 2023	September 12, 2023	