



REGULAR BOARD MEETING
 BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT
 At Village of Palatine Community Center Building in Community Room B
 200 East Wood Street in Palatine
 Minutes of October 11, 2022 at 5:00 p.m.

President Gould called the meeting to order at 5:00 p.m.

Commissioners Present

Susan Gould, President

Greg Sammons, Vice President

Joe Petricca, Treasurer

Terry Ruff

Jennifer Rogers

Staff Present

Michael Clark, Executive Director

Donelda Danz, Supt. of Recreation

Steve Nagle, Supt. of Facilities

Jim Holder, Supt. of Parks & Planning

Michelle Eckelberry, Supt. of District Services

Phil Costello, Supt. of Finance

Joshua Ludolph, Asst. Supt. of Facilities

Colleen Palmer, Asst. Supt. of Recreation

Gergana Minchev, Asst. Supt. of Finance

Dayell Houzenga, Asst. Supt. of District Services

Amy Vito, Asst. Supt. of Parks & Planning

Trish Feid, Park Board Secretary/Executive Asst.

Approval of Agenda

Commissioner Rogers moved and Commissioner Sammons seconded that the agenda be approved. Through a voice call vote, the agenda for the meeting of October 11, 2022 was approved.

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

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. By a roll call vote, the following items on the consent agenda were approved: Regular Meeting Minutes of September 13, 2022; Closed Session Minutes of September 13, 2022; August Monthly Financials; Palatine Park District 2023 Meeting Schedule for the Board of Park Commissioners; Ratification of Warrant #18; and Warrant #19. President Gould highlighted the 2023 Park Board meeting schedule and noted that there will be one meeting in October and December; October is NRPA Congress and December is a full month. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Matters from the Public

President Gould acknowledged that no visitors were in attendance.

Departmental Reports

The Board reviewed the previously distributed written Parks and Planning Department Report. Supt. Holder said that demolition work at both 206 East Palatine Road and 20 North Middleton properties are completed; the work under Palatine Road to disconnect utilities will begin soon. Other project highlights include Finch Park playground is now finished, paving work at Dutch Schultz Recreation Area tennis courts and miscellaneous areas at Hamilton Reservoir and Palatine Hills Golf Course are completed. There was a brief delay with the Family Aquatic Center paving parking lot project regarding the cement curbing work, the asphalt prep work has started. Birchwood Pool sandblasting and painting prework is in progress. President Gould asked about Palatine Hills Golf Course parking lot; Supt. Holder said that the golf course parking lot is on the docket for next year.

The Board reviewed the previously distributed written Facilities Department Report. Supt. Nagle said that Customer Service Appreciation week begins next week with a variety of interaction with customers. Other report items mentioned include that August was a solid month for the golf course; the clubhouse ADA ramp work is underway with the old lift removed and lots of prework; and the annual Fall Fest on Saturday was a success and a great time. Commissioner Ruff mentioned his key fob situation at the Fitness Center when checking in.

The Board reviewed the previously distributed written Finance Department Report. Supt. Costello gave comments and explanation on the current budget work, he has been very impressed with staff during the budget review meetings. Costello said that there is a delay of tax statements, fortunately it will not affect the budget since it is considered as levy dollars, although it might affect 2023 budget. Asst. Supt. Minchev is working with Human Resources on the new way that payroll process will be done; it is a challenge. Costello mentioned the department report's dashboard change per Commissioner Sammons' request, which provides better explanation. Registration Team is busy and they continue to struggle to hire year-round part-time staff. Lastly, the long term capital project plan is in the works, staff is making sure it is going forward in the right directions. In response to Commissioner Ruff's question on summer registration numbers, Costello will get back to Commissioner Ruff.

The Board reviewed the previously distributed written District Services and Projects Department Report. Supt. Eckelberry said that work on Paycor transition continues, there is a lot of time on the phone asking questions. The month of September was busy; and budget work is very busy. NRPA Congress was nice and Supt. Eckelberry was glad to attend. Recruitment and Volunteer Coordinator Sheehan assisted with the recent new hires; staff email accounts administered by the District have been verified to use modern authentication by an IT application; staff is looking for software regarding incident reporting. Community Outreach Coordinator McNamara has accepted the vacant position of Digital Marketing Coordinator and he will be working on the website redesign. Eckelberry said that people are identifying with the new Sammy, staff is promoting different types of branding. Inquiring about the website, Commissioner Ruff asked if the Park Board can see the presentation of the new look before it goes to the public; Eckelberry said that there is a focus group and she asked if Commissioner Ruff would like to participate in the second round of the focus group. Director Clark said that staff will present the new website ideas when ready to the Park Board before public viewing. Commissioner Sammons asked about payroll process, Eckelberry said that there is a lot of prep work and procedural documenting.

The Board reviewed the previously distributed written Recreation Department Report. Supt. Danz said that the month of September is the start of fall programming. Danz reviewed data on preschool enrollment; C.A.R.E. has 437 kids in the program; pickleball at Harper is doing well; Aquatics programming ended in September; and the athletics programming is doing well. The pickleball tournament did not do well, staff will revamp for next year. Commissioner Sammons asked about the dog park incident with the non-registered dog; Danz said that the other dog was injured badly and explained how unregistered dogs enter the dog park.

President Gould mentioned Village of Palatine's change with vehicle sticker requirements, previously the process required dog/cat rabies information when registering for the sticker, they will still maintain a current data base of homeowners' animals. Danz said that the Park District is changing the Dog Park membership wording for registering and informational material.

New Business

The item of Trimester-2 Progress Reporting of Palatine Park District's Agency Work Plan Goals is for information only. The Board reviewed a previously distributed board summary and the 2nd trimester report. With the end of August, the Park District completed performance of the 2nd trimester of the 2022 fiscal year. As indicated when the Agency Work Plan for 2022 was presented and adopted by the Park Board, staff would provide trimester progress reports to the Board on what work and accomplishments have been completed each trimester by agency and aligned department goals. Director Clark said that the informational report is key for benchmarking 2/3 of the way through the year. Clark will go over the report with the Leadership Team in more detail to see if we need to redirect goals as he evaluates the progress of each department goal of the District.

The Board reviewed a previously distributed board summary pertaining to the approval of Resolution #22-10, Palatine Park District and Community Consolidated School District 15 Intergovernmental Agreement. Commissioner Rogers moved and Commissioner Sammons seconded the Board of Park Commissioners approve the Intergovernmental Agreement with Palatine Park District and Community Consolidated School District 15, Resolution #22-10, as presented. Director Clark said that this IGA reflects the new arrangement of the C.A.R.E. Program and Clark briefly summarized the Memorandum of Understanding with Salt Creek Park District, since they are under Palatine Park District's umbrella. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the approval of the Personnel Policy Manual Revisions. Commissioner Rogers moved and Commissioner Ruff seconded the Board of Park Commissioners approve updates to the Personnel Policy Manual. The motion was approved by a roll call vote; the result follows:

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

Executive Director Report

The Board reviewed the previously distributed written Executive Director Report. Executive Director Clark mentioned that the 2 vacant Middleton properties' acquisition hit a winkle when the title search found various items including liens, tax issues, etc. Palatine Park District Attorney Paine is talking with Village of Palatine attorney to see what we can do to help clean up the properties' search issues. There are other options to obtain the parcels but include considerable expenses, through Cook County Land Bank prospect, each parcel starts at \$7,500 plus legal costs. Regarding Meadowlark Park grant application for phase 1, the paperwork is submitted and we are now in the waiting period. Director Clark said he is working with Executive Asst. Feid on review and updating of the entire governance manual. The plan is to review all manuals within the upcoming months and into the new year, changes/revisions will be presented to the Board for approval.

This process is for preparations of 2024 state accreditation renewal application. NRPA Congress was great and Clark presented at 2 sessions which went well.

Commissioner Reports/Future Agenda Items

Commissioner Petricca said that his grandson inquired on thoughts for the Park District to have a miniature golf course; President Gould said that we can keep this prospective amenity in the back of our mind for future consideration.

President Gould mentioned the fire at Lindberg Park, the fire was started in the port-a-potty at the park during the day. Director Clark said that the port-a-potty was burnt to the ground along with the enclosure.

President Gould mentioned that no future agenda items were presented.

Executive Session

President Gould requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Ruff moved and Commissioner Petricca 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: Jennifer Rogers, Terry Ruff, Joe Petricca, Greg Sammons, Susan Gould
NAY: None
ABSENT: None
Motion carried at 5:42 p.m.

Return to Open Session

Commissioner Ruff moved to come out of closed session and resumed the regular meeting of the Board of Park Commissioners; Commissioner Petricca seconded the motion which was unanimously approved by a roll call vote as follows:

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

Action on Matters Considered in Closed Session

President Gould said that there was discussion regarding Closed 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. President Gould said that there was 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 roll call vote.

AYE: Jennifer Rogers, Terry Ruff, Greg Sammons, Susan Gould
NAY: None
ABSENT: None
Motion carried at 6:31 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Trish Feid
Secretary

Approved:

Susan Gould
President

2022 Park Board Meetings

November 8, 2022
November 22, 2022

December 13, 2022

2023 Park Board Meetings

January 10, 2023
January 24, 2023
February 14, 2023
February 28, 2023
March 14, 2023
March 28, 2023
April 11, 2023
April 25, 2023

May 9, 2023
May 23, 2023
June 13, 2023
June 27, 2023
July 11, 2023
July 25, 2023
August 8, 2023
August 22, 2023

September 12, 2023
September 26, 2023
October 24, 2023
November 14, 2023
November 28, 2023
December 12, 2023