



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  
April 11, 2023, at 5:00 p.m.



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

Commissioners Present

Commissioners Absent

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

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
Sonia Austin, Asst. Supt. of Finance	Donelda Danz, Superintendent of Recreation
Steve Nagle, Superintendent of Facilities	Lisa Allie, Interim Secretary
Josh Ludolph, Asst. Supt. of Facilities	

Approval of Agenda

Commissioner Ruff moved and Commissioner Sammons seconded that the agenda be approved. President Gould asked if there were any changes or questions; Commissioner Rogers asked about the rejection and approval of the Hay Shed bids; Secretary Allie stated that the Consent Agenda is correct so item 7B should be removed. By a voice vote, the agenda for the regular meeting of April 11, 2023, was approved as amended.

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 Petricca seconded that the consent agenda be approved as presented. President Gould asked if there were any questions; Commissioner Sammons asked about the pages that are scanned sideways and asked if it could be changed to make it easier to read; Costello said that they can correct that. By a roll call vote, the following items on the consent agenda were approved: Regular Meeting Minutes of March 28, 2023, Rejection of Bids; Palatine Stables – Hay Shed and Approval of Warrant #7. 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 Danz introduced Diane Lancour, Executive Director, to present an update on the Senior Center. Lancour started her report with mention of the 2400 people they served last year; 1100 of those were recreation participants and the other 1300 received assistance from their social service team which is critical as it helps keep the Seniors independent and allows them to be engaged in the community. This year they are celebrating 50 years! The Park District is a critical part of this as you along with the Village and Township realized that people 50 years and older in this community need a lot of assistance; the support and yearly allocations received from the park district keep them going. Lancour continued her report with the Open House they had in February which was attended by 130 people on July 13<sup>th</sup> they plan to host another Open House; they will also be celebrating their 4<sup>th</sup> National Institute Senior Accreditation at the same time. Their final event will be at Sanfilippo on September 9<sup>th</sup>. They have also been involved with sponsoring the Park Districts Sounds of Summer Event in addition to community events with the chamber, the library and Elderwerks. They are gradually getting back to fundraising which gave them the opportunity to have some different events in addition to diversifying the cost of their fundraising events. They no longer have the Gala which went on for 20 years; the last one was February 2020 then COVID hit so they decided to redo the events to be more inclusive. In response to President Gould's question Lancour explained that Sanfilippo has replaced the gala as their big event. Commissioner Ruff asked staff about the fitness equipment for the Senior Center; Supt. Ludolph said that the last price received was \$10,000 so he is looking into other options. President Gould asked if we could get a sponsor for the equipment; Lancour said that most equipment they have was donated by the Park District or Harper about 7 years ago. Discussion of reaching out to sponsors and Harper followed. Commissioner Sammons commented that 2022 budget was very impressive. The Board thanked Lancour for her report.

Superintendent Costello introduced Sonia Austin, the new Assistant Superintendent of Finance. Austin gave her work history and said that she is excited to be here.

## Departmental Reports

The Park Board reviewed the previously distributed written District Services and Projects Department Report. Superintendent Eckelberry's March highlights included the completion of transitioning back to the original job titles in Paycor which makes it easier for employees to access with a phone or tablet; they also rolled out a scheduling model to replace When to Work and paper time sheets. Recruitment was a huge focus with 3 successful Pop In interview events which had 76 attendees in March; 51 completed applications, 20 in the hiring process and 14 have been officially hired. We have 3 more dates scheduled for April and a few dates scheduled in May if needed. IT completed 2 large projects in March: they set up e-pact on mobile devices to streamline the process for Camps and Care. They also completed a compliance component for the desk phones. Safety focused on steering projects for the new incident and accident reporting along with looking at first aid and safety supplies. Our catalog was sent out this week with social media and email blasts to advise patrons of catalog delivery; In-District registration is April 24<sup>th</sup>. Marketing has also been busy with the website landing page; we expect to have a mockup in early May which will be shared at that time. Sponsorship has been busy meeting with local partners; we had 8 different businesses at our 2 events in March. The Foundation Board will have their monthly meeting tomorrow at 5pm. Commissioner Sammons asked about the Paycor scheduling model; Supt. Eckelberry explained that is for everything: staff schedules and time off requests. In response to Commissioner Ruff's comment about the neighborhood that didn't get their catalogs again; Supt Eckelberry said that they pulled all the routes with our printer and believe it is a post office issue so they will be talking to them.

The Board reviewed the previously distributed written Recreation Department Report. Superintendent Danz reported on the Harper Indoor Triathlon which was a success with an increase of 5 more attendees compared to last year; they are thinking of adding pre-race training activities. The Hound Egg Hunt went well despite the weather; the Wellness Committee had a Field Day on March 9<sup>th</sup> with 41 staff participating in games and comradery; CARE is doing good with an increase of 52 more than last year at this time.

In response to a question from Commissioner Ruff at the last board meeting Danz stated that she looked into the teen program numbers and found that this year we had 15 attend a class compared to last year we had 24 attend the class. President Gould asked about the decrease in Dog Park registrations, Danz said that they are unsure as we have not received complaints or issues and speculated that numbers could go up with the nicer weather coming. Danz continued her report with Harper swim lessons which had 363 enrolled this year compared to 140 last year; we have adapted with having less staff and getting parents in the water. Danz confirmed those numbers are just for March, in response to Commissioner Sammons question about the reporting period. Tiger Sharks wrapped up a great season with 10<sup>th</sup> place out of 50 plus teams in IL; they also had 10 podium finishes, 1 state champion, a new team record and a new national level qualifying time. Gymnastics received their new preschool equipment; parents are raving about it.

#### New Business

The Board reviewed a previously distributed board summary pertaining to the Approval; Palatine Township Senior Citizens Council (PTSCC) Funding Request. Commissioner Sammons moved, and Commissioner Ruff seconded that the Board of Park Commissioners approve the funding request for the 2023 fiscal year to the PTSCC, and that staff disburse the first half of this year's fund in the amount of \$115,457.62. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the Award of Bid, Installation Contractor for the Playground & Shelter Replacement Project. Commissioner Ruff moved, and Commissioner Sammons seconded that the Board of Park Commissioners reject the lowest bidder, D & J Landscape and approve the lowest responsible bidder, Hacienda Landscaping of Minooka, Illinois, in an amount not to exceed \$340,514 for the installation of the Playgrounds & Shelter at Eagle and Osage Parks. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the Approval; final design, engineering, and permitting services for the Meadowlark Park Development Project OSLAD Grant awarded. Commissioner Ruff moved and Commissioner Sammons seconded that the Board of Park Commissioners approve Hitchcock Design Group, Naperville, IL, in an amount not to exceed \$123,000.00 for final design, engineering, permitting, and construction services for Meadowlark Park Development Project.

The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the Approval; Palatine Community Baseball and Softball (PCBS) Special Use Permit Request. Supt. Danz introduced Michelle Rushing, from PCBS; Rushing stated that this request is the same as they have had in the past with the addition of one tournament, Palatine Pride tournament and gave history of that league. Commissioner Ruff moved and Commissioner Petricca seconded that the Board of Park Commissioners approve PCBS's Special Use Permit request which includes amplified sound and permitted fields for their four tournaments, Casey Pohl, Stingray Showdown, PCBS Championship Weekend and Palatine Pride Tournament. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the Award of Bid, Sycamore tennis court restoration project through TIPS USA. Commissioner Sammons asked what qualifies Sycamore to need this; Holder answered that the cracks are pretty bad and paint on the court is peeling so it needs to be power washed and leveled; he receives a lot of complaints about that location. Commissioner Sammons also asked about Locust Park; Holder stated that one is also bad, but will be a bigger in-depth project due to the drainage issues. Commissioner Sammons moved and Commissioner Ruff seconded that the Board of Park Commissioners approve the lowest responsible bidder, US Tennis Court Construction, Lockport, IL in the amount not to exceed \$49,390.80 for the Sycamore tennis court restoration project through TIPS contract number 23010401. The motion was approved by a roll call vote; the result follows:

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

#### Commissioner Reports/Future Agenda Items

Commissioner Rogers announced that she survived Election Day and thanked everyone for their support and said that she'll be seeing us for the next 6 years.

#### 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 authorizes only closed session discussion of the appointment, employment, compensation, discipline, performance, or dismissal of "specific employees" of the public body. Commissioner Sammons supported the motion. The result of the roll call vote follows:

AYE: Joe Petricca, Greg Sammons, Jennifer Rogers, Terry Ruff, Susan Gould  
NAY: None  
ABSENT: None  
Motion carried at 5:36 p.m.

Return to Open Session

Commissioner Ruff moved to come out of closed session and resume to 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: Terry Ruff, Joe Petricca, Greg Sammons, Jennifer Rogers, Susan Gould  
NAY: None  
ABSENT: None  
Motion carried at 6:52p.m.

Action on Matters Considered in Closed Session

Regarding Section 2(c)(1) discussion of the appointment, employment, compensation, discipline, performance, or dismissal of "specific employees" of the public body. 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, Joe Petricca, Greg Sammons, Jennifer Rogers, Susan Gould  
NAY: None  
ABSENT: None  
Motion carried at 6:52 p.m.

Respectfully submitted,

Mike Clark  
Park Board Secretary Pro-Tem  
MC/la

Attest:

Approved:

Mike Clark  
Secretary Pro-Tem

Susan Gould  
President

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