



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
May 23, 2023, at 5:00 p.m.



The meeting was called to order at 5:00 p.m. by President Sammons

Commissioners Present

Commissioners Absent

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

Staff Present

Mike Clark, Executive Director	Josh Ludolph, Asst. Superintendent of Facilities
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	Lisa Allie, Administrative Assistant

Approval of Agenda

Commissioner Gould moved and Commissioner Rogers seconded that the agenda be approved. By a voice vote, the agenda for the regular meeting of May 23, 2023, was approved.

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

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Gould moved and Commissioner Rogers 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 May 9, 2023, Closed Meeting Minutes of May 9, 2023, Approval of Warrant #10, and April 2023 Financial Report. The result of the roll call vote follows:

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

Visitors and Citizens Comments

No comments were presented. Mr. Steve Scholten from Gov HR was in attendance to observe the meeting.

New Business

The Board reviewed a previously distributed board summary pertaining to the Approval of Resolution 23-03, Local Government Efficiency Act Committee Formation. Commissioner Rogers moved, and Commissioner Petricca seconded that the Board of Park Commissioners approve to establish a sub-committee by June 10, 2023, as defined by statute under State of Illinois Public Act 102-1088. Director Clark

explained that this is a new law and referenced the IAPD fact sheet found in the board report. The committee is made up of 2 appointed residents plus the Park District board members and Director Clark. Record that the committee is formed must be done before June 10; in the next 18 months must meet a minimum of 3 times and file an efficiency report. In response to question from Commissioner Ruff Director Clark stated that the date of the first meeting will be set by President Sammons. President Sammons asked about the appointed residents Alex & Michelle. Barb Arango, the executive director of IPRA and a Palatine resident volunteered her husband, Alex. Michelle Rushing is a long-standing volunteer of Palatine who is very involved and knows a lot about the park district, explained Director Clark. Commissioner Rogers asked about the resolution; what happens when he retires, and President Sammons is no longer president. Director Clark confirmed that no new resolution is needed; they will just need to appoint new members to the committee. Discussion of the resolution continued. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion passed.

The Board reviewed a previously distributed board summary pertaining to Award of Bid: Project 23-21F Community Center Fire Alarm Upgrade Project. Commissioner Ruff moved, and Commissioner Gould seconded that the Board of Park Commissioners approve the lowest responsible bidder, Mechanical Systems Inc. (dba Contech MSI, Co.), of Rolling Meadows, IL in the amount of \$89,995.00 for the Community Center Gym Fire Alarm Upgrade Project 23-21F, and enter a contract with Contech MSI, Inc. to complete this project. Director Clark explained that this is needed because the current alarm is no longer supported and has been piecemealed together for awhile now. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion passed.

The Board reviewed a previously distributed board summary pertaining to the Approval of Change Order #1, 2023 Playground Equipment Purchase Order. Commissioner Gould moved, and Commissioner Ruff seconded that the Board of Park Commissioners approve Change Order #1 in the amount of \$6,000.00 to add three additional ground play panels for Eagle Park to the approved playground equipment purchase order. Superintendent Holder stated that this is a formality to approve an increase to purchase; the additional \$6,000 was already approved for 3 additional play panels.

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

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

NAY: None

ABSENT: None

Motion passed.

The Board reviewed a previously distributed board summary pertaining to Award of Bid; Family Aquatic Center and Eagle Park Pre-school HVAC Replacement. Commissioner Ruff moved, and Commissioner Rogers seconded that the Board of Park Commissioners approve the lowest responsible bidder F.H. Paschen and Associates, Chicago, IL, in the amount not to exceed \$40,700.00 for the HVAC replacement at the Family Aquatic Center and Eagle Park Pre-school. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion passed.

Departmental Reports

The Park Board reviewed the previously distributed written Facilities Department Report. Assistant Superintendent Ludolph highlighted the following items: golf course staff busy getting ready for the US Qualifier coming up in June; upper windows at Eagle Preschool have been replaced. Senior Center fitness equipment was reupholstered; staff getting ready for upcoming camp season with changing CARE rooms over; shelter rentals are picking up. President Sammons commented that the golf course is off to a fast start even with the weather.

The Board reviewed the previously distributed written Finance Department Report. Superintendent Costello reported that the registration activity is trending up consistently, which is reflected in the registration and finance numbers. However, summer is also a time of expense; need to monitor the balance to ensure it's in check; all signs are positive in terms of compliance with the budget set. The front desk customer service and registration staff continues to have high turnover; trying to recruit and develop the team. Also working with recreation on administration of the scholarships; finding ways to actively offer community opportunities to ensure those that need help are getting access to the programs. Superintendent Costello also mentioned that they are close to being done with audit; the next major step is 2024 budget. Commissioner Petricca asked about golf registration in the report; Director Clark stated that it's the revenue from the golf now online tee times.

The Board reviewed the previously distributed written Parks and Planning Department Report. Superintendent Holder reported good news of offer made for Trades Manager position to John Zenino from Bartlett Park District. He officially accepted the position today and will start June 12 so he will have two weeks with Tony. John has a strong background in electrical, electrical motor repair, aquatics, facility maintenance and started his career in the construction industry. In other good news, this year, and for the last 3 years, we are fully staffed with part-time. Superintendent Holder also mentioned the two preconstruction meetings for playground and asphalt; Kids Around the World will start removing the playground at Osage Park on June 6th and Eagle Park the week of July 31st with construction to follow removal of playgrounds. As for paving, Superintendent Holder was able to lock in date of mid – late June for start of Hamilton to ensure work is done before Celtic Cup; construction will start at golf course after Labor Day then work on the trail. The village finally obtained IDOT permit for Smith Road crossing; he hopes to have the project started in the next month or so. Horticultural crew has been busy with mowing; started using irrigation; also completed 2 large landscaping renovation projects. Parks have been busy with athletics and playground inspection; they have also been replacing the paddock fencing at the stable which should be wrapped up by the end of week. Trades have been busy with pools; all are full, up and running. Commissioner Gould asked how the paving at Hamilton will interfere with pickleball; Holder said that there will be a few days of paving where they will have to park at Sundling or on Cunningham. Discussed sending emails, posting signs at Hamilton and on social media.

The Board reviewed the previously distributed written Winter Recreation Evaluation Report. Assistant Superintendent Palmer reported a major enrollment increase with almost every program area with an overall increase of 47% from last year and the highest winter enrollment in the last 5 years. 85% of the programs ran, 15% were canceled and of those 81% of the participants were residents. Some of the program highlights included indoor swim lessons were up by 60%, the new kindergarten and youth volleyball league had 202 players with a 22% increase. Early childhood Too Cool for School added a 3rd class, the special events Date Night and Puzzle Palooza continue to be popular both reached their maximums. Our Dance program which was affected by COVID with the loss of our Dance Company has continued to grow with over 100 dancers in 14 different classes; last year had 61 dancers in 8 classes. Early Childhood

numbers have decreased around 300 due to the youth and early childhood sports classes being moved to athletics. Some of the special event numbers are down so we are looking to replace those events; Frozen Family Fun and Indoor Drive-In seem to have run their course. Staffing continues to improve thanks to Human Resources and Marketing with their efforts in recruiting. Overall, it was an excellent winter season; we're excited to see the continued enrollment increases as we get back to our pre-pandemic numbers. President Sammons asked about Harper challenges of meeting mini requirements; Assistant Superintendent Palmer said the intent of including that is highlight that recurring theme and to keep it on our radar as we continue to monitor that. Director Clark added that the staff is trying to do a resurgence with the Harper Continuing Education program.

Executive Director's Report

The Board reviewed the previously distributed written Executive Director's Report. Director Clark Reported that our partner with the Park Foundation has a new fundraiser event in conjunction with the Sounds of Summer concert series; they will be holding a raffle by selling tickets both on site and online. The Draft addendum for Harpers court renovation proposal is in Dr. Proctor's office; waiting to hear back from her after graduation. The appraisal for Oak Street property was last Thursday; received an update today that they need another day or two because of the extra scope with the extra parcels. Once Director Clark has received the appraisal, he will post it to the board cloud for the Commissioners to review. The Leadership Team met last week for a Cost Recovery Workshop and work through some mapping renovations to the chart of accounts; was a productive day; this will be brought to the board as a policy model of how we will incorporate our cost recovery going forward. The Affiliate membership application is a fillable pdf posted on the website; the program handbook and policy manuals should be posted soon so that we will be ready to start accepting membership to the program. In closing Director Clark thanked Assistant Superintendent Ludolph for coordinating the meeting with the Palatine Historical Society Board and the library to discuss the inter-governmental agreement (IGA) to take ownership of The Clayson House property. The meeting went very well; a lot has changed in the over 40 years since the agreement between the 3 entities was updated; we hope to have the IGA for the property transfer at the next board meeting. Assistant Superintendent Ludolph will work with the historical society board on the terms for the renewal agreement between them and the park district as the library will be removed. Commissioner Gould stated that Joe Petykowski asked how fast they can sign; he was concerned about having to raise funds if they needed a new roof; Director Clark tried to reassure them and though we can't guarantee anything our intention is to run it as a museum.

Commissioner Reports/Future Agenda Items

Commissioner Ruff attended the all-staff spring meeting and was stopped by quite a few staff to talk; he always enjoys talking to the staff. He also asked about setting the 2nd workspace meeting date; Superintendent Costello replied that he and Steve have a zoom meeting with PMA on Friday morning.

President Sammons received an email from the PHGA with detail about the women's tournament; they said that parking will be full so don't plan on parking there.

Adjournment

There being no further business to come before the Park Board on this date Commissioner Rogers moved that the regular meeting be adjourned. Commissioner Ruff 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 5:35 p.m.

Respectfully submitted,

Mike Clark
Park Board Secretary Pro-Tem

Attest:

Mike Clark
Secretary Pro-Tem

Approved:

Greg Sammons
President

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