



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  
July 25, 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 – arrived at 5:03

Staff Present

Mike Clark, Executive Director  
Phil Costello, Superintendent of Finance  
Sonia Austin, Assistant Superintendent of Finance  
Michelle Eckelberry, Supt. of Dist. Services & Projects  
Dayell Houzenga, Asst. Supt. of Dist. Services & Projects  
Steve Nagle, Superintendent of Facilities

Josh Ludolph, Asst. Superintendent of Facilities  
Jim Holder, Superintendent of Parks & Planning  
Amy Vito, Asst. Supt. of Parks & Planning  
Donelda Danz, Superintendent of Recreation  
Colleen Palmer, Asst. Supt. of Recreation  
Lisa Allie, Administrative Assistant

Approval of Agenda

Commissioner Rogers moved and Commissioner Ruff seconded that the agenda be approved. Director Clark confirmed that there are no changes. By a voice vote, the agenda for the regular meeting of July 25, 2023, was approved as presented.

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

Commissioner Gould arrived at 5:03 p.m.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Rogers moved and Commissioner Petricca 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 June 27, 2023, Ratification of Warrant #13, Warrant #14, Ratification of Hay Shed Project \*, Approval; July Financial Statements, Approval; Updated Appointment of IMRF Agent Michelle Eckelberry and Approval; Updated Appointment of Park Board Secretary Lisa Allie. In response to questions from President Sammons, Director Clark explained that the payroll and benefit numbers of the operating budget are due to employee vacancies; secondly, the recommended changes to IMRF registered agent and Park Board Secretary appointments are needed as the IMRF benefit has become more HR driven so Michelle will be better equipped to handle that and Lisa was promoted to Executive Assistant and thus Park Board Secretary since the annual meeting. The result of the roll call vote follows:

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

Motion carried.

- \* Electronic votes for Hay Shed Expansion Project 23-26F results were 4-1 with Commissioner Ruff voting Nay.

Visitors and Citizens Comments

No comments were presented.

New Business

The Board reviewed the previously distributed Resolutions #23-08, 23-09, 23-10, 23-11, 23-12, Recognition of Golf staff. Commissioner Ruff moved, and Commissioner Gould seconded that the Board of Park Commissioners approve Resolutions # Resolutions #23-08, 23-09, 23-10, 23-11, 23-12 as presented. Director Clark stated that the golf staff was unable to attend the meeting tonight; the presentation of the resolutions and commemorative flags will be done at the Fall All Staff meeting to recognize the key players that were part of the US Women's Open Qualifier. Palatine Hills was one of 26 sites selected in the nation; that was a big honor for the golf course, so we wanted to commemorate the event. Superintendent Nagle showed the Park Board the framed picture of Mackenzie Hahn, who qualified at Palatine Hills to go on and play at Pebble Beach, and the commemorative flag. Superintendent Nagle stated that these items were done in house by the park district in response to a question from Commissioner Rogers. President Sammons said that the resolution is a nice recap of the event. The motion was approved by a voice vote; the result follows:

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

Superintendent Costello introduced Ms. Courtney Mohr of Lauterbach & Amen, LLP to present the 2022 Annual Financial Report and Audit. Ms. Mohr started by thanking Phil and the finance staff for their help getting everything prepared for the audit and stated that the Palatine Park District is a part of the Government Finance Officers Association (GFOA) Certificate of Achievement program. 2021 was the sixth year that the district received this prestigious award which requires additional work and information for the audit to apply for the award. They have worked together to get the application submitted for 2022; Ms. Mohr stated that she would expect us to receive the award for 2022 and that they gave the district a clean opinion, which is the highest opinion they can give. Ms. Mohr continued with some highlights from 2022 and noted two items from the Management Letter: new accounting standards required to be implemented and the fund balance policy. Commissioner Rogers asked for clarification on the fund balance; Ms. Mohr explained that per park district policy, the fund balance should be 25% of operating expenditures, the ending mark in the Recreation Fund was at \$2.2M but expected to be at \$2.8M falling short of the policy threshold. The Park Board thanked Ms. Mohr for her time.

President Sammons entertained a motion to adopt the 2022 Annual Financial Report and Audit for the fiscal year ending December 31, 2022, as presented. Commissioner Gould moved, and Commissioner Petricca seconded the motion. The motion approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to Approval; Purchase replacement skid steer loader through Sourcewell Co-op Purchasing. Commissioner Gould moved, and Commissioner Rogers seconded that the Board of Park Commissioners approve the lowest responsible bidder, Burris Equipment, Waukegan, Illinois in the amount not to exceed \$70,641.00 for the acquisition of a replacement Kubota skid steer loader through Sourcewell. Director Clark stated that this would normally go through a bid process but since Sourcewell is recognized in compliance with the Illinois Competitive Bidding Act, the competitive bidding requirement was already satisfied. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion passed.

### Departmental Reports

The Park Board reviewed the previously distributed written Finance Department Report. Superintendent Costello started his report with Fall registration numbers which were up 55% from 2022; 94% of the registrations was processed online. Superintendent Costello also highlighted our IMRF net present asset; 7 years ago, our liabilities exceeded our asset by \$5.7M, while currently we have an estimated \$M in surplus, thus representing a \$10MIL gap variance during this timeframe. This is in large part due to the previous liability payments made and various investment and market conditions for a highly performing IMRF portfolio.

The Board reviewed the previously distributed written Facilities Department Report. Superintendent Nagle started his report with the shelters at Oak and Eagle parks which have resulted in additional shelter rentals, Falcon Park had the exterior turf repainted and cracks fixed; made a remarkable difference. ICompete summer camps underway, customer service committee work on plans for appreciation weeks coming up in fall. President Sammons asked about the POC golf outing; Superintendent Nagle replied that the event is not until September, but registration and donations are already near goal levels. Commissioner Ruff mentioned the golf outing at The Bridge Youth and Family Service. Superintendent Nagle added that the golf course is performing financially well this year with record breaking recorded 90% playable segments in June.

The Board reviewed the previously distributed written Parks and Planning Department Report. Superintendent Holder highlighted the Hometown Fest which went good with no major issues; attendance was good throughout the fest, record numbers on the 3<sup>rd</sup> for fireworks and the fields held up well. Playground projects are moving along well; a 3-week delay at Osage due to missing a post which is now installed, with intentions to open this weekend or early next week. Staff will hold off on the shelter as they need to get over to Eagle to stay on target with the pour and play surface. The paving at Hamilton north parking lot is done and is being striped today; will open back up tomorrow morning. Trail crossing at Dundee and Smith on hold; Village is waiting to hear back from the contractor. The golf course lot and trail along Dundee is still scheduled to start after September 11<sup>th</sup>. He will work with golf staff on parking while the lot is being done and work out alternate parking when the lot is closed for final paving. Crews busy with routine maintenance; trades have been swamped with pools and issues with the lighting detection system which is operable now. Commissioner Ruff mentioned the surface cracks at the Eagle kiddie pool; Superintendent Holder said that staff will look at it.

The Board reviewed the previously distributed written Recreation Department Report. Superintendent Danz introduced the park district intern Max Warnke who graduated from Illinois State University and started with us on July 10th. Max introduced himself and gave a brief background of himself and thanked the board for having him at the meeting. Superintendent Danz highlights included the outdoor movie night

Grease which had 175 people attend even though it was only 54 degrees. Everything is going well this summer; not too many issues with camps and pools; attendance at pools about the same as last year. Next year we will be ending our contract with First Serve Management, our tennis contractor, and shifting to another company. Tennis registration has been down so we're going to try a different direction to see if that helps. The Sports Camp was revised this year, trying different options with full and half days; has helped with kids and staff attending summer school. Superintendent Danz also mentioned the new Nerf Camp that has gone well and lastly, the gymnastics competitive team that Coordinator Nick Persino has revamped which is just starting back up after losing our previous team to another gym.

The Board reviewed the previously distributed written Recreation Spring Evaluation. Superintendent Danz Reported that athletics is up significantly; having a second person involved has helped us expand. Referring to the comparison numbers on the last page of her report Superintendent Danz indicated that 300 of the participants were moved from early childhood programs to athletics as they were all sports classes, so they were moved to the athletics division. The total numbers are up; spring is typically the smallest season and will be combined with winter in the catalog next year. Although, there will still be a separate evaluation report for each season. Staffing still continued to be a challenge but got better thanks to the recruitment efforts; the pop-up interviews were great.

The Board reviewed the previously distributed written District Services Department Report. Superintendent Eckelberry highlighted that a significant amount of writing was done with the Paycor User Manuals, Administration Manuals and HR Payroll Process in addition to looking at the record retention management policy and rewriting some of that. We also had 3 new hires for Full-Time staff. A large part of June and continuing into July is the transition of our current Third-Party Administrator to a new one which involves a lot of testing and long weekly phone calls. The door access project has started moving forward with distribution of keys; still working on a few issues. Superintendent Eckelberry referred to the injury reports and stated that was partly due to a new program reporting; most of the injuries were related to typical camp injuries. We are very happy with the reporting as we are now able to obtain good data to work with other departments. Communication and Marketing saw a large development with the website migration; coming to close of the structure and will start working on content. We've had a lot of response to Sounds of Summer on social media. Superintendent Eckelberry explained that Marketing Manager Lufitz and Coordinator McNamara are meeting with each department to exclude the redundancy and that the correct mapping for the website is done in response to question from President Sammons.

#### Executive Director's Report

The Board reviewed the previously distributed written Executive Director's Report. Director Clark congratulated Phil and the finance team on the great audit report. It is a team effort that includes the Park Board and all Leadership Team being good fiscal managers, very happy with the bottom line of the report. We are still waiting to hear back from the library for Clayson House IGA; Assistant Superintendent Josh continues to work with the Historical Society on updating our agreement with them. This past week we celebrated National Park and Recreation Professionals Day; Director Clark sent out an email to thank staff for what they do to honor our industry and staff also delivered treats to all the facilities to celebrate. Director Clark also mentioned that we have received almost 100 applicants for the Administrative Assistant position including some internal candidates; after an initial review we have some very strong candidates with related work experience. We are in the initial screening process and hope to have a decision made in a month or so. Congratulations and praise to the all the staff on the parade and Hometown Fest preparations; it takes a lot of hard work that does not go unnoticed.

#### Commissioner Reports/Future Agenda Items

Commissioner Ruff thanked Superintendent Eckelberry and Assistant Superintendent Houzenga for their help with the director search. We have received an array of applicants with only two weeks into the

application process. Commissioner Ruff also thanked the staff for a great parade; everyone had a great time, and the stars were a hit.

President Sammons stated that he's sorry he missed the parade; sounds like it was a great time as well as Hometown Fest.

Commissioner Petricca mentioned that he has had an unusual number of compliments on the golf course.

Commissioner Gould also thanked the staff for their help with the parade and agreed that it was a lot fun. Commissioner Gould reminded everyone that Relators Against Homeless and District 211 Foundation is having their golf outing at the Schaumburg Golf Coues on September 27<sup>th</sup>. Everyone was invited to participate to help raise money for the over 250 homeless kids in the district.

#### Executive Session

President Sammons 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 the discussion of Executive Session; Section 2(c)(5) Open Meetings Act discussion of the acquisition or lease of real property for the use of the District; Section 2(c)(11) discussion of pending, or probable and imminent litigation, affecting or on behalf of the District. The motion was approved by a roll call vote, the result of which follows:

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

NAY: None

ABSENT: None

Motion carried at 5:53 p.m.

#### Return to Open Session

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

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

NAY: None

ABSENT: None

Motion carried at 6:30 p.m.

#### Action on Matters Considered in Closed Session

President Sammons said that the Board of Park Commissioners met in closed session to discuss Open Meetings Act Section 2(c)(5) discussion of the acquisition or lease of real property for the use of the District and Section 2(c)(11) discussion of pending, or probable and imminent litigation, affecting or on behalf of the District. President Sammons stated that there is no action at this time.

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

NAY: None

ABSENT: None  
Motion carried at 6:31 p.m.

Respectfully submitted,

Lisa Allie  
Park Board Secretary

Attest:

Lisa Allie  
Secretary

Approved:

Greg Sammons  
President

<b><u>2023 Park Board Meetings</u></b>		
August 8, 2023	September 26, 2023	November 28, 2023
August 22, 2023	October 24, 2023	December 12, 2023
September 12, 2023	November 14, 2023	