



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  
September 12, 2023, at 5:00 p.m.



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

Commissioners Present

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

Commissioners Absent

Greg Sammons, President

Staff Present

Mike Clark, Executive Director	Josh Ludolph, Asst. Superintendent of Facilities
Phil Costello, Superintendent of Finance	Amy Vito, Asst. Supt. of Parks & Planning
Sonia Austin, Assistant Superintendent of Finance	Colleen Palmer, Asst. Superintendent of Recreation
Michelle Eckelberry, Supt. of Dist. Services & Projects	Donelda Danz, Superintendent of Recreation
Dayell Houzenga, Asst. Supt. of Dist. Services & Projects	Lisa Allie, Executive Assistant
Steve Nagle, Superintendent of Facilities	

Approval of Agenda

Commissioner Gould 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 September 12, 2023, was approved as presented.

AYE: Joe Petricca, Jennifer Rogers, Terry Ruff, Susan Gould  
NAY: None  
ABSENT: Greg Sammons  
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 August 8, 2023, Closed Session Meeting Minutes of August 8, 2023, Ratification of Warrant #16, Warrant #17 and Ratification of Change Order #1; 2023 Park Paving Project. The result of the roll call vote follows:

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

Visitors and Citizens Comments

No comments were presented.

### New Business

The Board reviewed the previously distributed Amended and Restated Intergovernmental Agreement (IGA) between Community College District No. 512 and Palatine Park District for shared use of Harper College and Health and Recreation Center. Commissioner Gould moved, and Commissioner Ruff seconded that the Board of Park Commissioners approve the Amended and Restated IGA between Community College District No. 512 and Palatine Park District for shared use of Harper College and Health and Recreation Center. Superintendent Danz stated that this is an updated revision of the Harper IGA; the big difference is that we are no longer renting and splitting the cost of classes. We are going to work cooperatively with their Continuing Education (CE) group to offer classes together and split revenue with no rental fee. This will help avoid competition; if this doesn't work, we will revisit this part of the agreement. The pool is working, but the classes are not filling up. In response to questions from Commissioner Gould, Danz said that she believes the problem is that people don't want to walk that far from parking lot for classes; competition has easier access. The motion was approved by a voice vote; the result follows:

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

NAY: None

ABSENT: Greg Sammons

Motion passed.

### Departmental Reports

The Park Board reviewed the previously distributed written District Services & Projects department report. Superintendent Eckelberry shared the following highlights of budget and salary survey-will have recommendations ready for the next board meeting; met with the state on records retention and destruction, there will be a lunch and learn training for staff; the roll out plan for our Diversity, Equity and Inclusion (DEI) will include a potluck luncheon the first week of October. We also held 2 pop-up interviews in August which filled our staffing needs for CARE and preschool. Eckelberry continued with the completion of the transition of our Third Party Administrator from Benefit Solver to Plan Source for our benefit platforms; door access is underway for Phase 2 of the interior doors at Community Center; the hosted product implementation of Tyler Incode was completed; we had safety training for AED & CPR with 42 part-time staff certified. The new website is on target to be launched in December; a redesign and restructuring for the new spring/winter program guide was completed-will hit mailboxes in November. Community Outreach was busy securing sponsors for Sounds of Summer, Better Together and Twilight Fun Run events and tomorrow night is the foundation board meeting at 5pm in the Multipurpose room at Community Center.

The Board reviewed the previously distributed written Recreation department report. Superintendent Danz started by thanking the board and staff for a retirement party that she didn't really want; it turned out spectacular and was nice to see people from all six decades of working here. Danz continued with the new Twilight Fun Run which replaced Feet Fest, we had 146 attendees and was cool with everything glowing-we will do it again next year with a later start so it's darker. Summer programming ended, which was spectacular; camps had a lot more athletic offerings and did a great job, the registration numbers were doubled; we offered some unique camps as well as half day camps that were popular with kids and staff; worked out well; very happy with summer. Danz also reported on the preschool registration numbers which are good and CARE, they are trying to get people off the wait list but also need additional staff. In response to a question from Commissioner Rogers, Danz explained that the Ultimate Ninja program is held in Glenview, the closest location to Palatine, but the registration is still done by us. This was something new and out of the box to try; Clark added that the program requires a specialized space for the equipment, the participants are dedicated and don't mind the distance.

The Board reviewed the previously distributed written Finance department report. Superintendent Costello echoed everything that Danz said; everything shown in the registration report is born from the Recreation report-it's a great trend; finance will trend it out to show the metrics of when registration numbers go up and impact on revenue. Costello also shared that he went to the Kiwanis Kite Fly at Riemer Reservoir last weekend, it was a food family event; will be working with Arlington Heights on benchmarking; the property taxes will be issued in November for payment in December with one more payment expected after that.

The Board reviewed the previously distributed written Facilities department report. Superintendent Nagle agreed with Danz that summer was fantastic, between the horse shows and golf camps they had outstanding participation numbers; October 16<sup>th</sup> is our annual Customer Appreciation Week; Fall Fest is on October 14<sup>th</sup>; Nagle also mentioned the Partners for Our Communities (POC) impact flyer included in the board packet which shows their outreach, impact and services offered. The hay shed expansion project had their first change order to update the design of an interior wall, a pedestrian door for access; a rotting pier was identified today so waiting on cost of that but expects to stay close to the budget; the Community Center gymnasium renovation looks fantastic; room 1E also received a new flooring and compared to July of 2022 the fitness center is up over 200 members.

Commissioner Gould expressed concerns over not filing the museum supervisor position at Clayson House. She feels that it is important to have a liaison between the volunteers and the park district; volunteers are not there all the time and the last two supervisors we had there were always busy and helpful. The idea of not having a staff person there on a consistent basis to oversee operations is worrisome to her. Clark responded to her concerns and stated that Ludolph is the staff liaison and has assessed the situation. Ludolph added that he is training any volunteers who will be watching the house and 95% of the functions done are historical society items so we are more of an administrative/secretary for them. Dave Hammer is going to be doing most of the coverage at the house; Ludolph has been working with him for 2 weeks; Dave knows how to cover the building and has contact information for Ludolph and Owens who are available if needed. Ludolph confirmed that he would monitor the situation and added that in the long term this would be better for the Historical Society because the Park District staff was taking over and filling their function; this caused some issues and tension. Ludolph believes that they will operate better in the long run with this change and plans to be there every day until Dave is comfortable on his own; we will continue to do the building inspections, maintenance, and cleaning of the house.

In response to questions from Commissioner Ruff, Ludolph said that they are aware of the paper signs on the front doors at Community Center and will get that updated with something more permanent. Nagle addressed Commissioner Ruff's comments about the Community Center gym and Senior Center fitness equipment; he stated that new banners will be going up this fall; they have discussed an alternative to the gym walls but hope to tackle that with the space needs project. Nagle also answered Commissioner Ruff's question about the overhead entrance at Community Center; we have reached out to the company that designed the overhead several times but they have not gotten back to us so he will start to look in another direction. The Senior Center is all set, and we will also keep them in mind going forward as we replace our cardio equipment. Danz added that the Eagle sound system will be fixed this fall, but nobody is selling the umbrellas we have; Manager Griffin is hoping to find them at the conference in January.

The Board reviewed the previously distributed written Parks and Planning department report. Assistant Superintendent Vito reported that the playground at Osage is up, and the shelter replacement is underway, and we just received approval from the village so the construction should resume this week; Eagle Park playground has been installed, the drainage was installed last week and remain on track for pour-in-place surface timeline. Paving for the golf course started yesterday, have a week of preparation work, and start milling next week, work on trial will start after the golf course is completed. Aside from projects also of focus was on Celtic cup which took a lot of preparation, very busy for a couple weeks leading up to the tournament; with the pools being closed trades are now working on requests and improvements; they have

filled 2 full-time positions on the parks crew with staff that was part-time and filled 2 full-time positions on the horticultural; one was a part-time staff and the other was from another district. Commissioner Ruff stated that he was approached about parking at issues Hamilton during Celtic games, they were parking on the grass during games; he is asking if Celtic has too many house teams that are overloading the fields at Hamilton. Clark stated that there is plenty of parking and we can look at the data but doesn't think it makes sense to reduce programming because don't want to use the parking lots available. Nagle added that he will talk to our liaison Wilhelm about scheduling of games and reminding Celtic about parking in the appropriate lots.

#### Executive Director's Report

The Board reviewed the previously distributed written Executive Director's Report. Director Clark commended Holder for all his work and follow-up on the Middleton properties, he has also found a good contact with the Cook County Land Bank Authority and are now ready to start the process for us to acquire the property through that program. Clark has been working on the Park District Risk Management Agency (PDRMA) transition, currently working on the membership application with good news that we have met all the claim loss and casualty history to become eligible for membership, we are still looking good for the April 1, 2024, target date. Clark thanked Eckelberry and Allie, we now have a new Administrative Assistant, Jenifer Garcia from the Village of Palatine, she will attend the next board meeting on September 26<sup>th</sup>.

#### Commissioner Reports/Future Agenda Items

Commissioner Gould mentioned parking for the Celtic Cup held over Labor Day weekend; she thinks that Celtic should have been aware and prepared that the Sundling parking lot was closed, the police had put up no parking signs on the neighborhood streets, but people took the signs down and parked there anyway so the police were unable to give parking tickets because the signs had been removed. Once again, they left no parking for residents that want to have guests over for the holiday weekend. Gould added that she does not believe the golf cart incidents were handled properly. She is not happy to hear about how it will be handled in the future and wants to know where the punishment is for those that were involved now? Commissioner Gould thanked everyone for letting her vent and reminded everyone of the Realtors Against Homelessness golf outing and dinner is on Wednesday, September 27<sup>th</sup>. Clark reminded Gould of the new leadership at Celtic and that we have taken note of her issues. He has also included some updated of concerns in his EDR which will all be brought up and addressed in a meeting to discuss and evaluate the cup tournament.

Commissioner Rogers commented on the Sanfilippo event on Saturday; it was a nice event. It was also nice to see everyone at a fundraising event and thank you to Patrick for driving the bus.

Commissioner Ruff attended the Carl Arthur dedication which was a very nice event and well attended; he also attended Donelda's bon voyage party and the Sanfilippo senior event which he agreed was a great event.

#### Executive Session

Vice President Petricca requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Ruff moved and Commissioner Gould 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. The motion was approved by a roll call vote, the result of which follows:

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

NAY: None

ABSENT: Greg Sammons

Motion carried at 5:46 p.m.

Return to Open Session

Commissioner Ruff moved to come out of closed session and resumed to the regular meeting of the Board of Park Commissioners; Commissioner Rogers 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: Greg Sammons

Motion carried at 6:18 p.m.

Action on Matters Considered in Closed Session

Considering items of Closed Session regarding Section 2(c)(5) Open Meetings Act for discussion of real property for the use of the District, Vice President Petricca said that 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 Rogers seconded the motion which was unanimously approved by a voice vote.

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

NAY: None

ABSENT: Greg Sammons

Motion carried at 6:18 p.m.

Respectfully submitted,

Lisa Allie  
Park Board Secretary

Attest:

Approved:

Lisa Allie  
Secretary

Greg Sammons  
President

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