



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
February 14, 2023, at 5:00 p.m.



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

Commissioners Present

Susan Gould, President
Terry Ruff
Jennifer Rogers

Commissioners Absent

Commissioner Sammons
Commissioner Petricca

Staff Present

Mike Clark, Executive Director	Jim Holder, Superintendent of Parks & Planning
Phil Costello, Superintendent of Finance	Amy Vito, Asst. Supt. of Parks & Planning
Michelle Eckelberry, Supt. of Dist. Services & Projects	Colleen Palmer, Asst. Supt. of Recreation
Dayell Houzenga, Asst. Supt. of Dist. Services & Projects	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 Rogers seconded that the agenda be approved. President Gould asked if there were any questions or changes. Director Clark asked to add an Executive Session for personnel and imminent litigation. Through a voice vote, the agenda for the regular meeting of February 14, 2023, was approved as amended.

AYE: Jennifer Rogers, Susan Gould, Terry Ruff

NAY: None

ABSENT: Greg Sammons, Joe Petricca

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Ruff 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 January 24, 2023, and Approval of Warrant #3. The result of the roll call vote follows:

AYE: Jennifer Rogers, Terry Ruff, Susan Gould

NAY: None

ABSENT: Greg Sammons, Joe Petricca

Motion carried.

Visitors and Citizens Comments

No comments were presented.

Presentation

Superintendent Nagle introduced Billy Sharp, Dan Hotchkin and Erik Klebosits to present the Palatine Hills Annual Report. Dan started by thanking the board for the opportunity and highlighted the following items:

2022 revenue exceeded expenses by \$18,000 the early season weather being the culprit in addition to cost of maintenance. Some operational changes made include "The Hills" Short Game Area which has been a huge success and is a unique feature that separates us from other courses in the area. More positive news is our relationship with the CDJ; which has been a huge benefit and gets our name in front of all the Chicagoland golfers. This relationship has stemmed into us being host for several CDJ qualifying events over the past few years. Golfers have been impressed by the conditions of the course and spread the word. However, the ultimate is that next year we are hosting a U.S. Women's Open Regional Qualifier. We are currently listed on the USGA website; very cool to be recognized in that company. Hotchkin continued with mention of Erik, Mike, Billy, and our Part-Time staff who all do a great job connecting with people, thanking them for coming to the course and try to make their experience at Palatine Hills a great one-they are invaluable resource.

Billy Sharp stated his report with mentioning that 2022 good year and that staff was a big part of that. Mike Aioldi, Assistant Superintendent, was hired about a year ago and was a home run hire for us; his 30 years' experience has been helpful and he did a great job last year. They were able to bring their entire core staff except for one IMRF employee. The college and high school staff doing great; word of mouth has helped keep them staffed. Weather in spring set us back; 2-3 weeks but once the weather broke it was busy and a really great year. The other large issue was the irrigation pump station that went down. Sharp continued his report with the capital highlights which included the greens mower ordered in 2021 finally arrived, also got a new tractor that replaced two older ones and completion of phase 5 of irrigation improvement; will be looking at pump station this year and going out to bid soon. Our current pump station is over 30 years; we have got our money of that but time to replace it. In closing he mentioned that 2023 is going to be a big year with this qualifier event; we are one of 23 courses in the U.S. that is hosting this event. Director Clark asked about having a commemorative flag designed for the U.S. Women's Qualifier event with the players signature that can be framed and put up in the clubhouse. Commissioner Rogers asked if it is worth reserving space for Footgolf or if that space can be used for something else. Hotchkin explained that it is in the same place as the short game area and this year the focus will be to do Footgolf for birthday parties only. The Footgolf trend didn't last long, and Rolling Meadows has a 12-hole Footgolf that is free; ours is 9 holes. The board thanked them for their report.

Departmental Reports

The Park Board reviewed the previously distributed written District Services and Projects Department Report. Superintendent Eckelberry highlighted the following items from her report: 6 District Services team members attend the 2023 IPRA Conference; staff came back energized with new ideas and excited to put those into practice; implemented Paycor's time off request module in January, summer hiring has begun and our theme for 2023 is The Palatine Park District Pop In Interviews; will have on-site interviews at different locations around the District. We are again hosting D211 Civic Engagement students for volunteer hours; we currently have 6 students. Information Technology staff attended the GMIS quarterly meeting in place of IPRA Conference. We are still waiting for door access items to come in and still plan to implement in March. Progress had been made in our incident reporting system for risk management. Congratulations to the Communications and Marketing Department; they won 2nd place for the Pack Your Fall with Fun piece at the at IPRA Conference Showcase. We have also moved forward with Planeteria for the website redesign and working on vision boards for what we'd like to see.

The Board reviewed the previously distributed written Recreation Department Report. Superintendent Danz reported that they had 7 staff members from their department attend the IPRA Conference and thanked the Board for supporting them to go; staff really enjoyed it. New employee Jessica at Harper is doing a great job; Puzzle Palooza had 36 teams participate in a 500-piece puzzle; it's a well-liked event will possibly add 2nd date. Frozen Family Fun was on the 20th with only 42 children so will look to revamp or

replace that event. Preschool doing well just had open house previews; registration numbers are looking good. Early Childhood classes are doing great; CARE is doing better with a wait list at Jane Addams which is the smallest school. Youth and Teen Magic Tricks program a success with 33 kids participating, continues to be a popular program. Upcoming events: Indoor Drive-In and St. Patrick's Day Parade, will promote summer staffing; Tri-Your Luck Triathlon and Concert Winter Band Performance and Hound Egg Hunt also coming up. President Gould asked about giveaways and a float for the St. Patrick's Day parade; Superintendent Danz told her that we will be using the bus. President Gould also mentioned that she is making 150 goody bags for a St. Patrick's Day breakfast and offered to add a park district item.

The Board reviewed the previously distributed written Fall Recreation Report. Superintendent Danz reported that fall was very busy when most of the special events are held; up 1,000 participants for Fall with notable increase in Athletics, Early Childhood & Special Events. Trying to reimagine something's that we do and what worked during COVID such as Halloween Party with reserved time slots which has worked out really well and continue to use that format for Fall Fest as well.

Commissioner Gould asked about Swim Lessons at Harper; Superintendent Danz answered that it's been going well, but hard to get instructors; have also reimaged that as well with parents now getting in pool with the kids.

New Business

The Board reviewed a previously distributed board summary pertaining to the Award of Bid Family Aquatic Center Locker Room Floor Resurfacing. Commissioner Ruff moved, and Commissioner Rogers seconded that the Board of Park Commissioners award the lowest responsible bidder, Sundeck of Illinois, Inc., of Rolling Meadows, Illinois in an amount not to exceed \$52,245 for the Family Aquatic Center Locker Room Floor Resurfacing. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the Award of Bid Community Center Gym Divider and Fan Project. Commissioner Ruff moved, and Commissioner Rogers seconded that the Board of Park Commissioners award the lowest responsible bidder, H2I Group, Inc., of Minneapolis, Minnesota in an amount not to exceed \$59,169 for the Community Center Gym Divider and Fan Project. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the Award of Bid Community Center Gym Floor. Commissioner Ruff moved, and Commissioner Rogers seconded that the Board of Park Commissioners award the lowest responsible bidder, Veterans Floors Inc of Rockford, Illinois in an amount not to exceed \$49,975 for the Community Center Gym Floor. The motion was approved by a roll call vote; the result follows:

AYE: Susan Gould, Terry Ruff, Jennifer Rogers
NAY: None

ABSENT:Greg Sammons, Joe Petricca

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the Award of Bid Birchwood Elevator Modernization and Community Center Lift Replacement Project. Commissioner Ruff moved, and Commissioner Rogers seconded that the Board of Park Commissioners award the lowest responsible bidder, Colley Elevator Co., of Bensenville, Illinois in an amount not to exceed \$178,884 for the Birchwood Elevator Modernization and Community Center Lift Replacement Project. The motion was approved by a roll call vote; the result follows:

AYE: Terry Ruff, Susan Gould, Jennifer Rogers

NAY: None

ABSENT: Greg Sammons, Joe Petricca

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the Approval of Fleet Vehicle Replacement Bid. Commissioner Ruff moved, and Commissioner Rogers seconded that the Board of Park Commissioners approve the lowest responsible bidder, Jerry Biggers Chevrolet, Elgin, Illinois in an amount not to exceed \$34,042.24 for the Approval of one Fleet Vehicle Replacement Bid. The motion was approved by a roll call vote; the result follows:

AYE: Jennifer Rogers, Susan Gould, Terry Ruff,

NAY: None

ABSENT: Greg Sammons, Joe Petricca

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the Approval of Resolution Ratifying and Approving the Emergency Expenditure of Funds Without Competitive Bidding for the Purchase of New Vehicle. Commissioner Ruff moved, and Commissioner Rogers seconded that the Board of Park Commissioners approve a Resolution approving the Park District to temporarily waive the competitive bidding requirement to purchase three replacement fleet vehicles for an amount not to exceed \$146,000 for the purchases and additional expenditures to outfit the vehicles for their intended use. The motion was approved by a roll call vote; the result follows:

AYE: Terry Ruff, Susan Gould, Jennifer Rogers,

NAY: None

ABSENT: Greg Sammons, Joe Petricca

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the Award of Bid 2023 Scavenger Services. Commissioner Ruff moved, and Commissioner Rogers seconded that the Board of Park Commissioners award the lowest responsible bidder, Waste Management of Illinois Inc., Lombard, Illinois in an amount not to exceed \$ \$325. per construction roll off dumpster, and \$500 per landscape roll off dumpster, with a \$65 charge per ton over the two-ton weight cap for the 2023 Scavenger Services. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the Award of Bid 2023 Portable Toilet Services. Commissioner Rogers moved, and Commissioner Ruff seconded that the Board of Park Commissioners award the lowest responsible bidder, LRS Portables, West Chicago, IL in an amount not to exceed \$31,065.00 for the 2023 Portable Toilet Services. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the Adoption of 2023 Agency Work Plan Goal. Commissioner Ruff moved, and Commissioner Rogers seconded that the Board of Park Commissioners adopt the 2023 Agency Work Plan Goal. Director Clark explained that this is standard protocol we've been follow and the culmination of the December retreat. This is the 2023 Work Plan which will be followed up with a progress report every trimester. The motion was approved by a roll call vote; the result follows:

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

Executive Director Report

The Park Board reviewed the previously distributed written Executive Director's Report. Director Clark thanked the board and staff for their attendance, work, and preparation of the Volunteer Luncheon; he was honored to be the Keynote Speaker. Director Clark continued with news that Harper is not interested in monetarily participating in renovation and conversion of their tennis courts but will allow us to go ahead with the south half; with consensus of option 1 form the Commissioners Director Clark will move proceed with the process and continued his report with mention of the Legislative Breakfast returning to an in-person event with 6 or 7 staff and commissioners attending. The Facilities department drive to grow membership in the fitness center has far exceeded the goals with more than 75 new members this year: getting back to pre-pandemic membership levels. Director Clark concluded with mention of the Ice Rink which was only open for 3 days, due to cost and preparation thinking it's time we need to rethink this-staff looking at other alternatives and options.

Commissioner Ruff asked about a permanent structure to use for roller hockey in the warm weather and add water for winter ice skating; discussion ensued, and Director Clark said that he would add this to the list of options.

Commissioner Reports/Future Agenda Items

Commissioner Ruff attended the Volunteer Luncheon and Date Night-both events were great. He also thanked staff for always responding to his after hours' texts.

President Gould said that she also thought the Volunteer Luncheon was very nice and mentioned that Jay Cozza's mom passed away this weekend.

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 for discussion of appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District and 2(c)(11) discussion of pending, or probable and imminent litigation, affecting or on behalf of the District. Commissioner Ruff supported the motion. The result of the roll call vote follows:

AYE: Jennifer Rogers, Terry Ruff, Susan Gould

NAY: None

ABSENT: Greg Sammons, Joe Petricca

Motion carried at 5:44 p.m.

Return to Open Session

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

AYE: Jennifer Rogers, Terry Ruff, Susan Gould

NAY: None

ABSENT: Joe Petricca, Greg Sammons

Motion carried at 6:15p.m.

Action on Matters Considered in Closed Session

Regarding Section 2(c)(1) Open Meetings Act for discussion of appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the District and 2(c)(11) discussion of pending, or probable and imminent litigation, affecting or on behalf of the District. 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 roll call vote.

AYE: Terry Ruff, Jennifer Rogers, Susan Gould

NAY: None

ABSENT: Joe Petricca, Greg Sammons

Motion carried at 6:18 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>		
February 28, 2023	May 23, 2023	September 12, 2023
March 6, 2023 – Special Meeting	June 13, 2023	September 26, 2023
March 14, 2023	June 27, 2023	October 24, 2023
March 28, 2023	July 11, 2023	November 14, 2023
April 11, 2023	July 25, 2023	November 28, 2023
April 25, 2023	August 8, 2023	December 12, 2023
May 9, 2023	August 22, 2023	