



SPECIAL BOARD MEETING

BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT  
At Village of Palatine Community Center Building in Community Room B  
200 East Wood Street in Palatine  
Minutes of November 8, 2022 at 4:00 p.m.

President Gould called the meeting to order at 4:00 p.m.

Commissioner Present

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

Commissioner Absent

Jennifer Rogers

Staff Present

Michael Clark, Executive Director  
Donelda Danz, Supt. of Recreation  
Steve Nagle, Supt. of Facilities  
Jim Holder, Supt. of Parks & Planning  
Michelle Eckelberry, Supt. of District Services  
Phil Costello, Supt. of Finance

Joshua Ludolph, Asst. Supt. of Facilities  
Colleen Palmer, Asst. Supt. of Recreation  
Gergana Minchev, Asst. Supt. of Finance  
Dayell Houzenga, Asst. Supt. of District Services  
Amy Vito, Asst. Supt. of Parks & Planning  
Trish Feid, Park Board Secretary/Executive Asst.

Approval of Agenda

Commissioner Ruff moved and Commissioner Sammons seconded that the agenda be approved. Through a voice call vote, the agenda for the meeting of October 11, 2022 was approved.

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

NAY: None

ABSENT: Jennifer Rogers

Motion carried.

Matters from the Public

President Gould acknowledged that no visitors were in attendance.

Presentation and Discussion

The tentative 2023 Annual Operating Plan Proposed Draft Budget and 2023 Annual Capital Plan Proposed Draft Budget PowerPoint were presented. Supt. Costello outlined the Annual Operating Proposed Draft Budget outline and highlighted several financial items. Supt. Nagle and Supt. Holder tagged team the Capital Plan Proposed Draft Budget PowerPoint review. Starting with the review of the 2022 accomplishments and the 2022 capital budget performance; then explained the 2023 capital project budget Annual Comparison from 2018 to the proposed year 2023. The draft budget booklet will be posted to the Park District website for public inspection and the 2023 Budget is scheduled for approval on December 13, 2022.

Adjournment

There being no further business to come before the Park Board on this date Commissioner Ruff moved that the meeting be adjourned. Commissioner Sammons seconded the motion which was unanimously approved by a roll call vote.

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

NAY: None  
ABSENT: Jennifer Rogers  
Motion carried at 4:51 p.m.

President Gould called the meeting to order at 5:00 p.m.

Commissioners Present

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

Commissioner Absent

Jennifer Rogers

Staff Present

Michael Clark, Executive Director  
Donelda Danz, Supt. of Recreation  
Steve Nagle, Supt. of Facilities  
Jim Holder, Supt. of Parks & Planning  
Michelle Eckelberry, Supt. of District Services  
Phil Costello, Supt. of Finance  
Joshua Ludolph, Asst. Supt. of Facilities

Colleen Palmer, Asst. Supt. of Recreation  
Gergana Minchev, Asst. Supt. of Finance  
Dayell Houzenga, Asst. Supt. of District Services  
Amy Vito, Asst. Supt. of Parks & Planning  
Patrick Griffin, Aquatics Manager  
Trish Feid, Park Board Secretary/Executive Asst.

Approval of Agenda

Commissioner Ruff moved and Commissioner Sammons seconded that the agenda be approved. Through a voice call vote, the agenda for the meeting of November 8, 2022 was approved.

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

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Sammons moved and Commissioner Ruff seconded that the consent agenda be approved. By a roll call vote, the following items on the consent agenda were approved: Regular Meeting Minutes of October 11, 2022; Closed Session Minutes of October 11, 2022; 2023 IAPD Annual Meeting Delegate/Alternates Credentials Certificate; Ratification of Ordinance #22-06 Surplus of Property; September Monthly Financials; Ratification of Warrant #20; and Warrant #21. The result of the roll call vote follows:

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

Matters from the Public

President Gould acknowledged that no visitors were in attendance.

Departmental Reports

The Board reviewed the previously distributed written Parks and Planning Department Report. Supt. Holder said that Community Park is complete except for a few miscellaneous items; Holder was concerned about not being able to finish the project before the weather change but it is done! Some of the other items highlighted included demo houses' grounds looking good with grass growing; Finch Park is finished and looks very nice; Holder confirmed with the Board that once budgeted trucks become available staff would like to go ahead and place the order since timing of purchase is a fast turnaround. Regarding President Gould's

question, Holder will check out the trees at Hamilton some look pretty bad. Holder might be working with a Boy Scout regarding the repair of the hanging the bird houses, originally this was a Boy Scouts' project.

The Board reviewed the previously distributed written Facilities Department Report. Supt. Nagle gave an update on the customer service appreciation weeks, which ended with part-time staff annual party. Palatine Stables and the golf course financials are at a plus; Nagle mentioned other report items including POC's new event called the Candy Crawl; Stables hosted a camp out which was a great time and weather was super favorable; over 40 new members at the fitness center. In response to Commissioner Sammons Nagle said yes, we are attracting people who do not want to work out or walk outside. Nagle announced a special highlight which is good news for Palatine Hills Golf Course; in 2023 the golf course will host a women's qualifying event for the U.S. Open on June 7th this is a great honor. The golf course is shutting down on November 11<sup>th</sup>, staff has a lot to do before Palatine Hills Golf Course is closed for the season.

The Board reviewed the previously distributed written Finance Department Report. Supt. Costello was excited to say that we have a full complement of staff in both the customer service and finance divisions; Registration division has 5 new part time staff which has helped on weekends; 2 more interviews are scheduled for this week. The latest staff addition, finance's new hire for the accountant position, staff is very excited about him on board. Registration numbers are moving up with fall registrations. Referring to the report's portfolio, staff is trying to raise level of investments. Provided more updates on the public act regarding Tax Levy. The replacement personal property tax is over \$500,000. \$142,000 was budgeted, this is an unexcepted surprise. Commissioner Ruff asked when the budget will be approved, Director Clark answered at the December 13, 2022 meeting, Clark will check in with the Board prior to the next Board meeting.

The Board reviewed the previously distributed written District Services and Projects Department Report. Supt. Eckelberry wanted to thank her staff and the Leadership Team for helping while she was out in early October. Staffs' focus on Paycor continues, setting up workflow, etc. Staff health insurance benefit statements are finalized, which were handed out to staff. Some of District Services report highlights include that IT Manager Mangum is proud of the matrix with the phone system; now looking at benchmarks and talking with customer service on which data to pull. Interviews have begun for the Risk Management position and final interviews for Community Outreach candidate will be next week. The winter catalog is at the printer; the website redesign task force will have its second meeting next week. Eckelberry responded to Commissioner Sammons' question on the website redesign timeline, we are gathering pieces and elements then going out to RFP around Thanksgiving time. Director Clark said that sometime in 2023 we will launch the new website with a campaign.

The Board reviewed the previously distributed written Recreation Department Report. Supt. Danz reviewed the especial events in October, 60 dogs participated in the Howl-O-Ween party; the Halloween party hosted over 600 patrons and Danz explained the new system with the Halloween program. Danz said that preschool is doing great and the program is back to including the lunch option which 55 kids have signed up for, there is a total of 146 kids in the program. Other highlights, the CARE program is doing well; Pickleball at Harper is busy when it starts getting cold out; and Turkey Trot is coming up. President Gould said that the dog event was good and the Fall Fest had a lot of families in attendance but it was very windy and cold, President Gould added that we need more sponsors out at these events.

The Board reviewed the previously distributed written Annual Summer Evaluation Report. Supt. Danz said that the challenge with staffing for summer was difficult but we are hopeful as things get back to normal, staff can add more camps. Staff is doing some revisions with camps and changing some camps to 1 week camps. President Gould suggested a 6 week camp program with a different sport each week; Danz will pass on the idea. Sammons noticed the range of participant and instructor comments, Danz likes to provide a

variety of feedback in the report and mentioned that staff will follow-up with comments if personal/contact information is provided. Commissioner Sammons said that the report looks good.

The Board reviewed the previously distributed written 2022 Annual Pool Report. Aquatics Manager Griffin presented the annual pool report to the Board. Griffin highlighted that we are starting to get back to normal with pools, operations, passes, etc. The pools were subject to staffing shortages; staff was very fortunate to open 3 pools Memorial Day weekend. With staff down for the summer, Griffin commended Aquatics Coordinator DeMichael with taking the lead on training over 50 lifeguards which did help with scheduling. Other items mentioned included pool pass sales being up; introduced new pool pass with all 4 pools to include Harper pool; new pool progress at 2 pools; and the rainout hotline number which was a big plus. Safe summer with very little incidents and this year one of the best staffing he experienced over his career. Griffin responded to several questions. President Gould said it is important to her that everyone learns how to swim; Griffin said that the big thing is staffing; private lessons helped; and we are maxing out in classes at Harper for the fall. Regarding the Northeast quadrant, President Gould would like to see swimming promoted, disussion ensued and the POC camp was mentioned that accommodates many children. The Board thanked Griffin for his report.

New Business

The Board reviewed a previously distributed board summary pertaining to the approval of Resolution #22-11 Truth in Taxation Resolution; Projected Tax Levy. Commissioner Ruff moved and Commissioner Sammons seconded that the Board of Commissioners approve Resolution #22-11, a Resolution providing an estimate for the 2022 property tax levy to be collected in 2023. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the approval of Governance Manual Review and Revisions. Commissioner Sammons moved and Commissioner Ruff seconded that the Park Board of Commissioners approves the revisions of the Governance Policy Manual after a full review of entire manual as presented. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the approval Award of Contract for the Pool Concession Operator. Commissioner Ruff moved and Commissioner Sammons seconded that the Board of Park Commissioners award the Pool Concession Operator contract to Flores Concession Corporation/dba Snack Zone of Pingree Grove of Illinois for a fee provided to the District of 20% of gross concession sales. Asst. Supt. Ludolph reviewed the vendor successful and satisfying year, no complaints from patrons. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the Consensus for Public Posting of the 2023 Budget. Commissioner Sammons moved and Commissioner Ruff seconded that the Board of Park Commissioners have consensus for staff to publicly post the 2023 budget prior to approval of the 2023 budget on December 13, 2022. The motion was approved by a roll call vote; the result follows:

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

Executive Director Reports

The Board reviewed the previously distributed written Executive Director Reports. Executive Director Clark mentioned that there is a new Park Foundation member, Janet Leigh, has joined the group. Clark said that the rollover bonds will be presented on November 22, 2022 with Eric Anderson which is a short term process.

Commissioner Reports/Future Agenda Items

Commissioner Ruff said that Friday's part-time party was a lot of fun. Thank you to staff on doing a good job.

Commissioner Petricca asked about concessions at the clubhouse, Nagle said that it is out to the street regarding the public bid; site visit and continue to recruit.

Commissioner Sammons mentioned the sign at Birchwood that went down from the wind.

President Gould attended the SLSF Gala, which was very nice. Jennifer Rogers attended the gala too. President Gould encourages attending the NWSRA luncheon, it is a great way to understand the agency.

President Gould mentioned that no future agenda items were presented.

Regarding the catalog presentation, Clark reviewed the process which Asst. Supt. Palmer took the lead on the task force, staff did a good job.

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 Petricca seconded the motion which was unanimously approved by a roll call vote.

AYE: Terry Ruff, Joe Petricca, Greg Sammons, Susan Gould  
NAY: None  
ABSENT: Jennifer Rogers  
Motion carried at 5:57 p.m.

Respectfully submitted,

Trish Feid  
Park Board Secretary

Attest:

Approved:

Trish Feid  
Secretary

Susan Gould  
President

November 22, 2022

2022 Park Board Meetings

December 13, 2022

2023 Park Board Meetings

January 10, 2023  
January 24, 2023  
February 14, 2023  
February 28, 2023  
March 14, 2023  
March 28, 2023  
April 11, 2023  
April 25, 2023

May 9, 2023  
May 23, 2023  
June 13, 2023  
June 27, 2023  
July 11, 2023  
July 25, 2023  
August 8, 2023  
August 22, 2023

September 12, 2023  
September 26, 2023  
October 24, 2023  
November 14, 2023  
November 28, 2023  
December 12, 2023