



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  
April 26, 2022 - at 5:00 p.m.



Call to order at 5:00 p.m.

Commissioners Present

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

Staff Present

Mike Clark, Executive Director	Glenn Hussey, Asst. Supt. of Parks & Planning
Phil Costello, Superintendent of Finance	Joshua Ludolph, Asst. Supt. of Facilities
Michelle Eckelberry, Supt. of Dist. Services & Projects	Donelda Danz, Superintendent of Recreation
Dayell Houzenga, Asst. Supt. of District Services & Projects	Colleen Palmer, Asst. Supt. of Recreation
Steve Nagle, Superintendent of Facilities	Dan Magnum, IT Manager
Jim Holder, Superintendent of Parks & Planning	Lisa Allie, Interim Secretary

Visitors and Citizens

Dave Tofilon, Palatine Celtic Soccer Club  
Mark Dolphin, Athletic Manager  
Nick Persino, Gymnastics Coordinator  
Barb Dunne, Retired Gymnastics Coordinator

Approval of Agenda

Commissioner Ruff moved and Commissioner Sammons seconded that the agenda be approved. President Rogers asked if any changes are needed. Director Clark confirmed there are no changes. Commissioner Sammons mentioned the posting date of February 18, 2022. By a voice vote, the agenda for the regular meeting of April 26, 2022, was approved as amended.

AYE: Joe Petricca, Susan Gould, Greg Sammons, Terry Ruff, 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 Ruff moved and Commissioner Gould 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 April 12, 2022; Executive Closed Session of April 12, 2002; Approval for Warrant #8; and Approval of Resolution #22-04-*Authorization of Bank Signatures*. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Visitors and Citizens Comments

No comments were presented

New Business

President Rogers acknowledged Barb Dunne regarding her retirement from the Park District. On behalf of the Park Board, residents and employees, President Rogers presented Resolution #22-03 giving public recognition to Barb's contributions to the Palatine Park District. Continuing, President Rogers said that this resolution is now part of the permanent record of the Palatine Park District and a copy of this resolution was presented to Barb as a tribute from the community. Commissioner Gould moved and Commissioner Sammons seconded that the Board of Park Commissioners adopt Resolution #22-03 - Recognition of Barb Dunne Employee of 32 years. The Board thanked Barb and wished her well in her retirement.

The Board reviewed a previously distributed board summary pertaining to the approval for Adoption of the 2022 Agency Annual Work Plan. Director Clark apologized for the delay and mentioned the strategic plan retreat in December and department accomplishments during the challenging times this past year. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners approve and adopt the 2022 Agency Work Plan as presented. The motion was approved by a voice vote the result follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed the previously distributed Celtic Soccer Annual Report and welcomed Mr. Dave Tofilon, Palatine Celtic Soccer Club Board President, to the meeting. Mr. Tofilon said that he became President last April and is happy to be back in person. The report included growth in all programs and staff, recent hire of new coaching director, increase in revenue, return of annual Labor Day Celtic Cup tournament which was huge; had good weather and people were excited to be back. Mr. Tofilon also mentioned the challenges with COVID, thanked the Park District for helping with their turf payment; they are back on track now. Mr. Tofilon thanked the Park Board on the club's behalf; they are happy to be in this town and have the boards support. He also mentioned that they are trying to give back to the community; last June they had a fundraiser that raised over \$11,000 to help kids pay for soccer fees and have plans to hold another fundraiser. The Park Board thanked Mr. Tofilon for his presentation.

Commissioner Ruff commented that he thinks Dave and the board have brought back the community focus that Celtic had lost the last few years and believes that is why they are growing so fast.

The Board reviewed a previously distributed board summary pertaining approval of Special Use Permit for the 2022 Palatine Celtic Soccer Cup Tournament. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners authorize the use of twenty-nine park/school field set ups as presented, support for 450 teams with review and approval of schedule and fields by park district staff,

and field lighting per staff recommendation for the Palatine Celtic Soccer Cup Tournament being held Friday, September 2 through Monday, September 5, 2022. Staff is requiring that no game begin before 7 a.m. at all fields. In addition, lighting will end at 11:00 p.m. for Celtic Park, except Hamilton Sports Fields which will end at 10:30 p.m. (per Village agreement). Staff will once again work with the tournament committee to adjust schedules, signage, parking, litter removal and staffing. Commissioner Sammons asked how many teams are expected; Mr. Tofilon replied that 350 teams are ideal to avoid using 9 different fields. President Rogers questioned use of the other parks. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the approval of Purchase for Lobby Furniture at Falcon Park Recreation Center. Commissioner Gould moved and Commissioner Petricca seconded that the Board of Park Commissioners award KI Furniture of Green Bay, WI and enter into a contract in the amount not to exceed \$19,996.98 for the replacement of the lobby furniture and chairs at Falcon Park Recreation Center. Commissioner Sammons inquired about the \$857 surcharge. Superintendent Nagle and Director Clark explained that due to the market conditions there is an allowance of a surcharge. The motion was approved by a roll call vote; the result follows:

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

Supt. Danz introduced the new Gymnastics Coordinator, Nick Persino and the new Athletic Manager, Mark Dolphin. Nick and Mark presented their backgrounds to the board; the board thanked and welcomed them both.

#### Departmental Reports

The Park Board reviewed the previously distributed 2021 Falcon Park Annual Report. John Wilhelm, Falcon Park Facility Manager. introduced Katie Lynn, Falcon Park Assistant Facility Manager, Rachel Lara, ICompete Coordinator and thanked the board for the opportunity to present their reports. Manager Wilhelm commented on the transition from COVID which started slow but finished strong by end of year; highlights included gym/turf usages; volleyball rentals expanding and drop-in programs big success; 18+ rec volleyball building back up again, and pickle ball finished year with near normal participation levels.

Assistant Manager Lynn thanked Falcon Park Staff for building upkeep during the difficult year; the building has never looked better. Manager Lynn reported that banquet room rentals had revenue of \$25,944 was primarily weddings and baby showers.

Manager Wilhelm gave update on staffing; filled positions for Assistant Manager, Katie Lynn, Building Leader, Alyssa Lively, a recent graduate from IL State University; she has been big help in managing rental requests. Creative scheduling helped to ensure operations were maintained during staffing shortage. Manager Wilhelm also gave updates on goals which included pricing overhaul for bar package and facility pricing.

Coordinator Lara accomplished some great goals with development and implementation of supply distribution, updated marketing initiatives and created a special event manual. Coordinator Lara gave overview of POC program; also reported on grants, donations, and highlights which included hiring of 3 ICompete staff by District 15, development of a young professional's board, after school club and mobile food pantry. Coordinator Lara thanked Park District for partnership. The Park Board thanked staff for their report.

The Board reviewed the previously distributed written Parks and Planning Department Report. Supt. Holder highlighted new property at Middleton and 206 Palatine; should have abatement remediation work completed next week with demolition shortly after; staff are hoping to have properties cleaned up by end of June and looking much nicer by end of summer. Finch playground has been ordered; tentative delivery date July 25<sup>th</sup>; construction start date around July 4<sup>th</sup>; working to schedule everything with minimal disruption. Kids Around the World will be the taking playground again. Paving project #1 Hamilton pathways started; should be paved & done by middle of next week. Dutch Schultz tennis courts are officially closed, and the fencing is down, the net poles have been removed; we are still waiting for permit, additional ADA specs are being reviewed. Paving project #2 staff is working with engineering to finalize parking lot scope; met with recreation staff for options in that area; looking at inclusive basketball amenities will check with NWSRA to seek input. Also looking at hard surface painted games; geared to pre-school. Commissioner Rogers asked if the Bankshot money could come out of the ADA account; Director Clark explained that it's still new; unsure if a standard has been set but that we would need to apply to see what we'd be eligible for. Commissioner Sammons asked about court layout at Schultz; Supt. Holder confirmed there would be 4 tennis and 4 pickleball courts. President Rogers thanked Superintendent Holder for the report.

The Board reviewed the previously distributed written Finance and Customer Service Department Report. Supt. Costello thanked the board for the opportunity to present his inaugural report and briefly highlighted the finances, opportunities, and challenges; very good first quarter; core revenue sources up and expenses flat but down compared to fiscal 2021 from first quarter of last year; staff is investing to take advantage of current rates, have invested \$1M with over 1% return; also, closely monitoring tax levy which is being pushed up 5%; inflationary pressure will have effect on wages, utilities and supplies; mentioned delay of Cook County property tax bills and discussion ensued. Supt. Costello mentioned how fortunate we are to have the current finance staff; especially now with current audit and payroll; he is also working on the dashboard which will show key performance indicators. The board thanked Supt. Costello for his report.

The Board reviewed the previously distributed written Facilities Department Report. Supt. Nagle briefly highlighted the report; Head to the Hills event last weekend; had good turnout with nice weather, was a great event; the wet spring is hurting golf course revenues, but rental business is back; POC having a rededication ceremony at CRC building on Rand Rd. next Thursday. Commissioner Sammons asked about drainage issues at the golf course; Supt. Nagle explained that Silverlake Apartment complex has an underground drain that runs into creek; Village of Palatine is expected to scope a camera into pipe tomorrow to see what the issue is; also have some surface damage near hole 8; have had to close path & shorten up the Tee; unsure of damage extent at this time. President Rogers inquired if this was related to the drainage projects from a few years ago; Supt. Nagle confirmed that it is. President Rogers thanked Supt. Nagle for his report

Executive Director Report

The Board reviewed the previously distributed written Executive Director Report. Executive Director Clark highlighted items within his report. Executive Director Clark mentioned the uptick of workplace covid cases which has been challenging, but Brian, Michelle and Dayell are doing great job keeping up; Supt. Danz and Director Clark met with the President Proctor of Harper and two of their financial employees for the annual review of Building M, the Health & Recreation Center; they discussed the challenges of having different capital policies that don't align. It was a good discussion and cleared up the pending repair and replacement costs in the billing.

The partnership is also looking at the Pickleball billing to determine if it's a rental or curriculum. Executive Director Clark also reported that there has been a 16% increase in applicants with PT & Seasonal staff incentive/wage increase and that HR has done a wonderful job recruiting with Walk-In interviews and creative marketing with social media efforts. We are currently fully staffed to run camps we have advertised but have more demand on the waitlist; hoping to add more qualified staff so that we can take some of those off the waitlist. Executive Director Clark included salary information as requested by the board; a list of pay grades with positions and comparable districts used regarding recommendations for compensation study with HR gov; CARE program IGA was renewed; Pickleball windscreens are up soon; vandalism on mural at Hicks Road and the Casey Pohl plaque was ripped off the boulder; staff is working on replacing plaque. President Rogers asked how old information the data from HR Gov is, Supt. Eckelberry confirmed that it was 2017. Executive Director Clark explained the process of determining annual wages; Supt. Eckelberry also confirmed the number of Full-Time employees stands at 84 plus an additional four Full-Time openings to answer question from President Rogers.

Commissioner Reports/Future Agenda Items

Commissioner Petricca mentioned that he has spent a lot of time at Falcon Park with his grandkids and complimented the staff on doing a great job 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 Gould seconded the motion which was unanimously approved by a roll call vote.

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

NAY: None

ABSENT: None

Motion carried at 6:04 p.m.

Respectfully submitted,

Michael Clark  
Park Board Secretary Pro-Tem

Attest:

Michael Clark  
Secretary Pro-Tem

Approved:

Jennifer Rogers  
President

2022 Remaining Park Board Meetings

May 24, 2022  
June 14, 2022  
June 28, 2022  
July 12, 2022

August 9, 2022  
August 23, 2022  
September 13, 2022  
September 27, 2022

October 25, 2022  
November 8, 2022  
November 21, 2022  
December 13, 2022