



REGULAR 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 December 13, 2022 at 5:00 p.m.

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

Commissioners Present

Susan Gould, President
Joe Petricca, Treasurer
Terry Ruff

Jennifer Rogers

Commissioner Absent

Greg Sammons, Vice President

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
Dayell Houzenga, Asst. Supt. of District Services
Amy Vito, Asst. Supt. of Parks & Planning
Cheryl Lufitz, Communications & Marketing Manager
Trish Feid, Park Board Secretary/Executive Asst.

Present

No visitors

Public Hearing concerning the intent of the Board to sell not to exceed \$75,000 General Obligation Limited Tax Park Board

President Gould said that at this time we will open the Bond Issuance Notification Act hearing to receive any comments relative to the District's proposal to sell not to exceed \$75,000 in Limited Park Bonds. All persons desiring to be heard on this matter will now have an opportunity to present written or oral testimony to the Board of Commissioners. These proposed bonds are to be issued for the purpose of maintaining, improving and protecting the existing land and facilities of the District and for the payment of the expenses incident thereto. Before we take any testimony from the public, would any Board of Commissioners member like to make comment regarding the proposal to issue not to exceed \$75,000 of Limited Park Bonds, the Board of Commissioners did not provide any comments. President Gould asked if there are there any residents or members of the public here this evening that wish to provide oral or written testimony concerning the proposed issuance of Limited Park Bonds, the Board of Commissioners did not receive comment from residents or members of the public. President Gould asked Director Clark and Secretary Feid if any comments were received in the office, no written or other type of correspondence regarding the proposed issuance of Limited Park Bonds were received. President Gould thanked everyone for participating and with all persons desiring to be heard been given an opportunity to present oral and written testimony regarding the proposal to issue the Limited Park Bonds, I will now entertain a motion to adjourn the hearing. Commissioner Ruff Member Ruff moved and Commissioner Member Rogers seconded the motion that the Hearing be adjourned. President Gould concluded that the Bond Issuance Notification Act hearing is now finally adjourned.

Public Hearing concerning the Adoption of the 2023 Budget and Appropriations

President Gould:

In accordance with the Park District Code of the State of Illinois, a Public Hearing is to be held prior to the adoption of an ordinance (#22-10) which sets forth the budget and made appropriations of sums of money for the necessary expenditures of the Palatine Park District for corporate purposes for the fiscal year beginning January 1, 2023 and ending December 31, 2023. Notice of Availability of Proposed Annual Budget for 2023 was posted to the Park District website on Friday, November 11, 2022 and published for public notice on Tuesday November 15, 2022 with the Daily Herald. Notification of the public hearing was also published in the Daily Herald on Monday December 6, 2022. The public hearing is now declared open. The floor is open to questions or comments for the Board: no comments or questions were received. The floor is open to questions or comments from the audience; also, asked if there were questions or comments prior to tonight's public hearing: no questions or comments were received. President Gould said that if there are no questions, the public hearing can be declared closed.

Approval of Agenda

Commissioner Petricca moved and Commissioner Ruff seconded that the agenda be approved. President Gould said that the review of Palatine Park District Website Redesign will be moved to follow New Business. Through a voice call vote, the agenda for the meeting of December 13, 2022 was approved amended.

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

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. By a roll call vote, the following items on the consent agenda were approved: Regular Meeting Minutes of November 22, 2022; Honor Roll Nominees; November Monthly Financials; and Warrant #23. The result of the roll call vote follows:

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

Matters from the Public

President Gould acknowledged that no visitors were in attendance.

New Business

The Board reviewed a previously distributed board summary pertaining to the approval of Jaycees 2023 Hometown Fest Celebration Request. Commissioner Rogers moved and Commissioner Ruff seconded that the Board of Park Commissioners approve Palatine Jaycees use of Community Park and associated facilities for the 2023 Hometown Festival. Staff shall be directed to coordinate assistance for the celebration as listed in the request. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the approval of 2023 Professional Services Contract for Palatine Hills Golf Course and Hamilton North Parking Lot Pavement Improvements. Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners approves Gewalt Hamilton Associates, Inc., Vernon Hills, Illinois, in the amount not to exceed \$136,960, to provide construction documents, permitting and construction administration for Palatine Hills Golf Course and Hamilton North parking lot improvements. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the approval of final design and permitting services for the Eagle and Osage Park Playground & Shelter Replacement Projects. Commissioner Ruff moved and Commissioner Petricca seconded that the Board of Park Commissioners approves, Upland Design Ltd., Plainfield, IL, in an amount not to exceed \$54,530.00 A&E services for both Eagle and Osage Parks Playground and ADA improvement Project. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the approval of Tax Levy Ordinance #22-08. Commissioner Ruff moved and Commissioner Petricca seconded that the Board of Park Commissioners adopt Ordinance #22-08 assessing and levying taxes for 2022 in the amount of \$15,437,093 (Fifteen million, Four Hundred and Thirty-seven Thousand, and Ninety--Three dollars). The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the approval of Resolution #22-12 Allocation of Tax Levy amount, Property Tax Extension Limited Law (PTELL). Commissioner Ruff moved and Commissioner Petricca seconded that the Board of Park Commissioners approve Resolution #22-12 Allocation of Tax Levy amounts, directing the County Clerk to make any reduction the District's Recreation fund. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the approval of Ordinance #22-09 Tax Levy Abatement. Commissioner Ruff moved and Commissioner Petricca seconded that the Board of Park Commissioners adopt Ordinance #22-09. An ordinance abating the tax hereto levied for the year 2022 to pay the principal of and interest on General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2015C, General Obligation Park Bonds (Alternate Revenue Source), Series 2017, and General

Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2019A, of the Palatine Park District, Cook County, Illinois. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: Greg Sammons

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the approval of Adoption of Budget and Appropriation Ordinance #22-10 Commissioner Ruff moved and Commissioner Petricca seconded that the Board of Park Commissioners adopt Ordinance #22-10 authorizing the fiscal 2022 Palatine Park District Budget and Appropriation Ordinance in the amount of thirty-one million, six hundred forty-four thousand, two hundred and twenty-seven dollars (\$30,644,227) and thirty-four million, six hundred and eight, fifty dollars (\$34,808,650) respectively. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: Greg Sammons

Motion carried.

Departmental Reports

The Board reviewed the previously distributed written District Services and Projects Department Report. Supt. Eckelberry said that it has been a busy month with PayCor implementation. Eckelberry gave brief highlights regarding each division of the Department.

The Board reviewed the previously distributed written Recreation Department Report. Supt. Danz thanked Commissioner Ruff for attending and participating at the Annual Part-Time Staff Party. The Turkey Trot event on Thanksgiving morning was a success; Danz also thanked both Commissioner Ruff and Commissioner Sammons for participating in the race kick-off and during the event. Danz gave more highlights and event updates. Supt. Danz said that she will follow-up with Commissioner Ruff regarding the diving board; staff can work with the patron to reserve a time.

The Board reviewed the previously distributed written Facilities Department Report. Supt. Nagle added the Stables Manager has had a busy couple of weeks, started a new series for novice riders. Nagle added it was a great 2022!

Regarding Parks and Planning Department updates, Supt. Holder said that the department is wrapping up capital projects for the year along with the billing process. Brief highlights include that the Birchwood situation is settled and Community Park looks great after the renovation of parking lots, etc. Staff evaluations are done and the ice rinks are up.

Regarding Finance Department updates, Supt. Costello said that staff will begin looking for the new Asst. Supt. of Finance; current staff is doing a great; doing a push on finance reporting next 10 years of projections when looking at longer term projects; CDs and other fixed income products.

Commissioner Rogers left the meeting at 5:30 p.m.

Presentation

Executive Director Report

The Board reviewed the previously distributed written Executive Director Report. Executive Director Clark said that he is in the appraisal mode with staff; by December 23, 2022 all full-time staff appraisal need to be completed and turned in. Clark said that tomorrow morning is the retreat for reviewing 2022 and new goals for 2023; the holiday party is post-Christmastime, date of January 14, 2023. Annual state conference is January 27-29 of 2023, still time to register if interested. Director Clark wished everyone a wonderful Christmas and the best in 2023.

Commissioner Reports/Future Agenda Items

Commissioner Ruff enjoyed the annual part-time staff party; turkey trot was great; and then Commissioner Ruff gave special thanks to all of the staff for the work throughout this year, Thank you, you all have done a great job!!

President Gould agreed with Commissioner Ruff and added specially with programming and thinking on your feet!

The Park Board of Commissioners wished everyone happy holidays!

President Gould mentioned that no future agenda items were presented.

Executive Session

President Gould 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 discussion of Executive Session; Section 2(c)(1) Open Meetings Act authorizes only closed session discussion of the appointment, employment, compensation, discipline, performance, or dismissal of "specific employees" of the public body; 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)(21) Open Meetings Act (discussion of minutes of prior meetings lawfully closed. The result of the roll call vote follows:

AYE: Terry Ruff, Joe Petricca, Susan Gould
NAY: None
ABSENT: Greg Sammons, Jennifer Rogers
Motion carried at 5:53 p.m.

Return to Open Session

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

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

Action on Matters Considered in Closed Session

President Gould said that there was discussion regarding Closed Session Section 2(c)(1) Open Meetings Act for discussion of the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District. President Gould said that there was no action at this time.

Regarding Section 2(c)(21) Open Meetings Act for discussion of minutes of prior meetings lawfully closed under the Open Meetings Act for the purpose of review, approval or release of such minutes, Commissioner Ruff motioned and Commissioner Petricca seconded that the Board of Park Commissioners approve Resolution #22-13, Determining the Confidentiality of Closed Session Minutes. Director Clark reminded the Park Board that this semi-annual review of closed session minutes is an Illinois Park District Code mandating following the Open Meetings Act. The motion was approved by a roll call vote as follows:

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

Regarding Section 2(c)(21) Open Meetings Act for discussion of minutes of prior meetings lawfully closed under the Open Meetings Act for the purpose of review, approval or release of such minutes, Commissioner Ruff motioned and Commissioner Petricca seconded that the Board of Park Commissioners approve Resolution #22-14, Determining the Destruction of Certain Verbatim Recordings of Closed Session Meetings. Director Clark mentioned that this state statute requirement is a formality; the destruction of recording of closed session meetings is permitted and authorized when recordings are 18 months old or older; there are no known imminent or existing legal situations; and minutes have been reviewed and approved. The motion which was approved by a roll call vote as follows:

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

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, Susan Gould
NAY: None
ABSENT: Greg Sammons, Jennifer Rogers
Motion carried at 6:15 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Trish Feid
Secretary

Approved:

Susan Gould
President

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