



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
May 9, 2023, at 5:00 p.m.



The meeting was called to order at 5:01 p.m. by President Gould.

Commissioners Present

Commissioners Absent

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

Staff Present

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

Approval of Agenda

Commissioner Rogers moved and Commissioner Sammons seconded that the agenda be approved. President Gould asked if there were any changes; Director Clark stated that he had no changes. By a voice vote, the agenda for the regular meeting of May 9, 2023, was approved as presented.

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

Certification of Election Results; Approval of Resolution #23-02

The Park Board reviewed the previously distributed documents regarding the Certification of Election Results and Resolution #23-02. Commissioner Ruff moved and Commissioner Petricca seconded that the Park Board of Commissioners adopt Resolution #23-02 declaring Jennifer Rogers duly elected as Commissioner of Palatine Park District with said terms commencing at today's annual meeting of May 9, 2023, and expiring at the annual meeting of May 8, 2029. The Cook County Clerk's Official Certificate of Results including the detailed precinct information from the April 4, 2023, Consolidated Election were provided to the Park Board. The result of the roll call vote follows:

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

Administration of Oath of Office; Jennifer Rogers

Administering the Oath of Office, President Gould seated Jennifer Rogers as Commissioner of Palatine Park District Board of Park Commissioners for the term of 2023-2029. Along with the Park Board and staff, President Gould congratulated Commissioner Rogers on her election victory.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Ruff moved and Commissioner Sammons 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 25, 2023, Closed Meeting Minutes of April 25, 2023, and Approval of Warrant #9. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Visitors and Citizens Comments

No comments were presented.

Annual Meeting

The Park Board began the annual officer election process, nominations for the position of President for the 2023-2024 year were offered. Commissioner Rogers nominated Commissioner Sammons for the position of Board President. There being no further nominations, Commissioner Rogers moved, and Commissioner Petricca seconded that the nominations for Park Board President be closed; by a voice vote the motion was unanimously approved. Commissioner Rogers moved and Commissioner Petricca seconded to elect Commissioner Sammons for the office of Park Board President. Upon the requested roll call vote approving Commissioner Sammons for the office of Park Board President for the 2023-2024 year, the result follows:

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

NAY: None

ABSENT: None

Motion passed and Commissioner Gould handed the meeting over to newly elected President Sammons. Director Clark thanked Commissioner Gould for her year of service as President.

President Sammons asked to receive nominations for the position of Vice President for the 2023-2024 year. Commissioner Rogers nominated Commissioner Petricca for the position of Vice President. There being no further nominations offered, Commissioner Rogers moved, and Commissioner Ruff seconded that the nominations be closed; by a voice vote the motion was unanimously approved. Commissioner Rogers moved that Commissioner Petricca serve as Park Board Vice President for the 2023-2024 year; Commissioner Ruff seconded the motion. The motion was approved as follows:

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

NAY: None

ABSENT: None

Motion passed.

Commissioner Rogers moved that the appointment of Commissioner Ruff for Park Board Treasurer for the 2023-2024 year be approved. Commissioner Gould seconded the motion. By a voice vote, the motion was approved as follows:

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

NAY: None

ABSENT: None

Motion passed.

Commissioner Rogers moved that the appointment of Trish Feid for Board Secretary for the 2023-2024 year be approved. Commissioner Gould seconded the motion. By a voice vote, the motion was approved as follows:

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

NAY: None

ABSENT: None

Motion passed.

President Sammons submitted for Board approval the following appointments for the period of May 23, 2023 through May 7, 2024: Mike Clark: Executive Director, Secretary Pro Tem, Representative to the Northwest Special Recreation Association, and alternate Representative to the Metro Risk Management Agency, and; Phil Costello: Representative to the Metro Risk Management Agency, and; Phil Costello: Compliance Office of drafting and updating of disclosures as they relate to bond issuance, and; Cheryl Lufitz: Liaison to the Greater Palatine Chamber of Commerce and Industry, and; Cheryl Lufitz: Park Foundation Liaison, and; Commissioner Ruff: Liaison to PALS (Palatine Affiliate Leader Society), and; Commissioner Sammons: Liaison to Employee Health Insurance Committee, and; Mike Clark, Trish Feid and Lisa Allie appointments as Open Meetings Act (OMA) officers, and; Mike Clark, Trish Feid and Lisa Allie appointments as Freedom of Information Act (FOIA) officers, and; Michelle Eckelberry appointment of Diversity, Equity and Inclusion (DEI) officer, and; Colleen Palmer and Jim Holder appointments as ADA Representatives. Commissioner Gould moved to approve President Sammons' appointments; Commissioner Petricca seconded. The motion was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: None

Motion passed.

President Sammons said that with the agreement of the Park Board to approve the proposed meetings of the Board of Park Commissioners of the Palatine Park District for 2023-2024, announcing that regular meetings of the Board will be conducted at the Village of Palatine Community Center Building in Community Room B at 200 East Wood Street in Palatine, Illinois on the second and fourth Tuesdays of each month, beginning at 5:00 p.m., excluding the months of October and December which will have one meeting. Commissioner Rogers moved and Commissioner Gould seconded the motion, which was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion passed.

New Business

The Board reviewed a previously distributed board summary pertaining to the Award of Bid, 2023 Park Paving Project. Commissioner Ruff moved, and Commissioner Rogers seconded that the Board of Park Commissioners approve the lowest responsible bidder, Chicagoland Paving, Lake Zurich, Illinois, in an amount not to exceed \$739,849.50 for the 2023 Park Paving Project. In response to President Sammons question Superintendent Holder stated that the company did both of our paving projects last year and did work at Hamilton in 2018. Director Clark added that the price was very favorable considering current oil prices.

Superintendent Holder stated that the work at Hamilton is expected to start mid-June with the golf course and trail to follow; the south parking lot at Hamilton will be looked at in 2024 or 2025 in reply to questions from Commissioner Rogers. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion passed.

Departmental Reports

The Park Board reviewed the previously distributed written Recreation Department Report. Superintendent Danz reported that Park Quest was on April 1st while the weather wasn't ideal, we had 17 teams registered, 13 showed up and 12 teams finished; 2 of those teams have participated all four years. Good event that started during COVID and has continued successfully. Danz stated that registration numbers are looking good for everything and highlighted fitness which has picked up with 29 active clients for personal training; group fitness also going well which tends to be a struggle with competition in the area. Alison works with Alec and Josh on trying to come up with new ideas. The swim program is terrific; pickleball lessons have been great; spring numbers are doubled from last year. The pickleball lessons are also going well; people are very receptive to the lessons-pickleball is here to stay. President Sammons asked who provides the lessons and Danz stated that they are park district instructors. Danz continued her report with the volleyball program which has exploded; numbers are good. Our preschool equipment for gymnastics has arrived; there is a circuit of 4 different stations which has been well received with a lot of positive feedback. Big Trucks went well this weekend; Commissioner Gould agreed and said that it was crazy even with the weather they we're running out of giveaways. Danz finished her report with mention of the fishing derby this weekend and the Mari-Rae Sopper gymnastics show next weekend.

The Board reviewed the previously distributed written District Services and Projects Department Report. Superintendent Eckelberry started her report with the scheduling module in Paycor which was rolled out for all staff needing to create schedules for Full and Part-Time staff; we have also trained admin users so there is more than one person who knows how to use the system. The first Diversity, Equity and Inclusion (DEI) task force meeting was held and will be rolling out the DEI committee at tomorrow's staff meeting. April was busy with a lot of interviews and hires; we held 3 very successful pop-up interviews; with over 103 attendees- 76 applicants and 37 have been hired with more in the hiring process. We had 84 employees start in 23 different positions across the district for the month of April. We also had 2 successful volunteer events with UPS and the TPH Hockey Academy. IT is still working on the door access project and hoping to go live in May but having some supply chain issues. IT Manager, Dan Mangum, is very happy about the Village of Palatine shared fiber project which is underway; we can now connect Falcon Park and Birchwood to our network at higher speeds. The Risk Manager, Anthony DeMichael, spent a lot of time revamping the online reporting system and did some training. The new system routes the reports to the supervisor before going to risk management, which will keep everyone informed. Eckelberry finished her report with Arbor Day which was a big success for the district and featured in the Daily Herald; our website redesign is still on track for the roll out. They have a site map outline and are working on some configurations with hopes to have a mock-up ready for the next board meeting.

Executive Director's Report

The Board reviewed the previously distributed written Executive Director's Report. Director Clark shared the following highlights from his report: he finished the initial draft of the addendum to the IGA for Harper Building M court complex proposal; Donelda and Jim will review the information before he sends it on to Dr Proctor. We helped District 15 with some good will for the Ukrainian families; we have donated some pool passes that will be included in a bag of fun for the families. Clark continued with mention of the all-staff spring meeting tomorrow morning to be held at Cutting Hall; IAPD is holding boot camps with a virtual

option available; anyone interested should let Clark know and he will take care of the registrations. He was also asked to speak this year so he will be at all the sessions presenting on Executive and Board Relations and Good Governance. The transparency center updating needs is close to being done with the staff compensation reporting now complete; need to finish up some financials, the bathroom school situation appears to have been resolved. Clark acknowledged and congratulated staff at this busy time of year gearing up for summer which is always a bit chaotic; feels good about where we are, especially with staffing for the summer; staff has done a phenomenal job this year. Commissioner Gould asked about the report of injuries in the CARE program; Assistant Superintendent Houzenga stated that it's all falls and bumps; Clark added that DeMichael has done a great job and added a QR code allowing for incident and accident reports to be done on mobile devices for use out in parks. This will increase reporting numbers, but DeMichael has a goal to differentiate reports for everyday falls and more serious injuries; this will allow us to be more proactive in trending accidents and hazards.

Commissioner Reports/Future Agenda Items

Commissioner Ruff said that Arbor Day was a great event! It was one of the best that he had been to, and Amy did a great job. Commissioner Ruff asked for an update on the Senior Center and Affiliate Agreements; Superintendent Nagle stated that the bench repair is schedule for Friday and Director Clark explained that the orientation sessions have been done and now needs to start pressing the staff liaisons to get the Affiliates to apply. In response to another question by Commissioner Ruff, Superintendent Nagle explained that the gym ceiling has been on their radar for a while but that it's a massive project and would require removal of the entire roof structure which is cost prohibitive at this point..

Commissioner Gould mentioned that she had never been to the Big Trucks event and attended this year as a sponsor. She said that it was a well-run event with 800 bags to give away and they ran out. Assistant Superintendent Palmer said that they estimated the attendance at about 3,000. Gould thanked the staff for their work; it was a good community event.

Commissioner Rogers officially thanked Commissioner Gould for her year of presidency and mentioned the legislative conference which had a good turnout with Mary Beth Canty joining them for dinner. Rogers also stated that she felt the event was more uplifting than in years past, park grants are open and talk of another funding opportunity with the PARC grant program.

Commissioner Ruff asked about the meeting date for the next space needs workshop; Superintendent Nagle explained that they are doing some follow up work and that Superintendent Costello needs to get some financials from PMA so he is guessing that they will be ready to meet in early June.

President Sammons played golf on Sunday and said that the course is in great condition. He's hearing a lot of talk about the Women's US Open and asked if we can do anymore marketing; Superintendent Nagle said that they are working to get that out soon; Golf Operations Manager Hotchkin met with CDGA to get their guidance on messaging, course set up and compliance so we should be close to getting that together. President Sammons added that the food was good and highly recommends the French fries.

Executive Session

President Sammons requested a motion to close the public portion of the regular business meeting and enter into executive session. Commissioner Rogers moved that the Board of Park Commissioners enter into closed session for discussion related to; Section 2(c)(5) Open Meetings Act for the purpose of the acquisition or lease of real property for the use of the District. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried at 5:58 p.m.

Return to Open Session

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

NAY: None

ABSENT: None

Motion carried at 6:14 p.m.

Action on Matters Considered in Closed Session

Regarding Section 2(c)(5) discussion of the acquisition or lease of real property for the use of the District. No action was determined to take from the executive session meeting.

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, Joe Petricca, Greg Sammons, Jennifer Rogers, Susan Gould

NAY: None

ABSENT: None

Motion carried at 6:15 p.m.

Respectfully submitted,

Mike Clark
Park Board Secretary Pro-Tem

Attest:

Mike Clark
Secretary Pro-Tem

Approved:

Greg Sammons
President

2023 Park Board Meetings

May 23, 2023	August 8, 2023	November 14, 2023
June 13, 2023	August 22, 2023	November 28, 2023
June 27, 2023	September 12, 2023	December 12, 2023
July 11, 2023	September 26, 2023	
July 25, 2023	October 24, 2023	