



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
December 12, 2023, at 5:00 p.m.



The meeting was called to order at 5:00 p.m. by President Sammons

Commissioners Present

Commissioners Absent

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

Staff Present

Phil Costello, Superintendent of Finance
Lisa Allie, Park Board Secretary/Executive Assistant
Ben Rea, Executive Director
Sonia Austin, Assistant Superintendent of Finance
Michelle Eckelberry, Supt. of Dist. Services & Projects
Dayell Houzenga, Asst. Supt. Of Dist. Services & Projects
Cheryl Lufitz, Communications & Marketing Manager
Todd Ranum, Athletic Coordinator

Steve Nagle, Superintendent of Facilities
Donelda Danz, Superintendent of Recreation
Jim Holder, Superintendent of Parks & Planning
Josh Ludolph, Asst. Superintendent of Facilities
Colleen Palmer, Asst. Superintendent of Recreation
Amy Vito, Asst. Superintendent of Parks & Planning
JP McNamara, Digital Marketing Coordinator
Lisa Swan, Cultural Arts Coordinator

Visitors and Citizens Present

Sue Mayer
William Van Giesen, Resident

Public Hearing concerning the intent of the Board to sell not to exceed \$200,000 General
Obligation Limited Tax Park Bonds

President Sammons stated that the first agenda item for the Board of Park Commissioners is a public hearing to receive public comments on the proposal to sell not to exceed \$200,000 General Obligation Limited Tax Park Bonds for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto. All persons desiring to be heard will have an opportunity to present written or oral testimony. Before we take any testimony from the public, are there any comments from the members of the Board of Park Commissioners? The Board of Commissioners did not provide any comments. President Sammons asked if there are there any public comments concerning the proposed issuance of the General Obligation Limited Tax Park Bonds? No verbal, written or other correspondence regarding the proposed issuance of Limited Park Bonds was received from the public. President Sammons stated that with all persons desiring to be heard have been given an opportunity to present oral and written testimony with respect to the proposed issuance of the Limited Park Bonds; he entertained a motion to adjourn the hearing. Commissioner Ruff moved and Commissioner Petricca seconded the motion that the hearing be adjourned. President Sammons concluded that the Bond Issuance Notification Act hearing is now finally adjourned. The motion was approved by a roll call; the result follows:

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

Approval of Agenda

Commissioner Gould moved and Commissioner Ruff seconded that the agenda be approved. By a voice vote, the agenda for the regular meeting of December 12, 2023, was approved as presented. The result of the voice vote follows:

AYE: Jennifer Rogers, Susan Gould, Joe Petricca, Terry Ruff, Greg Sammons
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 November 28, 2023, Special Meeting Minutes of November 30, 2023, Warrant #23, Honor Roll Nominees and Approval for Updated Appointment of FOIA Officer Ben Rea. The result of the roll call vote follows:

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

Visitors and Citizens Comments

None

Presentations

President Sammons acknowledged Donelda Danz regarding her retirement from the Park District. On behalf of the Park Board, residents and employees, President Sammons presented Resolution #23-14 giving public recognition to Donelda's contributions to the Palatine Park District. President Sammons presented a copy of the resolution to Donelda as a tribute from the community. Commissioner Ruff moved and Commissioner Petricca seconded that the Board of Park Commissioners adopt Resolution #23-14 - Recognition of Donelda Danz Employee of over 40 years. The Board thanked Donelda and wished her well in her retirement.

Cheryl Lufitz, Communications & Marketing Manager and JP McNamara, Digital Marketing Coordinator presented the new website. Manager Lufitz started by reminding everyone that this is a rough draft and is ever changing. The Planeteria development and quality assurance teams are working on some updates and changes right now. The staff has been reviewing and testing it; the Commissioners will have the same opportunity tomorrow when Manager Lufitz emails them the link.

Coordinator McNamara reviewed features of the new website and helped answer the following Commissioner questions:

- Commissioner Ruff feels like there is a lot of white; Manager Lufitz explained that there are accessibility guidelines that have to be followed for colors and differentials.
- Commissioner Gould expressed concern about not having email addresses for the Commissioners listed on the website; Coordinator McNamara explained IT Manager Magnum does not want the emails listed for security reasons so there will be an icon linked to their email addresses.
- Coordinator McNamara provided clarification on the staff listing, calendar of events, general mailbox, affiliate links, golf tee times in response to Commissioner questions.
- Commissioner Gould asked about open gym schedules; she wants to see all the dates listed out instead of having to click on each date to see the schedule; discussion of schedules ensued.

- Commissioner Gould also asked about a list of sponsors and stated that she would like to talk about bumping up our sponsorship program sometime.
- In response to a question from Commissioner Ruff, Superintendent Eckelberry stated that historically we have not been allowed to sell advertising on our website.
- Coordinator McNamara replied the new website was built from the ground up and that Patheon is the site host in response to questions from Commissioner Sammons.
- Coordinator McNamara said that we have style and branding guidelines for consistency throughout the district in response to Commissioner Gould’s comment that the new site looks a lot like the current one.

JP thanked the board for their time and reminded them to send in their feedback after they have a chance to review the new site.

New Business

The Board reviewed a previously distributed board summary pertaining to the approval of Ordinance #23-07 Tax Levy Abatement. Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners approve Ordinance #23-07 Tax Levy Abatement. The motion was approved by a roll call; the result follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed the previously distributed presentation of 2024 Capital Plan Budget Draft. Superintendent Holder started with a review of the 2023 capital accomplishments and budget performance. Next, he went over the 2024 capital budget at \$6MIL which includes 3 major projects, Meadowlark, Celtic Turf and Palatine Hills Golf Course Maintenance Shop, that take up more than half the budget. Superintendent Holder and Nagle answered the following questions from board members.

- Commissioner Gould asked if Celtic is contributing to the turf project; Superintendent Nagle replied that there has been some internal review and discussions with the attorney, we expect to engage in a conversation with Celtic next year.
- Superintendent Holder confirmed that we have elected to receive the Open Space Lands Acquisition and Development (OSLAD) grant in one payment after completion of the project in response to a question from Commissioner Sammons.
- Superintendent Nagle replied to Commissioner Ruff with details of work to be done at the Palatine Hills Maintenance Shop; discussion of a wash bay ensued.
- Director Rea added that the next steps will be a full budget presentation in January with any changes to capital projects updated in the final presentation.

The Board reviewed the previously distributed approval of ratification of commodities contract for natural gas. Commissioner Gould moved, and Commissioner Petricca seconded that the Board of Park Commissioners approve the lowest responsible bidder, Interstate Gas Supply LLC. OH, as the gas supplier for a 24- month contract in the amount not to exceed \$0.474 per therm for the District’s natural gas supply. The motion was approved by a roll call; the result follows:

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

NAY: None

ABSENT: None

Motion passed.

Departmental Reports

The Park Board reviewed the previously distributed written District Services department report. Superintendent Eckelberry highlighted the employee benefits and wellness fair in November, audit work in payroll and benefit system, the full time salary review for 2024 is underway, we had 10 staff members that attended the risk management institute through our Safety Committee, working on PDRMA related items; staff has begun to access the PDRMA platform, C and M was busy with the website and Turkey Trot promotions, the Park Foundation did not meet in October, November or December; the next meeting will be in January. Superintendent Eckelberry will forward the meeting information to the board upon receipt.

The Board reviewed the previously distributed written Recreation department report. Superintendent Danz started her report with the Turkey Trot with the 2-Mile race up 32% from last year, wellness challenge had 39 out of 44 staff members earned a day off, aquatics is doing a great job; enrollment is up from last year, and gymnastics enrollment is also up from last year.

Superintendent Holder of the Parks and Planning department gave some verbal updates: Smith Road trail crossing is almost completed after 2 years, staff has been working on closing out end of the year projects, he's still waiting on a few invoices to get them paid on the last warrant, the boards and fences are up for the ice rink; just waiting for the temperature before they add the liner and fill it up.

The Board reviewed the previously distributed written Facilities department report. Superintendent Nagle reported on the stables horse show which went great, everyone stepped up with Toni's absence. Drop-in use is up across the board; pickleball numbers at Birchwood continue to skyrocket, Customer Service Committee having one last meeting to wrap up the year and set goals for next year.

Superintendent Costello of the Finance department wanted to give a huge shout out to Assistant Superintendent Austin for taking on an immense responsibility with payroll; she is doing a lot of work behind the scenes. He also shared that we have received \$7.9MIL from property taxes which he reinvested back in the market.

Executive Director Rea advised Commissioner Sammons and Ruff that they have both been signed up for conference, tomorrow he will start attending the NWSRA board meeting and the SLSF Luncheon after that, the leadership team will have our annual meeting to set the goals and objectives for next year and lastly Director Rea reminded the board that there is a Special Board Meeting on December 21, 2023 to approve the tax levy.

Commissioner Reports/Future Agenda Items

Commissioner Gould wished everyone a Merry Christmas and Happy New Year. She also mentioned that she would like to get a committee together in January to discuss sponsorships, get some uniformity and tighten up that program.

Commissioner Petricca wished everyone happy holidays.

Commissioner Sammons said that it's been an interesting year and wished everyone happy holidays.

Commissioner Ruff said that he attended Susannah's Gift over the weekend, was a great event. Everyone looked like they were having fun; hats off to Lisa and everyone who was there all day long. He also wished everyone a happy Holidays and thanked Donelda for all the help she provided him during the 5 years he served as the Celtic President. He would not have been able to accomplish any of that without Donelda; they did a lot of great things.

Commissioner Rogers thanked Donelda for her help over the past 18 years.

Executive Session

President Sammons requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Ruff moved and Commissioner Rogers 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) and Section 2(c)(21) Open Meetings Act (discussion of minutes of prior meetings lawfully closed). The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried at 6:19 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 Sammons seconded the motion which was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

Action on Matters Considered in Closed Session

Regarding the 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. There was no action at this time.

Regarding the Closed Session Section 2(c)(5) Open Meetings Act (discussion of the acquisition or lease of real property for the use of the District). 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 Sammons seconded that the Board of Park Commissioners approve of Resolution #23-17; Determining the Confidentiality of Closed Session Minutes. The motion was approved by a voice vote as follows:

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

NAY: None

ABSENT: None

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 Gould seconded that the Board of Park Commissioners approve Resolution #23-18, Determining the Destruction of Certain Verbatim Recordings of Closed Session Meetings. The motion which was approved by a voice vote as follows:

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

NAY: None

ABSENT: None

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 voice vote as follows:

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

NAY: None

ABSENT: None

Motion carried at 7:15 p.m.

Respectfully submitted,

Lisa Allie
Park Board Secretary

Attest:

Lisa Allie
Secretary

Approved:

Greg Sammons
President

| <u>2024 Park Board Meetings</u> | | |
|----------------------------------------|-----------------|--------------------|
| January 9, 2024 | May 14, 2024 | September 10, 2024 |
| January 23, 2024 | May 28, 2024 | September 24, 2024 |
| February 13, 2024 | June 11, 2024 | October 22, 2024 |
| February 27, 2024 | June 25, 2024 | November 12, 2024 |
| March 12, 2024 | July 9, 2024 | November 26, 2024 |
| March 26, 2024 | July 23, 2024 | December 10, 2024 |
| April 9, 2024 | August 13, 2024 | |
| April 23, 2024 | August 27, 2024 | |