



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
March 22, 2022 at 5:00 p.m.



Call to order at 5:00 p.m.

Commissioners Present

Jennifer Rogers, President
Susan Gould, Vice President
Terry Ruff, Commissioner

Commissioners Absent

Greg Sammons, Treasurer (excused)
Joe Petricca, Commissioner

Staff Present

Mike Clark, Executive Director, Secretary Pro-Tem
Donelda Danz, Supt. of Recreation
Jim Holder, Supt. of Parks & Planning
Michelle Eckelberry, Supt. of Dist. Services & Projects
Joshua Ludolph, Asst. Supt. of Facilities
Christine Hubka, Customer Service Manager

Phil Costello, Superintendent of Finance
Glenn Hussey, Asst. Supt. of Parks & Planning
Gergana Minchev, Asst. Supt. of Finance
Dayell Houzenga, Asst. Supt. of District Services
Matt Rauch, Horticulture Manager

Approval of Agenda

Commissioner Ruff moved and Commissioner Gould seconded that the agenda be approved. President Rogers asked if any changes are needed. Director Clark confirmed there are no changes. Through a roll call vote, the agenda for the meeting of March 22, 2022, was approved as presented.

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

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Gould 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 February 22, 2022; the January 2022 Financial Report; Ratification of Approval for Warrant #5 and Approval of Warrant #6. The result of the roll call vote follows:

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

Visitors and Citizens Comments

No visitors were present, and no comments submitted for inclusion in the meeting.

New Business

The Board reviewed a previously distributed board summary pertaining to the Approval of Purchase – Golf Course Maintenance Vehicle Replacement. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners approve the purchase of a John Deere 4052R Tractor for the amount of \$37,493.72 from Revels Turf and Tractor (Formerly JW Turf) through Source Well, a state-approved group purchasing agency. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the approval for the Award of Bid for Cutting Hall and Falcon Park Carpet Replacement. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners award the lowest responsible bidder, Scharm Floor Covering from Des Plaines, IL and enter into a contract in the amount of \$49,030 for the Cutting Hall & Falcon Recreation Center Carpet Replacement Project. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the approval for the Award of Bid for 2022 Paving Projects. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners award the lowest responsible bidder, Chicagoland Paving, Lake Zurich, Illinois, in an amount not to exceed \$682,644.75 for the 2022 Park Paving Projects. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the approval of Resolution 22-2, a Resolution recognizing retiring employee Steve Davis of the District's Park Department for his 34 years of service to the park district. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners approve Resolution 22-2 as presented and all the Commissioners thanked Steve for his loyalty, dedication and service and wished him well in his retirement. President Rogers waived the reading of the resolution and indicated this resolution will become a part of the official records and history of the park district. The motion was approved by a voice vote; and the vote was unanimous: Motion carried.

The Board reviewed a previously distributed board summary pertaining to the approval of Policy Section 7.07 of the Affiliate, Parent and Special Interest Group Manual as presented. This is the second reading of this policy review. Director Clark thanked Commissioner Gould for her extra time and expertise in proofing and stated that the section is now ready for approval. The motion was approved by a voice vote; and the vote was unanimous: Motion carried.

The Board reviewed a previously distributed board summary pertaining to the Award of Bid for Senior Center and Community Center Roof Rehabilitation Project. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners award the lowest responsible bidder, Anthony Roofing Tecta America LLC, Aurora, IL, in the amount not to exceed \$183,979.87 for the Senior Center and Community Center's Gym Roof Rehabilitation Projects through TIPS interlocal Purchasing System, contract number 200201. Commissioner Gould inquired as to the age of both roofs and the scope of work that needs to be performed. Superintendent Holder stated both roofs are over 20 years old and explained the work to be completed by the contractor. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the ratification with the Award of Bid for Brochure Printing Emergency Default Services. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners ratify the original bid award for 2022 Program Catalog printing (8/11/22) and award the remainder of the 2022 Program Catalog printing bid to Action Printing, with option to extend award for two (2) additional terms due to default from the original awarded company of contracted services being able to be provided on time. The motion was approved by a roll call vote; the result follows:

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

Departmental Reports

The Board reviewed the previously distributed written District Services and Projects Department Report. Superintendent Eckelberry had no changes to the written report and entertained any questions from the Board. No questions were posed.

The Board reviewed the previously distributed written Recreation Department Report. Supt. Danz briefly reviewed the report. Donelda informed the Board that the park district has hired a replacement Gymnastics Coordinator after the retirement of Barb Dunne. He comes with great experience and is held in high regard from the Chicago Park District. He may also be helpful in attempting to bring back a boy's competitive team as well.

The Board reviewed the previously distributed written Facilities Department Report. Assistant Supt. Ludolph briefly highlighted the report. He indicated that an offer has been extended for our new Assistant Theater Manager position at Cutting Hall. He also informed the Park Board that the golf course opened for the season, and we had nearly 180 rounds played over the past two days.

The Board reviewed the previously distributed written Parks and Planning Department Report. Supt. Holder briefly reviewed the report. Jim stated that the Finch Park Playground Replacement project is nearing the bidding stage and final drawings are being completed to install a particular slide which was the highest amenity rated in a community survey. Jim also formally introduced Matt Rauch, our new Horticulture Manager. Matt introduced himself and gave a brief description of his background.

The Board reviewed the previously distributed written Finance Department Report. Assistant Superintendent Minchev briefly highlighted the report. Gergana stated that our new Assistant Accountant Marc McRay, has been working out great and learning new systems and processes to assist our workload during the current staff shortage within the department. Staff has been focused on payroll system and processing. Last, she introduced our new Superintendent, Phil Costello. Phil provided a brief background and stated he was excited to be with the park district with his first official day being tomorrow.

Executive Director Report

The Board reviewed the previously distributed written Executive Director Report. Executive Director Clark highlighted items within his report. Mike indicated that his attendance at the recent legislative conference in Springfield was successful and indicated several pieces of park district related impact legislation that has passed or is well on its way to becoming new laws. He also indicated he is pleased about the level of new hires staff has been able to secure as we come out of the pandemic great resignation stage. The new staff are of high quality with extensive related experience.

Commissioner Reports/Future Agenda Items

Commissioner Gould asked for everyone to save the date of September 19, 2022, for the Realtor’s Against Homelessness event golf outing being held at the Schaumburg Park District golf course and banquet facility and hoped everyone could support this event and cause again after a two year hiatus.

Adjourn to Executive Session

President Rogers then entertained a motion to move into Executive Closed Session for the purposes of discussing Section 2(c)(1) of the Open Meetings Act authorizes only closed session discussion of the appointment, employment, compensation, discipline, performance, or dismissal of "specific employees" of the public body. Motion was made by Commissioner Ruff and seconded by Commissioner Gould to move into executive session. The motion was approved by a roll call vote; the result follows:

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

Adjournment

After President Rogers adjourned the executive session and determining that no action is needed on matters discussed in closed session. As well as there being no further business to come before the Park Board on this date, Commissioner Gould moved that the regular meeting be adjourned. Commissioner Ruff seconded the motion which was unanimously approved by a roll call vote.

AYE: Terry Ruff, Susan Gould, Jennifer Rogers
NAY: None
ABSENT: Joe Petricca, Greg Sammons
Motion carried at 5:18 p.m.

Respectfully submitted,

Michael Clark
Park Board Secretary Pro-Tem

Attest:

Approved:

Michael Clark
Secretary Pro-Tem

Jennifer Rogers
President

2022 Remaining Park Board Meetings

April 12, 2022
April 26, 2022
May 10, 2022
May 24, 2022
June 14, 2022

June 28, 2022
July 12, 2022
July 26, 2022
August 9, 2022
August 23, 2022
September 13, 2022

September 27, 2022
October 11, 2022
October 25, 2022
November 8, 2022
November 22, 2022
December 13, 2022