



REGULAR BOARD MEETING

BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT

Location at Village of Palatine Community Room B

Minutes of July 27, 2021 at 5:00 p.m.

Commissioners Present at 5 p.m.

Jennifer Rogers, President
Susan Gould, Vice President
Greg Sammons, Treasurer

Joe Petricca
Terry Ruff

Staff Present

Mike Clark, Executive Director
Cheryl Tynczuk, Supt. of District Services & Projects
Michelle Eckleberry, Supt. of District Services & Projects
Donelda Danz, Supt. of Recreation
Jim Holder, Supt. of Parks & Planning
Joshua Ludolph, Asst. Supt. of Facilities
Colleen Palmer, Asst. Supt. of Recreation
Glenn Hussey, Asst. Supt. of Parks & Planning

Christine Hubka, Customer Service Manager
Patrick Griffin, Aquatics Manager
Cathi Fabjance, CARE Manager
Heidi Linehan, CARE Coordinator
Sanjna (Sunny) Batra, Aquatics staff
Eli Sherman, Aquatics staff
Adam Murrill, Parks staff
Trish Feid, Park Board Secretary/Executive Asst.

Visitors and Citizens

Ed Tynczuk

Approval of Agenda

Commissioner Gould moved and Commissioner Ruff seconded that the agenda be approved. The award of bid for the program catalog was removed from July 27, 2021 agenda and will be presented at the next Park Board meeting. By a roll call vote, the agenda for the meeting of July 27, 2021 was approved amended.

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

NAY: None

ABSENT: None

Motion carried as amended.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Gould moved and Commissioner Sammons 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 June 22, 2021; Ratification of Warrant #13; and Warrant #14. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Visitors and Citizens Comments

President Rogers confirmed no questions were presented from the public prior to or during the meeting of July 27, 2021.

Special Recognition

The Park Board gave special recognition to Palatine Park District Lifeguard staff. Aquatics Manager Patrick Griffin acknowledged Sanjna (Sunny) Batra; Eli Sherman; Avery Monacella; Delaney Morse; and Dylon Siepka

for their action with the rescue and administering of CPR on June 22, 2021, to a struggling young swimmer at Birchwood Community Pool. Griffin added that we could not be prouder of the pool staff and that they take their training seriously. Sunny and Eli were present to receive their recognition and appreciation certificates from President Rogers on behalf of the Park Board. Commissioner Ruff said that parents send their children to the pool and expect that lifeguards do their job, but when something happens, this is a big deal. Commissioner Gould and the entire Board said that this is something that you will remember always. Director Clark congratulated Sunny and Eli; and the Board wished them a nice summer.

The Board reviewed a previously distributed board summary pertaining to the Adoption of Resolution #21-02; Recognition of Cheryl Tynczuk. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners adopt Resolution #21-02 for recognition and appreciation of Cheryl Tynczuk. President Rogers read the resolution honoring Cheryl for her commitment and outstanding contribution to Palatine Park District for 28 years. The Park Board and staff congratulated Cheryl and wished her well in her retirement. The Resolution was unanimously accepted; motion carried.

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

NAY: None

ABSENT: None

Motion carried.

Departmental Reports

The Board reviewed the previously distributed Written District Services and Projects Department Report. Supt. Tynczuk introduced 2 new staff, Recruitment and Volunteer Coordinator Jess Drew and Supt. of District Services and Projects Michelle Eckleberry. Regarding the report, recruitment is going fairly well; and the mobile punch for time clock processing will be an easier payroll process for managers and staff.

The Board reviewed the previously distributed Written Recreation Department Report. Supt. Danz introduced Cathi Fabjance and Heidi Linehan with the District's CARE program, as of July 1, 2021, they are now employees of the Park District. Director Clark added that they are stationed at a Village of Palatine building, which the Park District is leasing. Danz moved to the report highlights, Preschool is full now and staff added an afternoon class but there still is a light wait list. The Sounds of Summer and the Towne Square Spotlight events were all performed at amphitheater, which worked out as a better venue; staff plans to continue with this year's plan with location for 2022, although may use Towne Square for small events. This Thursday is the Canine Carnival event, weather permitting. The gymnastics programming is looking good Commissioner Sammons added, Danz said that staff is working on building the program back up. Also, Danz said that staff is looking for staff for the post season lap swim programming, we are trying to have the program at Birchwood or Eagle pools especially for the 2 weeks that Harper is closed.

The Board reviewed the previously distributed Written Parks and Planning Department Report. Supt. Holder introduced Adam Murrill, recent new hire for Parks. Regarding the report highlights, the Hometown Fest went off well this year, great sales and well attended. Holder added that the Jaycees are looking to develop a tenure program for chairpersons during their change in command. Holder provided project updates and staff is prepping for the fall season.

The Board reviewed the previously distributed Written Facilities Department Report. Asst. Supt. Ludolph said that golf course is doing well this season; new promotions at Fitness Center to attract new members; staff moved fitness equipment back to main center and to stretching area; and lastly, a POC golf outing reminder.

The Board reviewed the previously distributed Written Finance Department Report. Customer Service Manager Hubka introduced Keith Kroll, new hire in Finance, who worked for the District as contractual hire for 2 years and now 6 months at the District. Regarding the report highlights, June was busy with 110 new

hires; payable updates; the hiring of the Assistant Supt. of Finance is underway; the department is working on annual goals; and Supt. Torres is working on the Cost Recovery Committee. Regarding the Registration Report, Hubka said that households are increasing, a lot created before the June (summer) registration; registration numbers for June are up 51 % from last month along with summer programming. Hubka briefed the Board on the meeting with IT Dan Mangum to correct the phone system problems; Mangum created an email box for voice mail messages. Commissioner Ruff asked about phone voice message system, which is still having issues and it is not resolved. Clark said that staff is looking into it. Commissioner Ruff inquired about the RecTrac software issues, Director Clark said that the problem has been evaluated to a management team and Clark will ask Zaida to provide an update on progress. Commissioner Sammons asked about the processing with RecTrac and the difficulty that staff had with the audit and reports; Sammons asked about the extra workload for staff to manually track refunds, etc. Clark said that it is still extra work for staff with manual entries, etc. President Rogers noted there were no other reports. The Park Board thanked staff for the Department Reports.

New Business

The Board reviewed a previously distributed board summary pertaining to the award of bid for the Birchwood Main Drive Project. Commissioner Ruff moved and Commissioner Sammons seconded that the Board of Park Commissioners approve the lowest responsible bidder, A Lamp Concrete Contractors of Schaumburg in Illinois, in an amount not to exceed \$569,633 for the Birchwood Main Drive Replacement Project. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion carried.

Executive Director's Report

The Board reviewed the previously distributed Executive Director Report. Executive Director Clark said that it is nice to see everyone, President Rogers mentioned the wearing of masks returning, Clark said that staff is staying on top with the changes. Staff is busy with the hiring of many new staff, many vacant positions during the pandemic. Clark said that the employee health insurance meeting is this Thursday and the 2022 rates are phenomenal; committee to discuss employee/employer ratios and timing of distribution. Billy Sharp was selected as Brad Helms' replacement; Billy presented a great portfolio during his interview. Compliments to Jim Holder with the Maple Park redevelopment project. Also, congratulation to Colleen Palmer and staff with day camps, successful camp season with great staff. Clark gave congratulations to Cheryl Tynczuk on her retirement and thanked her for her years of service at the District. Clark wanted to welcomed Michelle Eckleberry who is a great addition to Leadership Team. Commissioner Gould complimented Parks staff who helped the Woodridge Park District after the tornado, President Rogers said that Arlington Heights Park District added said that the Palatine Park District were highly organized.

Commissioner Reports/Future Agenda Items

Commissioner Gould gave comments on the rental agreement, which is very confusing and needs many adjustments.

President Rogers mentioned that no future agenda items were presented.

Executive Session

President Rogers requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Gould moved and Commissioner Sammons seconded that the Board of Park Commissioners go into closed session for discussion of Executive Session; Section 2(c)(21) Open Meetings Act

(discussion of minutes of prior meetings lawfully closed under the Open Meetings Act, for the purpose of review, approval or release of such minutes) and Section 2(c)(5) Open Meetings Act (discussion of the acquisition or lease of real property for the use of the District). The result of the roll call vote follows:

AYE: Terry Ruff, Joe Petricca, Greg Sammons, Susan Gould, Jennifer Rogers
NAY: None
ABSENT: None
Motion carried at 5:48 p.m.

Return to Open Session

Commissioner Gould moved to come out of closed session at 6:15 p.m. and resumed to the regular meeting of the Board of Park Commissioners; Commissioner Sammons 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 carried.

Action on Matters Considered in Closed Session

President Rogers said the Board of Park Commissioners met in closed session to discuss two topics. Regarding discussions of property items, President Rogers said that there is no action at this time. Regarding the second item of Executive Session 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 Gould motioned and Commissioner Ruff seconded that the Board of Park Commissioners approve Resolution #21-03; Determining the Confidentiality of Closed Sessions Minutes, and agreed that the presented closed session minutes have been determined to remain as confidential and will continue to be held. The motion which was approved by a roll call vote as follows:

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

Adjournment

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

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Jennifer Rogers
President

2021 Park Board Meetings

August 24, 2021
September 14, 2021
September 28, 2021

October 12, 2021
October 26, 2021
November 9, 2021

November 23, 2021
December 14, 2021