



Virtual Meeting
REGULAR BOARD MEETING
 BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT
 Minutes of August 24, 2021 at 5:00 p.m.

President Rogers called the remote meeting to order at 5:00 p.m. and acknowledged due to Restore Illinois Mitigation guidelines tonight’s Board meeting will be conducted via video Zoom platform, and in accordance with SB 2135. To ensure all discussion, testimony and votes could be heard President Rogers confirmed each member of the Board was able to hear her by a roll call response.

Commissioners Present

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

Staff Present

Mike Clark, Executive Director	Joshua Ludolph, Asst. Supt. of Facilities
Donelda Danz, Supt. of Recreation	Colleen Palmer, Asst. Supt. of Recreation
Steve Nagle, Supt. of Facilities	Glenn Hussey, Asst. Supt. of Parks & Planning
Jim Holder, Supt. of Parks & Planning	Michael Noens, Marketing & Communications
Zaida Torres, Supt. of Finance	Christine Hubka, Customer Service Manager
Michelle Eckelberry, Supt. of District Services & Projects	Trish Feid, Park Board Secretary/Executive Asst.

Visitors and Citizens

No attendees.

Approval of Agenda

Commissioner Gould moved and Commissioner Ruff seconded that the agenda be approved. By a roll call vote, the agenda for the meeting of August 24, 2021 was approved.

AYE: Terry Ruff, Joe Petricca, Greg Sammons, Susan Gould, Jennifer Rogers
 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. By a roll call vote, the following items on the consent agenda were approved: Regular Meeting Minutes of July 27, 2021; Closed Session Minutes of July 27, 2021; July Monthly Financials; Ratification of Warrant #15; and Warrant #16. 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 August 24, 2021.

Departmental Reports

The Board reviewed the previously distributed Written District Services and Projects Department Report. Supt. Eckelberry highlighted some of the report items, plenty of transition for Recruitment and Volunteer Coordinator Drew who has jumped in with both feet, Drew is doing a great job; IT is closing out many projects while keeping our data well protected and safe. Former employee Cheryl Tynczuk worked with Risk Manager Udany with moving over project management duties while Udany stays on track monitoring what is going on with COVID. Communications and Marketing closed-out many tasks; Community Outreach Coordinator McNamara continues developing the District's pod casts which receives great reviews. President Rogers likes the social media videos highlighting staff, special events, etc.

The Board reviewed the previously distributed Written Recreation Department Report. Supt. Danz thanked Commissioner Gould for being one of the District's sponsors for the Canine Carnival event, which was a successful event. Other report topics include, the Dog Park registrations are up from 2019; preschool programming is full; and unfortunately, C.A.R.E. numbers are not where staff wanted them. The Performing Arts programs are attracting participation; Harper swim lesson participation numbers are down a little; however, the outdoor sports are doing very well, skateboarding lessons are doing great, and overall the programming revenue is up. Staff changed Feet Fest to a virtual race due to registration numbers; Danz and Recreation & Fitness Program Coordinator Shariatzadeh will hand out the Feet Fest bags this Sunday.

The Board reviewed the previously distributed Written Parks and Planning Department Report. Supt. Holder provided the report highlights and gave updates on the Birchwood drive project. The Celtic Cup tournament prep work is completed, Hamilton Park and Celtic Park are the fields they are using for the Labor Day tournament; at the moment the enrollment is low for the Celtic Cup. Holder gave a shout out on a co-department teamwork due to the big windstorm in the area; Parks staff Brandon McCallum, Luke Gimmler and Recreation's Aquatics Manager Patrick Griffin worked together at 8:00 p.m., the night of the storm, to put the fence back up that was torn down by the strong winds at Family Aquatic Center; then next day the entire Parks Crew were able to tightly secure the fence. In response to President Rogers' inquiry, Holder said the Family Aquatic Center lights were turned on due to water in the pool, and the other lights on at the pool may be the security lights going on.

The Board reviewed the previously distributed Written Facilities Department Report. Supt. Nagle noted 2 recently filled staffing positions: Community Center Facility Asst. Manager and Falcon Park Facility Asst. Manager, the new hires will join an upcoming Board meeting. Nagle highlighted the POC and ICompete events and fundraisers. Staff has a stables' staff hire under consideration for a full-time position. Other highlights include the good reviews on new golf carts, Falcon Park turf replacement project updates, and rental/customer service dashboard information. President Rogers inquired about the caretaker living onsite at the Stables and asked if it is common for them to stay onsite; Nagle said that it is common practice for such facilities to have a caretaker stay onsite. Director Clark said that there are improvements that would need to be made on the apartment. Commissioner Ruff asked about security measures at Palatine Stables since no one is on site during the night; Commissioner Gould suggested camera or motion lights. Staff will have discussion.

The Board reviewed the previously distributed Written Finance Department Report. Supt. Torres reviewed data from the report, July number of employees has increased significantly and July had 3 payroll cycles; the Recreation Department continues to strategize with hiring of part-time staff; staff included graphs within the report to clarify the purchase card data. Regarding a follow-up on a Board question, RecTrac continues to work with Aquatics Manager Griffin and Senior Accountant Lyons on the issues; staff will continue to manually make entries and/or adjustments as they come in; Director Clark has requested contact information for RecTrac to expedite the situation so that staff can go into certain areas of the system to make any general ledger (GL) adjustments, etc. instead of manually inputting numbers. Other highlights include the PMA projection data which is in progress; Asst. Supt. of Finance hiring process is now in the second round of

interviews with in-basket exercises; working with new staff on their budgets and updates. Customer Service Manager Hubka reviewed the Registration Report, July numbers are almost where we were in 2019; registration numbers continue going up; summer programming registration numbers are up from last month; the processing of refunds are going down; and staff Lisa Alley moved to the Communications and Marketing Department, Alley is still helping with a few registration needs as we find her replacement; and staff continues to hire additional part time registration staff. Hubka and Assistant Customer Service Manager Bialek helped with the Canine Carnival event last week; and Registration's C.A.R.E. Representative Orr is extremely busy.

New Business

The Board reviewed a previously distributed board summary pertaining to the Approval of Resolution #21-04 for 2022 Northwest Special Recreation Association (NWSRA), Annual Member District Contribution. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners approve Resolution #21-04, a Resolution approving the annual member district contribution for the year 2022 to Northwest Special Recreation Association (NWSRA) to serve the residents of the Palatine Park District who have special needs. Director Clark said that COVID is still impacting everyone's budgets; NWSRA is doing a good job with servicing, keeping staff engaged and with cost containment. This year was a flat contribution. 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.

The Board reviewed a previously distributed board summary pertaining to the recommendation and approval of the Insurance Renewal for 2022 Plan Year. Commissioner Ruff moved and Commissioner Sammons seconded that the Board of Park Commissioners approve the Insurance Committee recommendations as follows:

1. No changes to the plan, coverages, or deductibles for 2022 except for the new dental provider of Delta.
2. The employee and employer premium rates of payment remain the same and the savings of the dental or other health plan options where a reduction in rates is present, that the savings is passed to the park district and gain equity in the IPBC account where employee rates remain flat.
3. The district annual contributions will remain the same as last year with one-quarter of the contribution made upfront with remaining premium contributions to employee health savings accounts being paid equally amongst the rest of the pay periods.

Director Clark said that we confirmed the numbers with IPBC, which the memo explains. Clark thanked Commissioner Sammons for his time being a part of the committee. Commissioner Sammons said that Dan Parker of Arthur J. Gallagher & Company is a great communicator, the 2022 plan year rates are great and it was a great first committee meeting. It is a well thought out plan. 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.

The Board reviewed a previously distributed board summary pertaining to the award of bid for the 2022 Program Catalog Printing. Commissioner Gould moved and Commissioner Petricca seconded that the Board of Park Commissioners accept the bid from Indiana Printing & Publishing Company of Indiana, Pennsylvania,

in an amount not to exceed \$92,064 per year for the printing of the 2022 Program Catalog. Communications and Marketing Manager Noens said that the memo explained why we went with the second lowest bidder. 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.

The Board reviewed a previously distributed board summary pertaining to the approval of the Fitness Center Equipment Replacement Purchase. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners approve the purchase of cardio equipment from Matrix Fitness USA through the National Cooperative Purchase Alliance joint purchasing program in the amount of \$38,000. Commissioner Sammons asked if this is a standard purchasing model; Supt. Nagle said that it is the best value for the park district and includes equipment trade-in options. 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.

The Board reviewed a previously distributed board summary pertaining to the approval of the rejection of Asphalt Bids for the Asphalt Maintenance Project. Commissioner Gould moved and Commissioner Petricca seconded that the Board of Park Commissioners reject all bids for the Asphalt Maintenance Project. Commissioner Sammons asked about the strategy on project, Supt. Holder said that staff works off the replacement list we created and it is used as a guideline. Holder said that staff was not comfortable with the bid results and the lowest bidder has always been the highest bid in the past. 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 Report

The Board reviewed the previously distributed Executive Director Report. Executive Director Clark said that he wished we were back in-person for the Park Board meetings. Clark thanked everyone for the support and well wishes for his dad. COVID significantly impacts the way we operate; the District is staying steadfast during these times and staff will continue to monitor the COVID situation. The revenue streams continue to grow, we have hit 1B classification, but will run out of time for projects to be completed. Cutting Hall had water issues and staff is working very hard with vendors and the theater groups during the closing with hopes the closure time is very minimal.

Commissioner Reports/Future Agenda Items

Commissioner Sammons played golf last Sunday and mentioned that Palatine Hills Golf Course was great.

Regarding a post Commissioner Gould saw on Facebook, Commissioner Gould noticed that the District's website does not show guidance on handicap amenities and being ADA accessible at our parks. Director Clark said that we can highlight the information on our website. On a side note and a trivia question, Commissioner

Gould had someone refer to Hamilton Playground as the “catchup and mustard playground”.

President Rogers commented to everyone to hang in there as things are all over the place; keep smiling and doing the best you can.

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)(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 6:05 p.m.

President Rogers left the meeting around 6:25 p.m.

Return to Open Session

Vice President Gould moved to come out of closed session at 6:47 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,
NAY: None
ABSENT: Jennifer Rogers
Motion carried.

Action on Matters Considered in Closed Session

Vice President Gould said the Board of Park Commissioners met in closed session regarding discussions of property items, Vice President Gould said that there is no action at this time.

Adjournment

There being no further business to come before the Park Board on this date Vice President 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
NAY: None
ABSENT: Jennifer Rogers
Motion carried at 6:47 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Jennifer Rogers
President

2021 Park Board Meetings

September 14, 2021
September 28, 2021
October 12, 2021

October 26, 2021
November 9, 2021
November 23, 2021

December 14, 2021