



Virtual Meeting
REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT
Minutes of September 28, 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. President Rogers requested to add closed session item of property to the agenda. With consensus of the Park Board and through a roll call vote, the agenda for the meeting of September 28, 2021 was approved as 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 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 September 14, 2021; Closed Session Minutes of September 14, 2021; Resolution #21-05 Appointment of IMRF Agenda: Gergana Minchev; August Monthly Financials; and Warrant #18. 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 September 28, 2021.

Departmental Reports

The Board reviewed the previously distributed Written Parks and Planning Department Report. Supt. Holder provided the report highlights and gave an update on the Birchwood main drive project, which is delayed another week, they plan to have the project completed by November 11. Holder said that 4 residents are interested to connect to the drainpipe. In response to Commissioner Sammons, Holder said that we have 6 or 7 residents that qualify for the connection, staff will check with the ones we have not heard back from. The Public Land Day at the Stables was last weekend, the high school's environmental club did a lot of work; Horticulture Manager Zak and Recruitment/Volunteer Coordinator Drew plan to formalize a long-term restoration plan of our parks and tie it in to the club's schedule. Zak is excited to get the interested kids involved. Lastly, Holder wanted to give a special shoutout to the Trades Crew, they noticed a watermain break and completed the repair, in the future we can repair our own with or without the Village of Palatine's assistance.

The Board reviewed the previously distributed Written Facilities Department Report. Supt. Nagle had a couple of recent items to update the Park Board on. Palatine Stables' Anna VanGilder received the 1st place award at last weekend's final away horse show; the Stables overall had a great season this year. Falcon Park Recreation Center hosted the Chamber expos, they had a great turnout. The annual Stables' Camp-Out event is coming up; and Saturday, October 9 is Fall Fest at Palatine Stables. This past weekend Cutting Hall had a nice reopening, many tickets were sold over the weekend. Regarding COVID, President Rogers asked about requirements when entering Cutting Hall; staff has looked at the various standards prior to each show and watching closely to confirm appropriate protocol. Wondering about the decrease in participation numbers at the Fitness Center, Commissioner Sammons asked is the facility doing what we want, Nagle said that there has been a trend with seeing the numbers going down with the opening of nearby competitions. It is a concern and staff has been aggressive with making a business plan. During NRPA last week, many park districts were sharing the same comments with fitness memberships being down and Director Clark added that home-use fitness equipment has skyrocketed. There has been a change of behavior due to COVID. Nagle wanted to update the Board that hay storage project has been canceled, no bid process for now and staff plans to revisit the project down the road.

The Board reviewed the previously distributed Written Finance Department Report. Supt. Torres reviewed data from the report, activity of part-time staff on payroll is decreasing since summer events and programming are over; with less capital expenses, the payables are down; August payroll numbers are lower, Torres pointed out that in July we had 3 payrolls; and the District continues with conservative spending and the capital planning is reviewed and updated. With Torres' upcoming departure, Torres has kept the District up to speed with preparing significant financial documents and the 2022 first draft of the budget, which will get the District through to the rest of the year. Director Clark, Griffin and Lyons will continue to work through our issues with RecTrac's upper management representatives and have discussions. Next Monday, the Asst. Supt. of Finance Minchev starts, Torres added Minchev as IMRF agent; assigned her to the bank accounts for access to make transfers, etc., effective her start date. Torres mentioned that staff is ready with the IMRF lump payment and highlighted that it is good to continue the goal to pay off the liability. The first draft of the budget is completed and thank you to the Department Heads for staying on top of tasks so Torres could complete the draft budget before she leaves. Torres wanted to acknowledge that Accounting Assistant Kroll is amazing and well equipped to help Gergana Minchev, Kroll has worked with Torres to learned new tasks, thanks to Keith Kroll's attentiveness and focus during a very busy time. Torres updated the Board that the PMA projections are ready; the department goals are in place; and met with Human Resources on the job description for my successor. Hubka and Bialek have both returned to work after time off, Torres has planned a meet and greet lunch on Monday with the new Asst. Supt. of Finance and the finance/registration staff. Lastly, Torres said farewell to the Board and thank you to the board for their support and trust towards staff especially during COVID and Torres thanked them for the opportunity to be Supt. of Finance; Torres gave thanks to Executive Director and for the opportunity; also thanks to her co-workers. Torres gave a special thank you to her finance department staff and customer service division staff, when she started at the District

her department was going through a lot of uncertainty and challenges, we worked great together and built strong relationships; Torres wanted the Board to know that her staff are exceptional individuals and that she was glad to be a part of the work team; the department overcame and accomplishment many impossible undertakings including a perfect audit, this was the first time for the Palatine Park District. Torres said good-bye and that she will miss everyone!

Customer Service Manager Hubka reviewed the Registration Report. Hubka said that the trend continues, creating households are going up; memberships are doing well; registration numbers are up; and refund totals down from last year. This month a lot of time was spend on recruiting staff. Also, staff plans to find Jean’s replacement and gave a thank you to staffs’ help during the transition. Hubka mentioned congratulations to Asst. Customer Service Bialek (Birchwood location) on baby Dominic, their third child.

New Business

The Board reviewed a previously distributed board summary pertaining to the Approval of IMRF Lump Sum Payment. Commissioner Sammons moved and Commissioner Petricca seconded that the Board of Park Commissioners authorize the 4th lump sum payment to IMRF of \$313,602.14, as the majority set forth in the 2022 Combined Budget and Appropriation Ordinance number 22-04 to be approved in January 2022. 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 Resolution #21-06 Truth in Taxation Resolution, Projected Tax Levy. Commissioner Gould moved and Commissioner Petricca seconded that the Board of Commissioners approve Resolution #21-06, a Resolution providing an estimate for the 2021 property tax levy. 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

No written report was presented; Executive Director Clark said that National Recreation and Park Association Congress (conference) was very different this year but it was good to reconnect with colleagues; Clark said that his speaking engagement went great along with his duties for the American Academy for Park and Recreation. Sessions were good; the schedule was different due to spreading out people for the sessions and keeping it safe. Regarding budgeting review these days; the District is being conservative with estimates and projections; and cost containments; Supt. of Finance Torres provided the trimester financial reports which is the overall picture of the District, one report with bonds, etc. and the other report is just operation expenses, which are down more than programming. Director Clark thanked staff for their due diligence throughout the year.

Commissioner Reports/Future Agenda Items

Commissioner Ruff shared compliments to Parks’ staff for cleaning the vandalism Friday night before the Celtic games at noon on Saturday. Commissioner Ruff told Zaida Torres that you will be missed and thank you very much!

Commissioner Sammons said thank you to Zaida Torres for her service and wished her the best of luck in her future endeavor.

Commissioners Petricca joined in on the thank you to Zaida.

Commissioner Gould ditto the thank you and we will miss you Zaida and wished her good luck; Commissioner Gould said that we know you will do a good job for Antioch and they are lucky to get you!

President Rogers shared the same sentiments and wished Supt. of Finance Zaida Torres much success.

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 Ruff seconded that the Board of Park Commissioners go into closed session for discussion of Executive Session; Section 2(c)(5) Open Meetings Act for 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 5:34 p.m.

Return to Open Session

Commissioner Gould moved to come out of closed session at 5:55 p.m. and resumed 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, 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 regarding discussions of property items, President Rogers said that there is no action at this time.

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 Petricca 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 5:55 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Trish Feid
Secretary

Approved:

Jennifer Rogers
President

2021 Park Board Meetings

October 26, 2021
November 9, 2021

November 23, 2021
December 14, 2021