



Virtual Meeting
REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT
Minutes of October 26, 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	Colleen Palmer, Asst. Supt. of Recreation
Donelda Danz, Supt. of Recreation	Glenn Hussey, Asst. Supt. of Parks & Planning
Steve Nagle, Supt. of Facilities	Gergana Minchev, Asst. Supt. of Finance
Jim Holder, Supt. of Parks & Planning	Dayell Houzenga, Asst. Supt. of District Services
Michelle Eckelberry, Supt. of District Services & Projects	Christine Hubka, Customer Service Manager
Joshua Ludolph, Asst. Supt. of Facilities	Trish Feid, Park Board Secretary/Executive Asst.

Visitors and Citizens

Jen Anderson, Jaycees	Megan O'Brien, Jaycees
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Approval of Agenda

Commissioner Gould moved and Commissioner Ruff seconded that the agenda be approved. With consensus of the Park Board and through a roll call vote, the agenda for the meeting of October 26, 2021 was approved.

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

NAY: None

ABSENT: 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 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 September 28, 2021; Closed Session Minutes of September 28, 2021; 2022 IAPD Annual Meeting Delegate/Alternates Credentials Certificate; September Monthly Activity Reports; Ratification of Warrant #19; and Warrant #20. The result of the roll call vote follows:

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

NAY: None

ABSENT: Joe Petricca

Motion carried.

Visitors and Citizens Comments

President Rogers confirmed no questions were presented from the public prior to or during the meeting of October 26, 2021.

New Business

The Board reviewed a previously distributed board summary pertaining to the Approval of Jaycees 2022 Hometown Fest Celebration Request. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners approve the Palatine Jaycees use of Community Park and associated facilities for the 2022 Hometown Festival. Staff shall be directed to coordinate assistance for the celebration as listed in the request. Supt. Holder introduced Jen Anderson and Megan O'Brien of the Palatine Jaycees who were in attendance to answer any questions and review the request regarding 2022 Hometown Fest. President Rogers reminded them to keep in mind any changes with mitigation updates. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: Joe Petricca

Motion carried.

This is for information only. The Board reviewed a previously distributed board summary pertaining and the 2nd trimester report. With the end of August, the Park District completed performance of the 2nd trimester of the 2021 fiscal year. As indicated when the Agency Work Plan for 2021 was presented and adopted by the Park Board, staff would provide trimester progress reports to the Board on what work and accomplishments have been completed each trimester by agency and aligned department goals.

Departmental Reports

The Board reviewed the previously distributed written District Services and Projects Department Report. Supt. Eckelberry said that September was a month of transitions and interviews; hired Asst. Supt. Minchev and Asst. Supt. Houzenga. IT worked the transition on Time-Pro and the phone systems. Risk Management continues to work on the crisis response plan process. Communications and Marketing worked on lot of different collaborations with staff during the month. Asst. Supt. Houzenga introduced herself to the Board and provided background on her career. The Park Board welcomed her to the District.

The Board reviewed the previously distributed written Recreation Department Report. Supt. Danz highlighted various events; Danz gave thanks to Asst. Supt. Palmer on spearheading the IAPD/IPRA event hosted at our park district. Staff recently hired new dance lead and instructor for the dance program. Commissioner Sammons asked about the Hunter Safety course, Danz confirmed it is through DNR.

The Board reviewed the previously distributed written Parks and Planning Department Report. Supt. Holder provided updates on the Birchwood main drive project and the property at 206 East Palatine Road, the recently acquired home. From street view, Commissioner Sammons commented that the home looks good, Holder said that staff will check on the property routinely until the demolition is completed.

The Board reviewed the previously distributed written Facilities Department Report. Supt. Nagle had a couple of highlights to mention, with the nice weather the golf course numbers are looking good. Nagle complimented Asst. Supt Ludolph and Facilities Manager Schmerer on streamlining the report's data with creating graphs. The annual Fall Fest at Palatine Stables had great weather and great support of staff and visitors, we received many positive comments; the ICompete's Trunk and Treat event was successful, staff posted event pictures in the board packet.

The Board reviewed the previously distributed written Finance Department Report. Asst. Supt. Minchev introduced herself to the Board and provided background on her career. The Park Board welcomed her to the Park District. Minchev said that staff is promoting utilizing the p-card when possible. Commissioner Sammons commented on the Monthly Activity Report, the format did not look familiar and is different from previous reports; Clark said that when we are fully staff, he intends to bring back the snapshot of the District's

financials. Customer Service Manager Hubka reviewed the Registration Report. Hubka said that the trend continues with program numbers increasing and staff continues to work on recruiting staff.

Commissioner Petricca was able to participate in the meeting after having problems with joining the meeting.

Executive Director Report

The Board reviewed the previously distributed written Executive Director Report. Executive Director Clark said that the 2022 budget draft is just about ready to be posted for the Board and staff to review; Clark thanked staff, former employee Zaida Torres, Accounting Assistant Kroll and Asst. Supt. Minchev for the work on the budget. Clark explained the budget approval process over the next couple of months. Clark wanted to acknowledge Supt. Holder and the Village of Palatine on the Birchwood drive project. Many staff participated in the Diversity, Equity, and Inclusion workshop this week, staff has ideas on considering a new staff committee and have DEI officers appointed for the District. President Rogers likes the awareness of DEI with staff. Clark had a meeting this week with Eric Anderson with Piper Jaffrey and Asst. Supt. Minchev to prepare for the District’s short-term roll over bond issues.

Commissioner Reports/Future Agenda Items

Commissioner Ruff welcomed the new staff.

Commissioner Gould complimented staff on the recent fall events.

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 Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners go into closed session for discussion of Executive Session; Section 2(c)(2) Open Meetings Act regarding collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees. 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 5:43 p.m.

Return to Open Session

Commissioner Gould moved to come out of closed session at 5:57 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 and 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 Sammons 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 5:57 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Approved:

Trish Feid
Secretary

Jennifer Rogers
President

2021 Park Board Meetings

November 9, 2021

November 23, 2021

December 14, 2021