



Virtual Meeting  
REGULAR BOARD MEETING  
BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT  
Minutes of November 23, 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  
Susan Gould, Vice President

Greg Sammons, Treasurer  
Terry Ruff

Commissioner Absent

Joe Petricca

Staff Present

Mike Clark, Executive Director	Gergana Minchev, Asst. Supt. of Finance
Donelda Danz, Supt. of Recreation	Dayell Houzenga, Asst. Supt. of District Services
Steve Nagle, Supt. of Facilities	Christine Hubka, Customer Service Manager
Jim Holder, Supt. of Parks & Planning	Patrick Griffin, Aquatics Manager
Michelle Eckelberry, Supt. of District Services & Projects	Tony Gallagher, Swim Team Coordinator
Joshua Ludolph, Asst. Supt. of Facilities	Lisa Swan, Cultural Arts Coordinator
Colleen Palmer, Asst. Supt. of Recreation	Trish Feid, Park Board Secretary/Executive Asst.
Glenn Hussey, Asst. Supt. of Parks & Planning	

Visitors and Citizens

Emil Borre, Swim Team Parent Board President

Approval of Agenda

Regarding the agenda, President Rogers stated to move item #5E to the top of the Department Reports and to remove item #6A from the agenda. Commissioner Sammons moved and Commissioner Gould seconded that the amended agenda be approved. With consensus of the Park Board and through a roll call vote, the agenda for the meeting of November 23, 2021 was approved as amended.

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

NAY: None

ABSENT: Joe Petricca

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 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 November 9, 2021; October Monthly Financials; and Warrant #22. 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 November 23, 2021.

### Departmental Reports

The Board reviewed the previously distributed written Annual Swim Team Report. Aquatics Manager Griffin introduced Swim Team Coordinator Tony Gallagher and Swim Team Parent Board President Emil Borre to the meeting. Gallagher said that there is a lot going on with the swim program. Since April, the program has cut down on traveling to various venues for practices and now back to using our regular pools: Harper and the high schools. This had been very beneficial to the families and swimmers to be back around town. Other items mentioned include that the participation numbers with the club are over 200; staff received a safe sport recognition award; highlighted the various activities offered; the swim meets are getting back to normal and individuals broke team records. Parent Board President Borre provided the Park Board with a background on his involvement with the program and having 3 kids on team throughout his tenure. Borre is happy that things are getting back to normal, it is great to be back in the local pools and participating in meets, etc. The registration numbers are going up. Borre wanted to stress that hosting the meets at Birchwood Pool was huge for the swim team organization; we appreciated having 2 weekends at Birchwood Pool which are the swim team's biggest fundraisers. In response to Commissioner Sammons, Gallagher said that the winter season just started now. President Rogers and the Board said thank you to Parent Board President Borre and Swim Team Coordinator Gallagher for all you do.

The Board reviewed the previously distributed written Parks and Planning Department Report. Supt. Holder provided updates on the Birchwood main drive project regarding the pathway and he reviewed the small list of things to finish. Holder said that some of the work to finish will be completed in 2022. Holder responded to Commissioner Gould about the signage situation, which was being addressed. Holder said that for the next meeting in December we will have a change order approval for the Birchwood main drive project's drainage work with drain system. Regarding Commissioner Gould's thoughts on the report concerning the 206 East Palatine house, staff will update the department report with the address information.

The Board reviewed the previously distributed written Facilities Department Report. Supt. Nagle had a couple of highlights to mention including the recent news of Head Trainer/Stables Barn Manager Toni Bruns receiving the "Horse Person" of the year; the group gave congratulations to Bruns. Continuing, Nagle said that the golf course has the winterizing process starting; Falcon Park's data on the department is now consisted with other facilities' report format; lots of events at Cutting Hall; and Nagle referred to the attachment of the POC's support letter to view. In responding to Commissioner Sammons, Nagle said that the October pickleball participation numbers do not include Harper's numbers. President Rogers commented on another good season for the golf course, great year this year!

The Board reviewed the previously distributed written Finance Department Report. Asst. Supt. Minchev reviewed areas of the department report including purchase card data and the revenue/expense summary. Customer Service Manager Hubka reviewed the Registration Report and said that the trend continues with program numbers increasing; staff continues to recruit staff for registration, looking at shifts schedule and needs; and staff is getting ready for the Turkey Trot event on Thanksgiving Day. Responding to President Rogers, Hubka said that the event's registration numbers are not bad compared to previous years prior to COVID and staff will be taking day-of registrations. The weather should be nice for the event. Supt. Danz added that we did a lot of promoting of the event on social media of an in-person race; early on we were cautious when promoting the event. All participants will get a shirt and medal; although, depending on when registered it may not be right away but they will receive theirs.

The Board reviewed the previously distributed written Annual Pool Report. Aquatics Manager Griffin highlighted some of the report information. Griffin said that Palatine Park District was one of the few Districts

having all our pools open and ready to go for Memorial Day! It was good to return to full operations; at times, staff had to modify schedules due to lack of staff; we hired 162 staff and trained 50-55 lifeguards. All classes were full and patrons were excited to purchase the annual pool pass this year. The Park District had 1 major rescue this summer at Birchwood Pool; for the 2022 season, staff wants to add extra classes; have more pool rentals; increase daily admissions to the pools; and hopefully be fully staff for next summer. Commissioner Sammons said that it was a great summer and mentioned that he heard some vocal community members argue to keep the pools open longer; this request is not going away and Commissioner Sammons inquired if there is anything we can do, develop plans, etc. Danz said that unfortunately Harper was closed for annual maintenance work after our outdoor pool season, which would have been some place for swimmers to go and that was a problem especially when the maintenance work was extended to 3 weeks. Commissioner Gould added that there is always the problem with short supply of staff at the end of the pool season. President Rogers inquired if it would be worth the return be on our investment with running additional swim time. Regarding Harper pool swim revenue, Commissioner Sammons asked about the breakdown of revenue, Griffin said that will be provided in another report.

The Board reviewed the previously distributed written Annual Sounds of Summer Report. Overall, Cultural Arts Coordinator Swan was excited with the season for the Sounds of Summer. The season started slow due to having pods for distancing and requiring reservations for first couple of weeks of the concerts; staff worked around the pandemic challenges. Hopefully, next summer will be back to normal. This year we offered a 7:30 p.m. show on Friday nights which is earlier than in past and more families were able to come out. We also were lucky with the weather, we only had 1 canceled event due to the weather. The bands and people were thrilled to be back; lots of compliments and few complaints; also selling food was popular!

#### Executive Director Report

The Board reviewed the previously distributed written Executive Director Report. Director Clark said that he is returning to work after vacation time visiting his parents. Executive Director Clark said that the 2022 budget draft plan is ready to adopt at the next meeting. Clark wanted to thank the golf and facility staff on the good year at the golf course, after years of not so nice weather and flooding situations, etc. Regarding the Supt. of Finance position, 2 candidates are coming back for the second round of interviews.

#### Commissioner Reports/Future Agenda Items

Commissioner Ruff congratulated Customer Service Manager Hubka on the new scheduling system for registration, nice to hear that staff is excited about the change. Commissioner Ruff said to everyone, have a safe and happy Thanksgiving.

President Rogers said happy Thanksgiving to staff and said thanks to staff who will be working the event.

President Rogers mentioned that no future agenda items were presented.

#### 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, Greg Sammons, Susan Gould, Jennifer Rogers

NAY: None

ABSENT: Joe Petricca

Motion carried at 5:52 p.m.

Respectfully submitted,

Trish Feid  
Park Board Secretary

Attest:

Approved:

Trish Feid  
Secretary

Jennifer Rogers  
President

**2021 Park Board Meetings**

December 14, 2021

**2022 Park Board Meetings**

January 11, 2022  
January 25, 2022  
February 8, 2022  
February 22, 2022  
March 8, 2022  
March 22, 2022  
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