



Virtual Meeting
REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT
Minutes of December 14, 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

Joe Petricca
Terry Ruff joined the meeting at 5:04 p.m.

Commissioner Absent:

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	Trish Feid, Park Board Secretary/Executive Asst.
Joshua Ludolph, Asst. Supt. of Facilities	

Visitors and Citizens

None

Public Hearing

President Rogers opened the Public Hearing for the 2022 Budget and Appropriations Ordinance and stated that in accordance with the Park District Code of the State of Illinois, a Public Hearing is to be held prior to the adoption of Ordinance #21-05, which sets forth the budget and made appropriations of sums of money for the necessary expenditures of the Palatine Park District for corporate purposes for the fiscal year beginning January 1, 2022 and ending December 31, 2022. Notice of Availability of Proposed Annual Budget for 2022 was available for public notice on November 12, 2021; and notification of the public hearing was published in the Daily Herald on December 3, 2021. The public hearing was declared open and the floor was open to questions or comments from the Board; no questions or comments were presented. President Rogers offered that the floor was open to questions or comments from the audience. There were no questions or comments from the audience; Director Clark added that he did not receive any inquiries or comments prior to tonight's board meeting. In response for a motion to officially declare the public hearing closed, Commissioner Gould moved and Commissioner Petricca seconded that the Board of Park Commissioners close the public hearing regarding the 2022 Budget and Appropriations Ordinance #21-05. The motion was approved by a roll call vote and President Rogers closed the Public Hearing for the 2022 Budget and Appropriations Ordinance. The result of the vote follows:

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

Motion carried.

Approval of Agenda

Commissioner Gould moved and Commissioner Petricca seconded that the agenda be approved as amended, the Board agreed to table items 6A and 6B; and move item 7E to the top of the department reports. By a roll call vote, the agenda for the meeting of December 14, 2021 was approved as amended.

AYE: Joe Petricca, Susan Gould, Jennifer Rogers

NAY: None

ABSENT: Greg Sammons, Terry Ruff

Motion carried as amended.

Commissioner Ruff joined the meeting at 5:04 p.m.

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 23, 2021; Honor Roll Nominees; and Warrant #23. The result of the roll call vote follows:

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

NAY: None

ABSENT: Greg Sammons

Motion carried.

Visitors and Citizens Comments

President Rogers confirmed that no questions were presented prior to or during the virtual meeting of December 14, 2021.

New Business

The Board reviewed a previously distributed board summary pertaining to the approval of 2022 Full-time Employee Merit Pool Recommendation. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners approves the 2022 Merit Pool for full-time staff in the amount of 3% and approve adjusting the District's salary ranges by 3%. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: Greg Sammons

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the approval of the Adoption of Budget and Appropriation Ordinance #21-05. Commissioner Ruff moved and Commissioner Petricca seconded that the Board of Park Commissioners adopt Ordinance #21-05 authorizing the fiscal 2022 Palatine Park District Budget and Appropriation Ordinance in the amounts of thirty million, one hundred thirty-seven thousand, three hundred fifty-nine dollars (\$30,137,359) and thirty-three million, one hundred fifty-one thousand, ninety-five dollars (\$33,151,095) respectively. The motion was approved by a roll call vote; the result follows:

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

NAY: None
ABSENT: Greg Sammons
Motion carried.

The Board reviewed the previously distributed board material pertaining to the Amended 2021 Budget and Appropriation Ordinance #21-06. The Park Board came to consensus to have the Supplemental Budget available for public viewing for a period of at least 30 days so that it may adopt the ordinance on January 25, 2022.

The Board reviewed a previously distributed board summary pertaining to the approval of Change Order #1, Replace Birchwood Main Drive. Commissioner Ruff moved and Commissioner Gould seconded that the Board of Park Commissioners approve Change Order #1 in the amount of \$13,742.23 to add additional work to the existing contract. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the approval of the Partners for Our Communities and Palatine Park District Agreement. Commissioner Gould moved and Commissioner Ruff seconded that the Palatine Park Board approve the agreement between the Palatine Park District and the Partners for Our Communities through 2024. The motion was approved by a roll call vote; the result follows:

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

Departmental Reports

The Board reviewed the previously distributed Written District Services and Projects Department Report. Supt. Eckelberry said that Human Resources has been busy with the onboarding and orientation program project; the Volunteer program is looking at different management systems with options for the volunteer to make their own selections. Risk Management is aware of an increase in COVID cases; IT is always busy and is working on the Productive Parks application project; Communications and Marketing is busy with the catalog and Eckelberry highlighted the 300% increase with Turkey Trot registration numbers due to the marketing promotion push.

The Board reviewed the previously distributed Written Recreation Department Report. Supt. Danz greeted the group and highlighted several report items including the Turkey Trot event, which was very successful. The event's registration numbers were low in October but thanks to Communications and Marketing's great job and push with promoting, over 1,200 people participated on Thanksgiving morning. The tradition of the Chorus performing at the Village of Palatine's tree lighting was a nice holiday event. Lastly, Danz said that the theater had a couple of shows with 43 students.

President Rogers asked for updates from other departments. Regarding Parks Department update, Supt. Holder said that it is the end of the season in the parks and now staff is working on winter projects. Holder said that regarding the prior suggestion from Commissioner Sammons made last year, staff is implementing

the modification to the ice rink ramp. From the Facilities Department, Supt. Nagle wished everybody happy holidays and to enjoy the holiday season. Nagle said that staff received a nice thank you from one of the pickleball players; staff met their goals during the hosting of the Community Center Fitness Open House, Schemer and Owens did a good job organizing. Traffic at Cutting Hall is getting busy, ticket sales are up. Commissioner Ruff inquired about POC losing the garden area location, Nagle confirmed the news and both Nagle and Holder will look into another area, Commissioner Gould said that it would be good to find another visible area.

The Park Board thanked staff for the Department Reports and other updated information.

Executive Director's Report

The Board reviewed the previously distributed Executive Director's Report. Director Clark noted a few items, thanked the Board for the budget approval; 3 more cases of COVID were reported at the Park District and we will have discussion with the Leadership Team to address any changes in the near future; regarding the incident at Community Center, charges were filed and Clark will work with D211 Dr. Small in 2022. Clark was pleased with the workshop retreat results; the Leadership Team had its annual goal setting retreat at the Clubhouse.

Commissioner Reports

Commissioner Petricca had questions on fees for participating at the Senior Center, Danz provided correct information for the fees. Clark said that the building is the Park District and the Palatine Township Senior Citizens Council rents from us, 2% of the Park District's tax levy is marked for the seniors' needs, programming, etc.

Commissioner Gould wished everyone happy holidays and commented that the NWSRA luncheon was nice but only ½ the typical crowd attended. Friday was the sponsor event at Emmett's, a nice get together and we received a nice prize for sponsoring. Commissioner Gould had a nice surprise seeing Santa arriving as she was leaving Emmett's.

Commissioner Ruff commented that it was sad we could not get together for the holiday party. Commissioner Ruff wished a wonderful and safe holiday to everyone.

President Rogers said that Turkey Trot was great this year, and nice to see everyone back out there. The weather was good!! Regarding the Chorus performing at the Village of Palatine's tree lighting, which is a nice annual holiday event, President Rogers suggested, if possible, to film the chorus, we could sell tickets to watch from home; maybe an extra option moving forward. It is such a nice event! President Rogers wished everyone a Merry Christmas, Happy New Year and to be safe. Lastly, President Rogers said the decision on 2022 Park Board meetings' setting will be forthcoming.

President Rogers remarked that no future agenda items were mentioned.

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)(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 for Resolution #21-09 for Determining the Confidentiality of Closed Session Minutes and Resolution #21-10 for Destruction of Certain Verbatim Recordings of Closed Session Meetings. The result of the roll call vote follows:

AYE: Terry Ruff, Joe Petricca, Susan Gould, Jennifer Rogers
NAY: None
ABSENT: Greg Sammons
Motion carried at 5:51 p.m.

Return to Open Session

Commissioner Ruff moved to come out of closed session at 6:07 p.m. and resumed to the regular meeting of the Board of Park Commissioners; Commissioner Petricca seconded the motion which was unanimously approved by a voice vote as follows:

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

Action on Matters Considered in Closed Session

Regarding Section 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 Ruff motioned and Commissioner Gould seconded that the Board of Park Commissioners approve Resolution #21-09, Determining the Confidentiality of Closed Session Minutes. Director Clark reminded the Park Board that this semi-annual review of closed session minutes is an Illinois Park District Code mandating following the Open Meetings Act. The motion was approved by a roll call vote as follows:

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

Regarding Section 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 Ruff motioned and Commissioner Petricca seconded that the Board of Park Commissioners approve Resolution #21-10, Determining the Destruction of Certain Verbatim Recordings of Closed Session Meetings. Director Clark mentioned that this state statute requirement is a formality; the destruction of recording of closed session meetings is permitted and authorized when recordings are 18 months old or older; there are no known imminent or existing legal situations; and minutes have been reviewed and approved. The motion which was approved by a roll call vote as follows:

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

Adjournment

There being no further business to come before the Park Board on this date Commissioner Ruff moved that the regular meeting be adjourned. Commissioner Petricca seconded the motion which was unanimously approved by a voice vote.

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

Motion carried at 6:07 p.m.

Respectfully submitted,

Trish Feid
Park Board Secretary

Attest:

Trish Feid
Secretary

Approved:

Jennifer Rogers
President

2021 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