



REGULAR BOARD MEETING

BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT at the
Village of Palatine Community Center Building, in Community Room B
200 East Wood Street in Palatine
June 28, 2022, at 5:00 p.m.



The meeting was called to order at 5 p.m. by President Gould

Commissioners Present

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

Commissioners Absent

Jennifer Rogers

Staff Present

Mike Clark, Executive Director
Phil Costello, Superintendent of Finance
Gergana Minchev, Asst. Superintendent of Finance
Dayell Houzenga, Asst. Supt. of District Services & Projects
Jim Holder, Superintendent of Parks & Planning

Steve Nagle, Superintendent of Facilities
Josh Ludolph, Asst. Supt. of Facilities
Donelda Danz, Superintendent of Recreation
Colleen Palmer, Asst. Supt. of Recreation
Lisa Allie, Interim Secretary

Visitors and Citizens

Some of the Birchwood Pool staffs' family.

Approval of Agenda

Commissioner Ruff moved and Commissioner Sammons seconded that the agenda be approved. Director Clark confirmed that there are no changes. By a voice vote, the agenda for the regular meeting of June 28, 2022, was approved.

AYE: Greg Sammons, Joe Petricca Terry Ruff, Susan Gould

NAY: None

ABSENT: Jennifer Rogers

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Ruff moved and Commissioner Petricca seconded that the consent agenda be approved as presented. By a roll call vote, the following items on the consent agenda were approved: Regular Meeting Minutes of June 14, 2022, May 2022 Monthly Financial Analysis, Ordinance #22-05 Surplus of Property and Warrant #12. The result of the roll call vote follows:

AYE: Greg Sammons, Joe Petricca Terry Ruff, Susan Gould

NAY: None

ABSENT: Jennifer Rogers

Motion carried.

Presentation

Aquatics Manager Griffin introduced the Birchwood pool staff and explained that they were the ones working poolside when the incident occurred; Griffin also mentioned the office staff that was unable to attend the meeting today. However, they were also working at Birchwood the day of the incident, which Griffin confirmed as the hard lockdown in response to Commissioner Gould's question. Director Clark thanked staff

for their quick actions and good judgement in keeping everyone safe. The certificates were presented to staff; the Park Board congratulated and thanked the staff again.

New Business

The Board reviewed a previously distributed board summary pertaining to the Approval for Annual Statement of Receipts and Disbursements (Treasurer’s Report). Commissioner Ruff moved and Commissioner Sammons seconded that the Board of Park Commissioners approve the Annual Statement of Receipts and Disbursements (Treasurer’s Report). Supt. Costello stated that this is the first statement he has put together for the Palatine Park District; he did not find anything noteworthy but thinks that it is important to be done statutorily and for the public. The motion was approved by a roll call vote; the result follows:

AYE: Greg Sammons, Joe Petricca Terry Ruff, Susan Gould

NAY: None

ABSENT: Jennifer Rogers

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the Approval of Section 7.09 Field and Facility Operations and Requests. Commissioner Petricca moved, and Commissioner Sammons seconded that the Board of Park Commissioners approve of Section 7.09 Field and Facility Operations and Requests. Director Clark stated that this is the last section; only thing left it the Frequently Asked Questions and appendices for the narrative which he is working on now. The next steps will be onboarding, and training then open houses will be held with various groups to start applying for the program. The motion was approved by a roll call vote; the result follows:

AYE: Greg Sammons, Joe Petricca Terry Ruff, Susan Gould

NAY: None

ABSENT: Jennifer Rogers

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the Approval of HRIS Applicant Tracking and Payroll System. Commissioner Sammons moved and Commissioner Ruff seconded that the Board of Park Commissioners approve the HRIS Applicant Tracking and Payroll System. Commissioner Sammons asked what is included with the new system; Asst. Supt. Houzenga explained how the HRIS system will replace several individual systems that do not currently talk to each other. This new system will comprise everything in one location for efficiency and will streamline things to keep everything in one space which will alleviate manual data entry from one system to the next. Commissioner Sammons asked about the migration, Asst. Supt. Houzenga said there will be cleaning up and moving data; some information is in existence, and some will be created but Paycor Solutions will do that work for us; we provide the information, and they will build it.

Commissioner Sammons also inquired about the fees; Asst. Supt. Houzenga stated that some of the cost is a onetime implementation fee but most of it will an ongoing annual cost. However, we would not have a Payroll Specialist position as payroll will be outsourced. Director Clark added that a cost analyst with the fulltime Payroll position and the time spent on manual data entry between the independent systems which require staff time from the Human Resource and Finance Department. Supt. Costello agreed and added that this is a huge step for both the Finance and Human Resource Departments; it is a great system that will help with the springtime applicants and mounds of paperwork. Asst. Supt. Houzenga stated that there will be a cost savings moving to this system as we will not have the staff salary and benefits. Clark added that outsourcing makes more sense, with the departure of Payroll Specialist Hankner there was an opportunity to reevaluate how things were being done; we saw the need in Human Resources and the all the efficiencies with the system

demonstrations compared to paying staff to do the system communications. Commissioner Ruff asked if this is the last piece of the old software that we are replacing; Clark confirmed that to be correct and added that the recreation software can always become outdated but as far as payroll, finance, employee hiring, onboarding and paperwork submitted this will be much quicker since you only have to populate the system once; after the applicant hiring information is complete the system will populate itself all the way through payroll. Asst. Supt. Houzenga continued to explain that this will also reduce some of our liability as Paycor will take on the tax liability from the payroll side. In closing Director Clark added that staff feels confident after speaking with other park districts that also use the Incode finance system and received good feedback on Paycor Solutions. The motion was approved by a roll call vote the result follows:

AYE: Greg Sammons, Joe Petricca Terry Ruff, Susan Gould

NAY: None

ABSENT: Jennifer Rogers

Motion carried.

Departmental Reports

The Park Board reviewed the previously distributed written Parks and Planning Department Report. Supt. Holder reported that the new Asst. Supt. for Parks rescinded her acceptance of our offer yesterday so Holder will be starting the interview process over again. The properties at 206 Palatine Road and 20 Middleton Avenue are in process of getting village permit for the demolition; hoping to start work at end of July or first of August. At Finch Park, the Kids Around the World program/company is scheduled to remove the playground during the week of July 11; contractors will be in right after as new equipment is scheduled to ship at end of July. Paving project #1 as mentioned, the Hamilton paths are complete and restoration work is all done; the project at Robert "Dutch" Schultz Recreation Area has been stalled due to the Union strike for stone liner. Staff will hold off on starting cart path until we know that the material is available. Paving project #2 is out to bid currently, opening scheduled on July 7 and hope to have results for July 12, 2022 Board meeting. Lastly, Hometown Fest is getting set up; a schedule of events is included in the report with Fireworks and the Parade back; the parade kicks off at 11 a.m. Supt. Holder confirmed parade arrangements with the Commissioners. Commissioner Ruff asked for an update on the two properties that the village was going to get for the park district. Director Clark stated that they need to pass a change in their zoning ordinance which has not been done yet. In response to Commissioner Gould's question, Director Clark explained that there are 2 properties in default between the house purchased by the Park District and Robin Park. If the Park District can acquire these two properties, we will own the property from Palatine Road to Robin Park, and can then reconfigure Robin Park. The property owner wants to donate parcels; Clark said that the Village is waiting for a zoning ordinance change to give the Park District a quick deed as opposed to going through the county sale process which could take a couple of years.

The Board reviewed the previously distributed written Facilities Department Report. Asst. Supt. Ludolph introduced new Custodial & Support Services Manager John Kerr who started on May 23. Kerr gave a brief history on his employment history; Kerr thanked the Board for having him and says he's looking forward to working with everybody. The Park Board welcomed Manager Kerr. Supt. Nagle highlighted the stables horse show team which dominated the show last week with Asst. Trainer Gilder cleaning up in her category; the stable's footing project has been started, hoping to have the project done by end of the week. Palatine Hills 13U golf team is doing well. Falcon Park Recreation held an Adult Recess on June 17 with 15 participants in attendance; received good feedback and plan to add a few more events in July. Commissioner Ruff asked about the stable's apartment; Nagle stated that it is 97% done just needs outside painting. Director Clark added that the onsite caretaker has moved in and onsite 24/7. Commissioner Gould asked about the horse sale; Nagle explained this is a unique situation that only happened one other time; the horse sold is very large, so we purchased a smaller horse which works out better for the riding school.

The Board reviewed the previously distributed written Finance and Customer Service Department Reports. Supt. Costello announced his 3rd month of employment at the Palatine Park District, Costello has high personal expectations to deliver concise, consistent, and customized reporting. The highest priority right now is working on the 2023 budget plan; building on his predecessors work and other years of performance. This will be a good time for Costello and Asst. Supt. Minchev to learn the way things are done here and all the other things to make good use of the finances moving forward. Making progress and are on the verge of hiring the final member of the finance team. After that they would really like to focus on getting all financials out to the team by the 10th business day of the month; they are continuing to invest our cash reserves in fixed income products and now have 2.5M in reserves earning between 1.3-2.4%. Costello is also looking at audit and banking proposals as well as other services and long-term contracts which is a good practice to ensure that we're making good use of every dollar. In addition, they will be updating the finance manual to confirm that we are complying with all current standards. The distributed report shows the Cook County property tax billings are delay which is still an issue. On behalf of Customer Service Manager Hubka, Costello provided updates, and mentioned the improvements with membership sales and recreation programming; lastly, the customer service coordinator filled with an employee from the Fitness Center.

Executive Director Report

Director Clark updated the Board of the delays with auditors; extension filed by the auditors ends on June 30 and another extension will be filed. Hope to see auditors at the first meeting in July. Staff was contacted by a broker for cell phone company wanting the Wilke Marsh property; looking to schedule an onsite visit with their engineer, Supt. Holder and Supt. Nagle will assist in the visit. Staff is starting up the Meadowlark Park planning again with opportunities for an OSLAD grant; staff will bring back the master plan to refresh memory of what has been discussed; will be developed in phases. Last week staff visited Harper tennis courts, the courts appear to be in good shape. Holder to speak with representative from US tennis to get their input on renovation options, can fit up to 18 pickleball courts on one half; would leave room for 6 tennis courts.

Commissioner Reports/Future Agenda Items

Commissioner Ruff talked about tax debt; and reminder to discuss the retiring IMRF. Also mentioned website concerns to Supt. Danz, complaints from users about difficulty to use and inaccurate outdated information.

Commissioner Sammons hopes Harper would be interested; he also went to look at the courts and has not seen more than 5 tennis courts used. Commissioner Sammons will be out of town so he is unable to attend parade this year but will plan for next year.

Commissioner Gould says that we have we either have too many pickleball players or not enough courts; spoke with a member of the Picklers and they are mostly non-residents who do not pay a fee to use our courts, although the Picklers' Club might collect fees. Players keep asking for more courts with no funds going to the Palatine Park District for them to use our courts. Commissioner Ruff added comments of control; Director Clark suggested that we have discussions with the Picklers about contributing to costs as affiliate group.

Executive Session

President Gould requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Ruff moved and Commissioner Petricca 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.

AYE: Terry Ruff, Joe Petricca, Greg Sammons, Susan Gould

NAY: None

ABSENT: Jennifer Rogers

Motion carried at 5:58 p.m.

Return to Open Session

Commissioner Ruff moved to come out of closed session at 6:18 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

President Gould said the Board of Park Commissioners met in closed session to discuss Executive Session 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 Sammons seconded that the Board of Park Commissioners approve Resolution #22-05; Determining the Confidentiality of Closed Sessions Minutes and agreed that the presented closed session minutes have been determined to be released as presented in the board summary and resolution. The motion which was approved by a roll call vote as follows:

AYE: Terry Ruff, Joe Petricca, Greg Sammons, Susan Gould
NAY: None
ABSENT: Jennifer Rogers
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: Greg Sammons, Joe Petricca Terry Ruff, Susan Gould
NAY: None
ABSENT: Jennifer Rogers
Motion carried at 6:20 p.m.

Respectfully submitted,

Michael Clark
Park Board Secretary Pro-Tem
MC/la/tf

Attest:

Approved:

Michael Clark
Secretary Pro-Tem

Susan Gould
President

2022 Remaining Park Board Meetings

July 12, 2022
July 26, 2022
August 9, 2022
August 23, 2022

September 13, 2022
September 27, 2022
October 25, 2022
November 8, 2022

November 22, 2022
December 13, 2022