



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
July 12, 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
Jennifer Rogers

Commissioners Absent

None

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
Michelle Eckelberry, Supt. District Services & Projects

Visitors and Citizens

Monica Adamski, from Lauterbach and Amen, LLP
Jeni Huhta, Resident

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 July 12, 2022, was approved.

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

NAY: None

ABSENT: None

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Ruff moved and Commissioner Rogers 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 28, 2022, Closed Session Minutes of June 28, 2022, and Warrant #13. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Visitors and Citizens Comments

Resident Jeni Huhta, 11 E. Russet Way, addressed the Park Board and expressed her concern about the timing of when park board meeting agendas are posted to the web site. The Park Board thanked her for her comments and concerns and will address the timing issue with staff.

New Business

Superintendent Costello introduced Monica Adamski of Lauterbach Amen, who presented the 2021 Annual Financial Report and Audit. Monica went through three main sections of the audit including the auditor's letter and opinion, the Management Summary and Discussion and the Management Letter. She indicated the District once again received the GFOA award for Excellence in Financial Reporting and also received an unmodified opinion which is the highest level an agency can receive. The report indicates the financial position and internal related controls are free from any material misstatements and there were no deficiency recommendations from the audit findings. There were no questions posed by the Park Board and thanked Monica and the auditor firm for their report. The Park Board did ask Supt. Costello how the updates of progress with the tax bills situation for Cook County. Both Executive Director Clark and Supt. Costello indicated that the timing still appears to be delayed and staff is planning all cash flow and financial reporting for the intended delays.

President Gould then entertained a motion to adopt the 2021 Annual Financial Report and Audit for fiscal year 2021 as presented and direct staff to file said report with the County and State as required by state statutes. Commissioner Ruff motioned, Commissioner Sammons seconded the motion, The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the Approval of Bid for the Community Park Paving Project. Commissioner Rogers moved, and Commissioner Sammons seconded that the Board of Park Commissioners approve the lowest responsible bidder, Chicagoland Paving, Lake Zurich, Illinois, in an amount not to exceed \$555,000 for the Community Park Paving Project. The motion was approved by a roll call vote; the result follows:

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

Departmental Reports

The Park Board reviewed the previously distributed written District Services and Projects Department Report. Supt. Eckelberry reported about the review of our Living Tribute program to ensure we are meeting the needs of our patrons and also the district. Also reported the HRIS contract was issued. She thanked the Board for a new HRIS/Payroll/Applicant Tracking system. We have been assigned our project manager and with the holiday over, we are ready to get started. Our Recruitment and Volunteer Coordinator, Matt Sheehan started yesterday! We are very excited to have him on board, he comes with a lot of recruitment experience and with ties to the Palatine community. He was a teacher at Palatine High School, cross country coach and his wife is still a coach. He hired this past year over 400 teachers for U-46. The part time and seasonal salary is underway, waiting for results, should conclude by end of July. In the volunteer world, we still are working with Amazon to schedule a service day at PPD and are also a site for Cook County community service hours. IT is experiencing supply chain and product delay issues. Hoping August is better. The Safety Committee continues to monitor situations and are now looking at trends in reporting, hoping to continue to monitor and evolve the program. Saving the best for last- would like to introduce Cheryl Lufitz as our new C&M

Manager. She has been doing fantastic work in the past 3 weeks and we are excited to see what she does next.

The Board reviewed the previously distributed written Recreation Department Report. Supt. Danz highlighted that the park district hosted a Special Event, the Outdoor Movie Night, which showed Encanto on Thursday, June 16 to a crowd of over 600. One of the largest groups we've ever had at a movie. She also highlighted that Preschool enrollment for the fall continues to grow. Two classes are full. Early Childhood outdoor classes are the most popular. Waitlists were accommodated for many of the classes. It is also the same with outdoor sports. Any offerings are very popular. Last year Skateboard lessons were very popular in part possibly to Skateboarding being an Olympic sport for the first time, but they continue to be very popular again this year. Registration data shows that Camp numbers are up this summer. Colleen put together a nice chart that shows comparisons to last year. To understand the chart, families could sign up for each session or all the sessions (far right column). Challenges have been getting and keeping staff. C.A.R.E.'s numbers are about the same as they were last year. Hoping to get a surge of registration in July. With the new bus schedules there is not a need as much as in the past, especially in the morning. Staffing is a concern, but C&M is doing a great job with recruitment and advertising. Last, she reported that the pools are doing well. Proud of the fact we have three outdoor pools and one indoor in our community and we have them well staffed. So, basically the FAC closes early two hours but everything else is status quo.

Executive Director Report

Director Clark reported the significant vandalism incident at the newly renovated Maple Park and highlighted the damage however the cost to repair was under the deductible threshold to apply for a property loss claim. He also indicated that the park district is renewing the property lease with the Village for the CLU building second floor to house our CARE program staff and operations. Last, Mike reminded and confirmed with the Park Board of the joint board meeting with the Park Foundation on Monday, July 18 at 5 p.m. in the Multi-Purpose Room at the Community Center.

Commissioner Reports/Future Agenda Items

Commissioner Ruff congratulated the finance department for a clean audit despite the staffing challenges over the past year. He also congratulated and thanked all the staff who participated and assisted with the Hometown Parade. He stated that at the very end they ran out of the stress balls and candy and to evaluate the amounts for next year. He was happy and impressed with the changes made from previous years and thought it went very well except for the speed of the parade. Terry also indicted that he attended the latest PALS meeting which went well.

Commissioner Sammons stated that he missed the parade glad it went well, and he plans to make arrangements to participate next year.

Commissioner Gould also thanked all the staff for the planning and logistics for the parade as everything went very well.

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, Greg Sammons, Joe Petricca, Jennifer Rogers, Susan Gould

NAY: None

ABSENT: None

Motion carried at 6:34 pm.

Respectfully submitted,

Michael Clark
Park Board Secretary Pro-Tem
MC

Attest:

Michael Clark
Secretary Pro-Tem

Approved:

Susan Gould
President

2022 Remaining Park Board Meetings

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