



## 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 26, 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

### Staff Present

Mike Clark, Executive Director	Steve Nagle, Superintendent of Facilities
Phil Costello, Superintendent of Finance	Josh Ludolph, Asst. Supt. of Facilities
Gergana Minchev, Asst. Superintendent of Finance	Jim Holder, Superintendent of Parks & Planning
Michelle Eckelberry, Supt. of Dist. Services & Projects	Lisa Allie, Interim Secretary
Dayell Houzenga, Asst. Supt. of Dist. Services & Projects	

### Visitors and Citizens

Jeni Huhta

### Approval of Agenda

Commissioner Rogers moved and Commissioner Petricca seconded that the agenda be approved. President Gould asked Director Clark if he had any changes; Director Clark replied that an executive session will be added to end of agenda for discussion of land acquisition. By a voice vote, the amended agenda for the regular meeting of July 26, 2022, was approved.

AYE: Jennifer Rogers, Greg Sammons, Joe Petricca Terry Ruff, 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 July 12, 2022, Special Meeting Minutes of July 18, 2022, June 2022 Monthly Financial Analysis, and Warrant #14. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

### Visitors and Citizens Comments

No questions or comments were presented

## Departmental Reports

The Park Board reviewed the previously distributed written Parks and Planning Department Report. Superintendent Holder gave the following highlights: the Assistant Superintendent hunt continues with 6 candidates that they hope to interview next week. The new properties for demolition are waiting on permits; from Cook County Health Department for 20 Middleton and the other permit from IDOT is for 206 Palatine Road which has been submitted but has to wait for Cook County before starting at 20 Middleton; hopes to start sometime in August. Finch Park playground was removed by Kids Around the World on July 12<sup>th</sup>; contractor started last Thursday and almost done with removal; new playground should be completed this week and on a truck to us soon after. Paving project #1, strike might be over, contract is supposed to be ratified at noon today; to complete Dutch Shultz we need 1 ½" of subgrade gravel throughout whole surface before asphalt can be put down; also waiting for control box so the electrician can finish lights. Paving project #2 are trying to schedule pre-con meeting; is concerned about delay from 7-week strike, plan was to start on August 15<sup>th</sup>. Superintendent also reported that they will not be able to purchase any replacement vehicles year; our normal route is not opening it up and the local dealerships are not interested; he will re-budget for next year.

The Board reviewed the previously distributed written Facilities Department Report. Superintendent Nagle started his report with highlighting the increases of services and facilities over 2021. The golf course had a fabulous June; weather had a lot to do with that. Fitness, rentals, and Cutting Hall tickets are all back to normal paces which will help with budgeting and projecting going forward. Superintendent Nagle also mentioned an upcoming event, Better Together on August 9<sup>th</sup> at Falcon Park; multi partner event with various services and opportunities to help families in the northeast quadrant get ready for going back to school; event is coordinated with POC and the school District 15.

Commissioner Sammons asked about the Better Together event; Superintendent Nagle explained that the event is for families of the school district who must pre-register to get the backpack which is loaded with donated school supplies; there are also other services offered that any family is eligible to learn about or receive.

The Board reviewed the previously distributed written Finance Department Report. Superintendent Costello started with some additional remarks to his report; overall the budget is going very well in terms of performance for this year with major no negative results; this is good for us now and a good foundation for next year; the finance book still in development but progressing nicely. He wants to work with staff on using reports to provide insights into how they develop their own budgets. Superintendent Costello had some meetings to acquaint new staff and himself with the budget process; this is a good time to look at how we can improve our budgeting outcome; will be looking at nontraditional income sources. Superintendent Costello also mentioned that he is looking at all our income sources and wants to leverage our vendor buying power; he plans to start with the banks and auditors to make sure we're getting value for the dollars we're giving them. The treasury report in the financial analysis wants to focus on where our money is at and how it's working to increase the yield.

Commissioner Sammons stated that he enjoyed the dashboard but thinks that including 2019 would have some value. Superintendent Costello said that he could add that information and added that this is a work in progress; he was thinking of making changes so we can see how we're spending capital dollars against budget.

Commissioner Sammons asked about the nontraditional graph for May 2021 which show a giant influx Of \$472,000. Superintendent Costello explained that money was for \$234,000 in TIF funds and a \$200,000 grant.

Commissioner Sammons also asked about the rentals year to date information which shows that the actual at \$307,00 the budget at \$367,000. Superintendent Costello said that he was not prepared to answer that but would get back to him. Superintendent Nagle stated that there we're some payments lagging that haven't come in yet.

### New Business

The Board reviewed a previously distributed board summary pertaining to the Approval of Personnel Policy 3.06.07-Personal Leave. Commissioner Ruff moved, and Commissioner Sammons seconded that the Board of Park Commissioners approve Personnel Policy 3.06.07-Personal Leave.

Director Clark explained that this is a past practice being put into writing and formalized. Superintendent Eckelberry did the research on this and highlighted the policy which does not takeover an FMLA policy as FMLA is a legal requirement; this policy can be used when an employee doesn't qualify or the reason for their leave doesn't qualify them for FMLA; this is also for people who are unable to return to work after 12 weeks. The Personal Leave policy would be available once the FMLA benefit has been utilized, it can be paid or unpaid, it just extends the leave for an additional 6 months. Superintendent Eckelberry continued to explain the request procedure. Director Clark added that it is a case-by-case basis and the factors that go into the evaluation of the request. Superintendent Eckelberry also mentioned that some circumstances the employee may be able to carry their health benefit which must be paid to avoid loss of benefits.

Commissioner Gould asked is there would be privacy issues due to information needed for the request. Superintendent Eckelberry answered that they wouldn't have to share anything more than they would for FMLA; they would not ask for anything more than that.

Commissioner Rogers asked how long FMLA can be extended if the park district would continue to pay our portion of the employees health benefits if they are taking an unpaid leave and also how COBRA and Short-Term Disability benefits would work with this benefit.

Superintendent Eckelberry confirmed that FMLA is a 12-week benefit with no extension beyond that and confirmed that the park district would continue to cover our portion of the health benefit as long as the employee continued to pay their portion. Superintendent Eckelberry continued to explain how the benefits for COBRA and Short-Term Disability would apply on a case-by-case basis.

Discussion continued about the use benefits, length of time off, separation of employment and extending policy to ACA & IMRF employees and effects on the health insurance. Superintendent Eckelberry confirmed that this is for all levels of FT staff only and works with the sick bank policy. Director Clark explained how PT ACA/IMRF employees are kept under the threshold; further discussion ensued about ACA/IMRF employees.

The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion carried.

Superintendent Eckelberry introduced Matt Sheehan the new Recruitment & Volunteer Coordinator who started on July 11th; Matt gave his work background and ties to Palatine; the Park Board welcomed Matt and thanked him.

### Executive Director Report

Director Clark started his report with the new and amended job descriptions for the Administrative Assistant and Executive Assistant positions which are in final vetting, once ready a job analysis will be done to amend or verify pay grades; the annual merit compensation study and recommendations will be ready for the next board meeting. Also working on the final stages of the Inter-Governmental Agreement with District 15, the shared use of facilities use; this is mostly use of the school sites the CARE program and basketball programs; in lieu of that our Parks Department performs turf mowing and other outside maintenance; hope to also have ready for the next meeting. Director Clark thanked everyone for attending the joint meeting with the Park Foundation Board, very pleased with the outcome and asked for any ideas or follow-ups to the meeting be shared with him. Hitchcock Design will back at the next meeting to revisit the master site plan for Meadowlark Park adjacent to the stables; would like finalize plans so that we can apply for a \$400,000 OSLAD grant through the state to develop that park. This is a phased in approach so we will be targeting phase one that we're proposing. Lastly Director Clark stated that that we are proposing to skip the IMRF net pension liability pay down due to the past payments and performance of that fund we have a surplus which will be utilized in the next budget or two. Superintendent Costello confirmed that and added that IMRF is a secure investment but also involves so many other factors that it's hard to forecast.

Commissioner Rogers asked if we could apply for more than one OSLAD grant per project with each phase and about the merit increase. Director Clark confirmed that we could apply for more than one grant but that there could be penalty point for districts with multiple grants. As for the merit increase Director Clark explained that in lieu of giving a 6% merit pool we've found that comparable districts are adjusting due to inflation so for this year they are adding to the pool a Cost-of-Living Adjustment.

### Commissioner Reports/Future Agenda Items

Commissioner Ruff has mentioned the lights on the bike path by Smith; we've installed them, but nobody is using them. He also raised concern about the safety of the crosswalk in front of the Community Center where he saw a child run out of the building and missed getting hit by less than six inches. From the conversations he's had with talking to people this is a regular occurrence and feels that it's just a matter of time. Commissioner Ruff feels this is a safety issue that we need to address; discussion about the various options and past research on this topic took place.

Commissioner Ruff also mentioned the website which he says is not overly easy to use; he thinks that it needs a major overhaul in appearance & ease of use. Commissioner Petricca agreed with Commissioner Ruff about the website.

Commissioner Sammons said that he hasn't spent much time on the website but has been able to find what he needs. Commissioner Sammons also mentioned that he saw the article about the bike palatine with the POC; said it's a great event.

Commissioner Gould would like to revisit the Hamilton agreement; part of the agreement was that amplified music or announcements would not be used without permission. Superintendent Danz did give her a heads up about the baseball tournament that would have microphone use to announce the teams, but that it wouldn't be all day. Commissioner Gould was in her yard that day and it did last almost all day; this is a violation of the agreement and feels like they are pushing the envelope. The rules are in place but not being followed. Commissioner Gould said that the Village of Palatine has taken down the permit parking only signs; so last Saturday she had 3 cars in front of her house near 2 areas of the bike trail with cars coming down Plus Grove Road while the tournament was going on and it was insane. Commissioner Gould continued to say that we need to revisit the microphone use, the parking and signage and we need to that now before somebody gets hurt. Commissioner Gould suggested that we add signage at Hamilton, on her street, Farmgate as well as other a couple of other streets around.

Further discussion continued about the issues and possible solutions.

Commissioner Rogers asked Director Clark to share the Hamilton Agreement since it's been a while.

Executive Session

Commissioner Ruff requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Petricca moved that the Board of Park Commissioners go into closed session for discussion of land acquisition. The result of the roll call vote follows:

The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion carried at 6:01 p.m.

Return to Open Session

Commissioner Ruff moved to come out of closed session at 6:19 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 roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried.

Action on Matters Considered in Closed Session

President Gould said the Board of Park Commissioners met in closed session for discussion of the acquisition or lease of real property for the use of the District. President Gould said that there is no action at this time.

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 roll call vote.

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

NAY: None

ABSENT: None

Motion carried at 6:19 p.m.

Respectfully submitted,

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

Attest:

Approved:

Mike Clark  
Secretary Pro-Tem

Susan Gould  
President

2022 Remaining Park Board Meetings

August 9, 2022  
August 23, 2022  
September 13, 2022  
September 27, 2022

October 25, 2022  
November 8, 2022  
November 22, 2022  
December 13, 2022