



REGULAR BOARD MEETING

BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT
Village of Palatine Community Center Building, in Community Room B
200 East Wood Street in Palatine
August 9, 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 – arrived at 5:07
Jennifer Rogers

Staff Present

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

Visitors and Citizens

Jeni Huhta
Doug Fair, Hitchcock Design Group

Approval of Agenda

Commissioner Rogers moved and Commissioner Petricca seconded that the agenda be approved. President Gould asked if there were any changes; there were none. By a voice vote, the agenda for the regular meeting of August 9, 2022, was approved.

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

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Sammons 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 26, 2022, Closed Session Minutes of July 26, 2022, and Warrant #15. 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

Jeni Huhta of 11 East Russet Way had some questions about the foundation benches starting with the new one on bike path behind her neighbor's house; there are no trees there for shade; why anybody would want to sit there in the sun? Who chooses the locations for these and why are they all off center? Jenni Hutha

also mentioned that she was happy to see watering bladders added to the trees but that they are not filled with water. She has lost a lot of trees that are supposed to block her yard, but they haven't been replaced yet. Supt. Holder answered Ms. Huhta's questions by explaining that the memorial locations are selected by the donor and that we work with the donor to find a location that will work closest to their request; the benches are off center to allow for wheelchair access. Supt. Holder explained that the trees are watered every week and unsure of what trees behind her house that she is referring to, but that he will have to go look as he can't recall off the top of his head.

New Business

Supt. Nagle gave a summary of the Meadowlark Park Development project starting with the planning history in early 2019 when Hitchcock was originally hired; input was received from staff, the community and stables customers in May 2019; in addition to door to door visits a resident survey was also done; most had positive feedback. Commissioner Gould asked if a new survey is needed since it's been 3 years and people have now had more time to think about it. Supt. Nagle agreed that it would be a good idea as a refresher; plus, we have new staff; he will put out on cloud for them to review. Supt. Holder stated that the initial concept was to develop a park and some amenities for the stables; the initial design of trails, a playground, large shelter, outdoor bathrooms and incorporating a stables lot. The second review talked about a facility idea with possible programming and banquet options; received a design cost of \$6M plus; decided to phase in plans then COVID hit. Supt. Holder continued to explain that phase 1 is developmental with earmarks for future areas to expand and built upon; possibly including the stables. Tonight's presentation for phase 1 allows for future growth and expansion. The proposed timeline for 2022 is the OSLAD grant application, which has been increased from \$400,000 to \$600,000; award would be announced in 2023 with bid and construction in 2024; based on Maple Park project this is a 2-year all in process. Commissioner Sammons asked about phase 1 being dependent upon the OLSAD grant; Supt. Holder confirmed that we must have 5 unique recreational features for the grant.

Mr. Doug Fair with the Hitchcock Design Group stated that Supt. Nagle and Supt. Holder covered most of his presentation but continued with discussing phase 1; no dramatic changes to master plan since we've left off. As for the OLSAD grant application process the key items; funding 50/50 match increased to \$600,000. Mr. Fair continued to explain the application process and requirements. Commissioner Sammons asked about 2021 competitive rate. Mr. Fair explained that all but 3 received funding those that did not we're all due to small technicalities beyond their control and added that DNR gives them many tips and suggestions. Commissioner Sammons asked what else they look for in addition to signage; also mentioned closing or looping the trail. Mr. Fair stated they that the give favorable points for use of green infrastructure; this plan is strictly a concept; changes can be made. President Gould commented that the shelter on east side show it's 20x20 which seems small for a picnic shelter. Mr. Fair stated that is typical for what you'd see near playground. Commissioner Ruff reminded them of their initial discussion that the issues a large shelter would cause; it's not convenient for police to monitor and would be better to keep it small.

Commissioner Gould commented that we never expected Falcon Park to be used as much as it is so we need to keep that in mind; keep that lesson learned, everything can be subject to change. She likes that it is spread out; not one sided, but is concerned about the vandalism we've been seeing, especially when we have livestock that needs to be protected.

Commissioner Rogers asked if a bike maintenance station would qualify as a unique item; wondering if the Baggo games would get used that much. Supt. Holder stated that the Baggo games will get used by rentals at the shelter as Baggo games are a picnicking amenity; all recreational components need to be \$5,000 or more to be qualify. Commissioner Rogers asked if a porta potty enclosure would be added with the shelter being used as rental. Supt. Holder confirmed that and stated it would possibly be added by the parking lot. Director Clark stated that he thinks this is a great project for the OSLAD grant application which is long overdue; this is also in the Comprehensive Strategic plan as a level of service per capita park acres and amenities in the lowest ranked area of our district; this will go a long way for coverage of service and amenities of parks space in that area. Commissioner Rogers inquired about access for residents on the east

side; are the households within walking distance to get their safely. Supt. Holder said that there is a sidewalk that runs down 14 where Glencoe Road runs into it; he has spoken to Matt Berry about a cut through. Supt. Holder added that one of the neighbors in that area is a president of the Jaycee's and they are looking to make some donations to the park such as benches; maybe picnic tables or shade structure.

In closing Mr. Fair mentioned that the level of service from the Comprehensive Plan will be added to the application under Project Justification which demonstrates that this is a great project justified as documented in the Comprehensive Plan and support from the community is icing on the cake. The Park Board thanked Mr. Fair for going through everything with them.

The Board reviewed a previously distributed board summary pertaining to the Approval of Resolution #22-07 for 2023 Northwest Special Recreation Association (NWSRA) Annual Member District Contribution. Commissioner Rogers moved and Commissioner Sammons seconded that the Board of Park Commissioners approve Resolution #22-07 for 2023 Northwest Special Recreation Association (NWSRA) Annual Member District Contribution. President Gould asked Director Clark if he had any comments; Director Clark stated that this is an annual item as part of the association we belong to with 16 other park districts that form NWSRA. Our contributions help them serve our residents with disabilities; the annual contribution is split up between the districts; due to market conditions and other districts having changes to their EAV and population we have a decrease in our membership this year. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the Approval of Merit Compensation Survey and Recommendations. Commissioner Ruff moved and Commissioner Rogers seconded that the Board of Park Commissioners approve Merit Compensation Survey and Recommendations. President Gould asked Director Clark if he had any comments; Director Clark deferred to Supt. Eckelberry as she worked on the research with her department. Supt. Eckelberry explained how she took all the comparable districts and found that the average increase of 3.5% is slightly higher than last year; some of the comparable districts were done in April before inflationary hit so they added a one-time inflationary living wage adjustment that averaged 1.5%. Finally, the average cost in compensation saw a 5.5% increase of wages for the private sector with local government at 3.5% - 3.4% locally and nationwide. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion carried.

Departmental Reports

The Park Board reviewed the previously distributed written District Services and Projects Department Report. Supt. Eckelberry started her highlights with the implementation of Paycor which has been the focus, working on data extraction from the current systems. Supt. was able to visit Deerfield Park District and received some great insight and resources with Paycor. Walk-in interviews held for CARE was a big success; we had 6 applicants and hired 5; we we're able to remain flat with no changes to our benefits which will be on the next agenda. Risk Management reported 94 incidents; mostly scrapes; some staff injuries. IT is moving towards software implementation windows 11. In marketing, Graphic Designer, LoriAnne came up with the Pack Your Fall with Fun flyer; this theme will be used in social media and other marketing items this fall.

The Board reviewed the previously distributed written Recreation Department Report. Supt. Danz started her report with Battle of the Bands which was a huge success 300 people in the audience; the winner gets to play at Street Fest; Zumba Pool Party had a total of 28; outdoor movies are very popular this year; Preschool is filled with just a few openings in the 3's and 4's class; CARE holding steady, but doing well; good news is that we have plenty of staff to take more kids; bad news is that CCSD15 decided to change the first day of school to half day so we won't be able to offer afternoon CARE; unable to make it work with staff shortage. Fitness hired a new personal trainer who specializes in above 40 age group; also streamlined personal trainer booking online. Aquatics has been good; doing better than last year. Pool memberships up to 1584 compared to last year we we're at 908. Swim team had a young man that went to Poland to swim in the Polish Open Water Nationals and finished first place, he also placed 3rd in the Junior Nationals. Outdoor Sports Camps doing well, registration up; gymnastics is making a nice comeback; a lot of positive feedback on our new Coordinator; had 100 gymnasts moved up to next level this fall.

Executive Director Report

Director Clark apologized for being tardy and continued with the Birchwood trespassing incident which now has 4 offenders identified; Brian has been working with detective; all the offenders and their parents have been advised that we are looking for restitution; most of the cost is surface repair of the water slide with approximately \$1200 in damages and as a life lesson we are asking for a formal apology to the park district. Working a lot on Intergovernmental Agreement (IGA) update; had a meeting with the Harper Police Chief regarding complaints about a rental at the Plum Grove Reservoir Shelter due to DJ, music, a bounce house; not everything was disclosed on the special use permit. Without a copy of the permit the Harper police we're unable to enforce it so we now have an IGA with Harper which will allow them to enforce our ordinances at the shelter, dog park and pool. We are also increasing our notifications of events and rentals to the police so that they will know what has been approved and can appropriately enforce those activities. Also worked on IGA with District 15 for shared use of facilities which is mainly used for our CARE and our youth basketball programs; IGA expired at end of June but was delayed to an employee leave; they have all agreed to continue with the same agreement as the previous year. Commissioner Ruff asked if we still do the inspections for the District 15 playgrounds and mentioned that they are rough. Supt. Holder stated that the district has a new facility Asst. who is going to be addressing that. Director Clark continued with his report and stated that he has drafted memo of understanding with the Salt Creek Park District as they use also use Winston Campus; instead of having two IGA's with both park districts the IGA will be with us and the memo of understanding will serve as a rider with just Winston Campus and Salt Creek. Director Clark gave kudos to Cultural Arts Coordinator Swan for the really cool fire hydrant project; Harper pool is closed longer than previously; maintenance is taking longer; we have notified all members and plans to address how this closure has been extended from two weeks to one month for annual maintenance. Staff has formed a task force to look at the feasibility of consolidating the seasonal brochures to three a year instead of four which would combine the winter and spring catalogs into one.

Commissioner Reports/Future Agenda Items

Commissioner Sammons asked about two articles he saw on local park districts putting forward referendums to raise significant funds to improve facilities. Director Clark explained that the one for Bensenville is tied to the White Pines Golf Course and the other is an attempt to provide more facilities and programs to the community; the trend he's seeing is for aging facilities not new ones; in addition to demands from the younger families moving in. Commissioner Sammons also noted the flyer for POC event which his is unable to attend again this year.

President Gould would like to add parking at Hamilton to a future agenda as it's getting worse not better.

Adjournment

There being no further business to come before the Park Board on this date Commissioner Rogers moved that the regular meeting be adjourned. Commissioner Ruff seconded the motion which was

unanimously approved by a voice vote.

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

NAY: None

ABSENT: None

Motion carried at 6:09 p.m.

Respectfully submitted,

Lisa Allie
Interim Secretary

Attest:

Approved:

Lisa Allie
Interim Secretary

Susan Gould
President

2022 Remaining Park Board Meetings

August 23, 2022
September 13, 2022
September 27, 2022
October 25, 2022

November 8, 2022
November 22, 2022
December 13, 2022