



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 13, 2023, at 5:00 p.m.



The meeting was called to order at 5:00 p.m. by President Sammons.

Commissioners Present

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

Commissioners Absent

None

Staff Present

Mike Clark, Executive Director  
Phil Costello, Superintendent of Finance  
Michelle Eckelberry, Supt. of Dist. Services & Projects  
Dayell Houzenga, Asst. Supt. of Dist. Services & Projects  
Steve Nagle, Superintendent of Facilities  
Josh Ludolph, Asst. Superintendent of Facilities

Jim Holder, Superintendent of Parks & Planning  
Amy Vito, Asst. Supt. of Parks & Planning  
Donelda Danz, Superintendent of Recreation  
Colleen Palmer, Asst. Supt. of Recreation  
Lisa Allie, Administrative Assistant

Approval of Agenda

Commissioner Ruff moved and Commissioner Rogers seconded that the agenda be approved. President Sammons asked if there are any changes; Director Clark confirmed that there are none. By a voice vote, the agenda for the regular meeting of June 13, 2023, was approved as presented.

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

NAY: None

ABSENT: None

Motion carried.

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 as presented. By a roll call vote, the following items on the consent agenda were approved: Regular Meeting Minutes of May 23, 2023, Closed Session Minutes of May 23, 2023, Warrant #11 and Approval of Resolution #23-07 – Authorization of Bank Signatures. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Visitors and Citizens Comments

No comments were presented.

### New Business

The Board reviewed a previously distributed board summary pertaining to the Approval of Resolution #23-06 – Recognition Tony Olhava Employee of 36+ Years. Commissioner Rogers moved, and Commissioner Ruff seconded that the Board of Park Commissioners approve Resolution # 23-06, a Resolution recognizing the dedicated service of Tony Olhava, an over 36 years plus employee of the Palatine Park District within the Parks Department and Trades Division leader. Tony is not present and does not want a retirement party; Director Clark stated that he recognized Tony at the Spring All Staff Meeting and plans to present him with the resolution at a luncheon next week. Director Clark will advise the Board of the date and time for anyone that would like to attend. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion passed.

### Departmental Reports

The Park Board reviewed the previously distributed written District Services Department Report. Superintendent Eckelberry started her report with the completion of our Pop-Up interviews in May; there were over 307 candidates and 76 new hires. Three of the new hires were Full-Time positions for a Trades Manger, Stables Caretaker and AR Payroll Specialist who started this week. Paycor made the new hire process easier; we also processed 200 returning staff members. Eckelberry and Houzenga attended the IPRA DEI institute; a lot of valuable information was shared. They also had a lot of great volunteer events in May with over 55 volunteers for various projects. Information Technology division completed the Wi-Fi replacement, Multi-Factor Authentication and PayCor Time Kiosks, but we are still waiting on supplies for the electronic door access project. Safety and Risk Management launched the new online reporting system which has been very successful. Communications and Marketing was busy with Eblasts for various events, programs, and the photography policy reminder; 55% of the emails were opened which is more than usual. Sounds of Summer has a new marketing piece for this year; there were a lot of compliments about it at the event on Friday night. Eckelberry gave kudos to the Sounds of Summer staff; it was packed for Dancing Queen. Eckelberry also mentioned the website redesign; over the next several weeks they will be working on the content and cleaning up some information. The Park Foundation has their monthly meeting tomorrow and will be holding a raffle at this week's Sounds of Summer event. President Sammons apologized for not providing any feedback but is interested in following along going forward.

The Board reviewed the previously distributed written Recreation Department Report. Superintendent Danz highlighted the special events with Big Trucks hosting an estimated attendance of 3,000 which was very successful even with the cloudy and rainy weather; Fishing Derby had 25 participants last year with bad weather; this year the attendance was doubled at 50 with rainy weather again. The spring gymnastics show was a success with over 400 audience members for each of the 2 shows; this year we added seating on the track. We have six Story Time in The Park events with the library; the first one in May at Oak Park had 115 people in attendance. CARE finished strong at end of May; numbers starting to look better at 423; we are climbing back up. In conclusion, Danz stated that May is primarily spent getting ready for summer with a lot of camp and pool training.

Commissioner Gould asked about eliminating the Kindergarten CARE program when District 15 moves to all-day Kindergarten; Danz confirmed that it would free up a room at the Community Center in 2025. Danz said that the Swim Team Frenzy event went well with no hiccups in reply to question from President Sammons. Commissioner Rogers asked about timing of the Historical Society event on Saturday; Ludolph answered that the Good Old Summertime festival is on Saturday with a Flag Day ceremony at 9:00 am prior to festival. Commissioner Gould added that they will be shooting the cannon after the ceremony and planting a tree. Commissioner Gould will be giving a short dedication of a tree. Commissioner Ruff received

a compliment from a parent who rented Eagle pool for a birthday party; said the staff was great and helped make sure that the party went the way it was supposed to. Danz gave an update on the sound system; she has received some quotes, but still waiting for more. Commissioner Ruff stated that it was working last night when he was there for swim lessons. Commissioner Gould also mentioned the Historical House and Garden walk on June 25<sup>th</sup>.

### Executive Director's Report

The Board reviewed the previously distributed written Executive Director's Report. Director Clark started his report with a shout out to the golf course staff for US Women's Open Qualifier tournament on June 7<sup>th</sup> went very well; we were one of twenty-six qualifier locations in the entire country. There were 78 golfers; Clark spoke with some of players and caddies who were complimentary of the property, surprised how tough the course was and that the conditions were outstanding. He is planning a special recognition for the key staff that were part of putting this event together. Commissioner Petricca asked about the amount of publicity that was done; Nagle stated that we were concentrating on having a great experience for the participants; parking could also be a problem if we publicized it more. Discussion of the event, players, CDGA guidelines and future CDGA events ensued. Clark also gave kudos to Ludolph and the facilities staff; the Community Center gym received its functional face lift. The fans are working well, the divider and the new bleachers are in as well; it all turned out nice with positive feedback. Clark also provided an update on the annual audit. Lauterbach and Amen has informed us that there is a delay in the final report which we are required to file with the comptroller and county by June 30<sup>th</sup>. Lauterbach has filed that extension on our behalf, and we will notify the board when it's been received. Commissioner Ruff asked the reason for the delay; Costello stated that it is due to disruption of staffing issues on their side and ours; he also stated his disappointment with them over the last two years. Commissioner Rogers asked about the length of our agreement with them; Costello replied that this year is an extension and that they are aware of the RFP coming up. Clark mentioned that he has had some discussions with other park districts who are having the same problems with their audits. Clark stated that he was expecting to hear from Andrew Paine today regarding the Clayson House IGA; he has another call in to him and hopes to have an update soon. The Harper IGA is in the hands of the advisory committee; Danz is also waiting to hear back from Harper on the addendum for the courts. Clark mentioned his update on the Pickleball recruitment issues and thanked Athletic Coordinator Todd Ranum for his help with that. President Sammons asked if Bear was receptive to the reply; Ranum stated that Bear was receptive, but he is also condescending with his comments; Bear says that he will abide by what we are asking him to do but that he will still do what he wants to do.

Commissioner Gould asked about the Hunting Ridge playground asked if they have one at the school; Holder stated that they have one at Mallard, one at Sparrow and one at the school but that they want one closer to the southern end. Clark stated that Holder has a visionary list of potential sites to acquire or add to for future amenities. Clark replied to the President thanking them and stated that we will add this to the discussion for our next 10-year plan with no guarantees but that their request would be considered. Discussion continued about current park locations and potential locations for future parks.

### Commissioner Reports/Future Agenda Items

Commissioner Gould found a collector's item that she gave to Holder for winning the number guessing game.

Commissioner Ruff asked about the flooring of the new bleachers and a date for the next space needs meeting. Nagle replied that the flooring is always plywood and is the same as the old bleachers. Nagle stated that PMA is updating the forecasting model and expects to have it by the end of week so we should be ready to set up the next meeting soon. Commissioner Ruff also asked if the idea of moving gymnastics to Birchwood was made by staff or the consultants; Nagle replied that it was originally recommended by consultants based on their evaluation of the volume at both locations. Clark added that staff feedback on

space challenges in gymnastics was also considered. Commissioner Ruff would like to hear if staff still thinks that is a good idea or if they have any other ideas to be discussed at the next meeting.

#### Executive Session

Commissioner Ruff requested a motion to close the public portion of the meeting and convene in executive session. Commissioner Petricca moved and Commissioner Rogers seconded that the Board of Park Commissioners go into closed session for discussion of Executive Session; Section 2(c)(1) Open Meetings Act authorizes only closed session discussion of the appointment, employment, compensation, discipline, performance, or dismissal of "specific employees" of the public body; Section 2(c)(5) Open Meetings Act (discussion of the acquisition or lease of real property for the use of the District); Section 2(c)(21) Open Meetings Act (discussion of minutes of prior meetings lawfully closed. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried at 5:38 p.m.

#### Return to Open Session

Commissioner Gould moved to come out of closed session and resumed 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, Greg Sammons

NAY: None

ABSENT: Jennifer Rogers

Motion carried.

#### Action on Matters Considered in Closed Session

Regarding Closed Session Section 2(c)(1) Open Meetings Act for discussion of the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the District. There was no action at this time.

Regarding Section 2(c)(5) Open Meetings Act (discussion of the acquisition or lease of real property for the use of the District). There was no action at this time.

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 #23-04, 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: Joe Petricca, Susan Gould, Terry Ruff, Greg Sammons

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

NAY: None

ABSENT: Jennifer Rogers

Motion carried at 6:08 p.m.

Respectfully submitted,

Mike Clark  
Park Board Secretary Pro-Tem

Attest:

Mike Clark  
Secretary Pro-Tem

Approved:

Greg Sammons  
President

<u>2023 Park Board Meetings</u>		
June 27, 2023	August 22, 2023	November 14, 2023
July 11, 2023	September 12, 2023	November 28, 2023
July 25, 2023	September 26, 2023	December 12, 2023
August 8, 2023	October 24, 2023	