



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
August 08, 2023, at 5:00 p.m.



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

Commissioners Present

Commissioners Absent

Greg Sammons, President
Joe Petricca, Vice President
Terry Ruff, Treasurer
Jennifer Rogers – left meeting at 5:50
Susan Gould

Staff Present

Mike Clark, Executive Director	Josh Ludolph, Asst. Superintendent of Facilities
Phil Costello, Superintendent of Finance	Jim Holder, Superintendent of Parks & Planning
Sonia Austin, Assistant Superintendent of Finance	Amy Vito, Asst. Supt. of Parks & Planning
Michelle Eckelberry, Supt. of Dist. Services & Projects	Donelda Danz, Superintendent of Recreation
Dayell Houzenga, Asst. Supt. of Dist. Services & Projects	Lisa Allie, Administrative Assistant
Steve Nagle, Superintendent of Facilities	

Approval of Agenda

Commissioner Ruff moved and Commissioner Gould seconded that the agenda be approved. President Sammons said that a closed session to discuss land acquisition be added. By a voice vote, the agenda for the regular meeting of August 8, 2023, was approved as amended.

AYE: Joe Petricca, Jennifer Rogers, Terry Ruff, Greg Sammons, 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 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 July 25, 2023, Closed Session Meeting Minutes of July 25, 2023, Warrant #15, Approval; Annual Treasurer’s Report. The result of the roll call vote follows:

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

Visitors and Citizens Comments

Resident Jeni Huhta, 11 E. Russet Way; Jeni stated that her house backs up to the Hamilton Reservoir and is requesting to have some security cameras up by the maintenance building; Supt Holder stated that we have one facing the bathroom doors and explained the issue with connectivity. Jeni said that the Metropolitan Water District has cameras with 24-hour surveillance by the via duct, but questions that since there are people setting off fireworks and having parties over there. Jeni stated her concerns which includes a

notorious scooter which roars through the bike path, they thought he was caught, but he has returned. Commissioner Ruff stated the kid starts at Eagle and that he chased him one day. Jeni also mentioned a golf cart situation on Saturday July 29th, going up and down her street and bike path; Commissioner Gould added that she saw a golf cart on Wednesday the 2nd and had a confrontation with them; so now they have two incidents. Jeni wants someone to speak to the parents or add signs about electric vehicles and scooters. Jeni's second concern is about amplifiers used at Sounds of Summer. Supt. Eckelberry stated that some bands bring their own and some use ones from Cutting Hall. Jeni attended two concerts this summer and both had issues with where you could hear them. She was only sitting 4 rows behind the sound stage area and had a hard time hearing the band; Jeni also mentioned the band sound checks and suggested that we put up a big folding screen with the sponsor logos so that people have something to look at while the bands are doing their sound checks. Plus, it would be good advertising to put in peoples' minds. Her third concern is the website; she would like to have all proposed projects listed without having to look up the bids. The bike path work behind her house at Hamilton was a real surprise; nobody advised her of what they were going to do. She found out when she saw the park district employees measuring and asked them what they were doing. Jeni would like a courtesy notice given to the public for large construction projects so that they can provide their input. The fourth concern she shared was regarding the foundation benches that are being put in around the Hamilton Reservoir area; Commissioner Gould clarified that these are memorial benches privately purchased. Jeni understood that but is concerned that these are metal benches and have no shade; she is suggesting that the memorial trees be planted by the benches to give people shade. She added that nobody is going to sit on a hot metal bench when it's 90 degrees out, so these people are wasting their money; she rarely sees anybody sit on them. The board thanked Jeni for her suggestions and comments.

New Business

The Board reviewed the previously distributed board summary pertaining to the Award Bid, Cutting Hall Stage Floor Replacement Project. Commissioner Ruff moved, and Commissioner Gould seconded that the Board of Park Commissioners approve the lowest responsible bidder, Floors, Inc., of Woodstock, IL in the amount of \$53,610.00 for the Cutting Hall Stage Floor Replacement project. Commissioner Sammons asked about alternate 1; Supt Ludolph explained that they won't know if a full replacement is needed until the floor is opened and they see what condition it is in. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion passed.

The Board reviewed the previously distributed board summary pertaining to the Approval of Resolution #23-13 for 2024 Northwest Special Recreation Association (NWSRA) Annual Member District Contribution. Commissioner Roges moved, and Commissioner Gould seconded that the Board of Park Commissioners approve Resolution #23-13, a resolution approving the annual member district contribution for 2024 to NWSRA. Director Clark stated that the staff has done a great job and our membership contribution has remained flat over the past couple of years. Our contribution helps serve our residents with disabilities and special needs. The NWSRA staff are all certified and have also done a great job with fundraising for the foundation; as a board member representing Palatine Clark recommends approval as presented. The motion approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion passed.

The Board reviewed a previously distributed board summary pertaining to Approval of Property License Agreement – Park Property Easement. Commissioner Ruff moved, and Commissioner Gould seconded that the Board of Park Commissioners approve a temporary encroachment easement agreement with an adjacent home property owner at Locust Park as presented. Superintendent Holder stated that the park property runs along the creek on both sides; said that Tom Hendrick reached out to him asking for the same permission given to his neighbor years ago to build a fence on to the property. Supt. Holder worked with legal to come up with the temporary agreement with a clause that allows the district to take back property if needed. However, due to the location there is no foreseen need for recreational value by the park district. Tom confirmed his plans to obey the property line along the pickle ball court but behind him is an extra 19 feet so he will be matching the three neighbors that have their fences back there. In response to a question from Commissioner Rogers, Supt Holder stated that Tom would have to speak to the village about rules for proximity to the creek. Commissioner Ruff asked if the agreement includes a release if the property is sold and if we have agreements with the other neighbors. Director Clark confirmed that the new owner would have to sign a new agreement or return the property to its original condition when sold. He also stated that encroachment on our property is an ongoing battle which is evaluated on a case-by-case basis as we are notified. The board thanked Tom for coming by. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion passed.

The Board reviewed the previously distributed board summary pertaining to the Approval of Intergovernmental Agreement (IGA) with Palatine Library District for the Clayson House Property transfer. Commissioner Gould moved, and Commissioner Rogers seconded that the Board of Park Commissioners approve the IGA with the Palatine Library District for the transfer of ownership with the property commonly known as the Clayson House Museum property as presented. Director Clark stated that this is a good thing and will help clarify roles and responsibilities. The motion approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion passed.

Departmental Reports

The Park Board reviewed the previously distributed written District Services Department Report. Superintendent Eckelberry highlighted the work on our full-time job descriptions which we are formatting to more ADA compliant; plans for the first employee benefit and wellness fair on November 2nd are underway, this will include our health care providers as well as other vendors for employees' chat with. IT has added all external doors to our electronic door panels and is now working on the internal doors; all kiosks for time clocks have been installed and busy with our firewall security and moving software from our server to being cloud based. Supt. Eckelberry continued with Safety and Risk Management who had a live run through severe weather in July; this presented some opportunities to review our procedures and get everyone up to speed. Communications & Marketing has been busy with content cultivation for the new website; looking at content, program and facility information. They are also working on the winter/spring 2024 program guide; this will include a change of language from resident/nonresident to in-district /out-of-district. This should help alleviate confusion with residents asking why they are charged non-resident rates. Supt Eckelberry closed her report with information on the Carl E Arthur Memorial service to be held on Saturday, August 19th, 11:30 at Town Square.

The Board reviewed the previously distributed written Recreation Department Report. Superintendent Danz started with exciting news of our new event, Cardboard Boat Regatta, which was a terrific event. We had 10 signed up with 6 participating and will have again next year; other programs mentioned were the Zumba pool party which was rescheduled due to weather and still had 37 participants; the Canine Carnival had 170 humans and 100 dogs in attendance. CARE is doing great with numbers climbing, have 20 on the wait list which we will try to take off once they get transportation settled. Supt. Danz reported that PAFA Spirit is back with over 60 kids enrolled. Day Camp and Kids camp ended well; Sports Camp was moved to the athletic manager. We created full and half day options which worked out great with 554 kids compared to 308 last year; this also helped with staffing. In response to Commissioner Gould's question about the sports offered at camp; Supt. Danz explained that the contractors we use for programs were brought in to showcase the different sports offered which we hope will increase enrollment in those programs when they are offered. Commissioner Rogers asked about the PA System at Eagle; Supt. Danz said the last she heard it was working but thinks it's something in the wiring, so we'll have to replace it all.

Executive Director's Report

The Board reviewed the previously distributed written Executive Director's Report. Director Clark shared that he worked with Reid at the village for an extension at the CLU building for a month-by-month lease until we know if we have an alternate site; working on the annual operating budget and hope to have a presentation of our proposed 2024 budget for the board in November and have adopted before end of fiscal year. Facilities have been busy with cleaning projects and preventative maintenance; both Steve and Josh do a great job keeping our residents and users informed. Director Clark also mentioned the employee health insurance with some potential increases this year; Supt. Eckelberry will be setting up a meeting for the health insurance committee prior to September 12th; Supt. Holder and Asst. Supt. Vito were acknowledged for their work on the last two playground replacements which had a lot of challenges, but they finished without much down time. Director Clark closed his report with the end of summer; camps are done, the aquatic pool is shut down and the amount of people in our facilities, parks, and programs it's the busiest time of the year; staff has done an exceptional job.

Commissioner Reports/Future Agenda Items

Commissioner Gould wanted to reiterate with Jeni Huhta brought about the golf cart use at Hamilton; she was not aware that it happened before August 2nd and thinks that we need to establish a policy. Commissioner Ruff stated that the carts are owned by Celtic and that no one under the age of 18 is allowed to drive them due to insurance. The only people who have keys to garage are board members so the only people on those carts would be the board members kids and he thinks that something needs to be said to them. Discussion continued about Celtic, the severity and danger of the two incidents with unacceptable behavior on so many counts by so many people. Director Clark stated that it will be addressed at the next PALS meeting, dealt with at the Celtic board meeting and he will be sure to share the Park District Boards concerns.

Commissioner Ruff asked how staff handles when Homeless come into our building; Supt. Ludolph stated that we let them use the bathroom but don't let them use the showers; we also provide them with information for Journeys or Pads. Director Clark added that we ask for police assistance if needed. Commissioner Ruff asked if we could use the money available from the Governor for a sensory park; Director Clark said that he would need to do some research and stated that might be something to explore at Meadowlark.

Executive Session

Commissioner Ruff requested a motion to close the public portion of the meeting and convene in closed session. President Sammons moved, and Commissioner Petricca seconded that the Board of Park Commissioners go into closed session for the discussion of Executive Session; Section 2(c)(5) Open Meetings Act discussion of the acquisition or lease of real property for the use of the District. The result of the roll call vote as follows:

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

NAY: None

ABSENT: Jennifer Rogers,

Motion carried at 5:53 p.m.

Return to Open Session

President Sammons moved to come out of closed session and resumed to 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, Susan Gould, Greg Sammons, Joe Petricca

NAY: None

ABSENT: Jennifer Rogers

Motion carried at 6:06 p.m.

Action on Matters Considered in Closed Session

President Sammons said that the Board of Park Commissioners met in closed session to discuss Open Meetings Act Section 2(c)(5) discussion of the acquisition or lease of real property for the use of the District. President Sammons stated that there is no action at this time.

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

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

NAY: None

ABSENT: Jennifer Rogers

Motion carried.

Adjournment

There being no further business to come before the Park Board on this date President Sammons moved that the regular meeting be adjourned. Commissioner Petricca seconded the motion which was unanimously approved by a voice vote.

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

NAY: None

ABSENT: Jennifer Rogers

Motion carried at 6:07 p.m.

Respectfully submitted,

Lisa Allie

Park Board Secretary

Attest:

Approved:

Lisa Allie
Secretary

Greg Sammons
President

2023 Park Board Meetings	
August 22, 2023	November 14, 2023
September 12, 2023	November 28, 2023
September 26, 2023	December 12, 2023
October 24, 2023	