



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
September 26, 2023, at 5:00 p.m.



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

Commissioners Present

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

Commissioners Absent

Staff Present

Mike Clark, Executive Director	Steve Nagle, Superintendent of Facilities
Phil Costello, Superintendent of Finance	Josh Ludolph, Asst. Superintendent of Facilities
Sonia Austin, Assistant Superintendent of Finance	Amy Vito, Asst. Supt. of Parks & Planning
Michelle Eckelberry, Supt. of Dist. Services & Projects	Colleen Palmer, Asst. Superintendent of Recreation
Dayell Houzenga, Asst. Supt. of Dist. Services & Projects	Lisa Allie, Park Board Secretary/Executive Assistant

Visitors and Citizens Present

Benjamin Rea

Approval of Agenda

Commissioner Ruff moved and Commissioner Gould 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 September 26, 2023, was approved as presented.

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

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 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 September 12, 2023, Closed Session Meeting Minutes of September 12, 2023, Warrant #18, Surplus of Property Ordinance #23-04 and August Finance Report. Commissioner Ruff asked that the financial report be removed from the Consent Agenda going forward; Director Clark stated that the financial report will be moved to Department Reports on all future agendas. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Visitors and Citizens Comments

No comments were presented.

New Business

The Board reviewed the previously distributed Approval of Revisions to Personnel Policy Manual. Commissioner Ruff moved, and Commissioner Gould seconded that the Board of Park Commissioners Approve Revisions to the Personnel Policy Manual. In response to Commissioner Sammons question, Director Clark explained that instead of providing the full manual with the changes they just logged all the updates into one memo and added that this is best practice as well as preparation for the reaccreditation coming up in 2024. Commissioner Rogers has many questions and would like to table this for a future meeting so they can have more discussion; she continued with some examples which included vacation time, the Thanksgiving Holiday and compensation for employees that working on a holiday - it seems restrictive. Discussion of the policy revisions continued with focus on how hourly employees are compensated when they work on a holiday; Commissioner Rogers would like to table the item for more discussion. Director Clark suggested that Commissioner Rogers work directly with Superintendent Eckelberry on her concerns. Consensus from the Board of Park Commissioners was received, and Commissioner Ruff moved that the motion be tabled; Commissioner Gould seconded the motion. The motion was tabled by a voice vote; the result follows:

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

The Board reviewed the previously distributed Recommendation for Employee Merit. Commissioner Rogers moved, and Commissioner Petricca seconded that the Board of Park Commissioners approve the 2024 Merit Pool for full-time staff in the amount of 5%. Commissioner Ruff asked about health insurance increase; Superintendent Eckelberry replied that it's looking like the Blue Cross Blue Shield HMO will be 6%, 3% for the PPO with dental and vision rates staying the same. In response to Director Clark's question, Superintendent Eckelberry stated that out of 82 employees we have 37 currently on the HMO plan. The motion was approved by a roll call; 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 2nd Trimester Progress Reporting of Palatine Park District's Agency Work Plan Goals. Director Clark stated that no action is needed and explained this is standard protocol of progress on the Park District's work plan goals which align with the comprehensive strategic master plan. Upon review of the 2nd trimester report Director Clark feels that a majority, if not all the goals will be met by the end of the year. In response to questions from Commissioner Sammons, Superintendent Eckelberry stated that the webpage is currently being mapped but hopes to have a demonstration ready for the October meeting. Director Clark explained that the community wide needs assessment and comprehensive master plan which were done in 2014/2015 are good for about 10 years so they should be redone in 2024/2025. He has already updated the Request for Proposal (RFP) from 2014 and will have it ready for the board to review by the end of year. Director Clark also explained that the space needs was a component and goal that came out of the comprehensive master plan, so it is a different project and workshop. The 5 different funding scenarios for the space needs plan are almost ready for the next workshop, which will focus on funding. Commissioner Sammons also asked about turf replacement and the need for more turf; Commissioner Ruff said that there can be a case made for more turf but we are at the mercy of the Metropolitan Water District for drainage; they have not been open to giving us access in the past. Discussion about turf life and replacement continued.

Departmental Reports

The Park Board reviewed the previously distributed written Facilities department report. Superintendent Nagle highlighted the upcoming Camp Out, Fall Fest and the Cutting Hall holiday stretch. The customer service rental survey returns showed word of mouth, web content and catalog are the big three. The current rounds and revenue at the golf course for the month of August, had 82% playable segments and over 5,400 rounds, closing in on 23,000 rounds for the year. Superintendent Nagle also shared that Wold Architects is working on a plan for the canopy solution and hope to have by end of October. Commissioner Sammons asked about price difference on gas carts versus electric carts; Superintendent Nagle stated that the gas carts are much less expensive, and we don't have the infrastructure to recharge the carts.

The Board reviewed the previously distributed written Finance department report. Superintendent Costello echoed the facilities report and stated that overall revenues are up 20% from last year. Also working on a planning model to show the impact of the five different option levels on the over financial capacity. In response to a question from Commissioner Rogers, Superintendent Costello said that his initial goal is to let the board and staff know how this is going to affect our cash reserves; that is going to be his litmus test. Director Clark added that each scenario will have a reference sheet with key performance indicators to show how it will affect our tax rate, our levy, our budget, how and how long it will affect our resources available for the capital plan. There will also be pros and cons of each scenario with short- and long-term implications of each funding level and mix. In addition to showing how each level will implicate cash reserves, tax rate, tax levy, debt service extension, capital plan, etc. Superintendent Costello also mentioned the Chart of Accounts rebuild to institute a more manageable reporting system. Commissioner Gould asked about registration numbers; Director Clark confirmed that it is timing of the report as demand has been high; all key indicators show we are at or above program levels. Commissioner Gould also mentioned that District 15 will be starting school after Labor Day next year; Assistant Superintendent Palmer explained that they plan on offering a couple of different programs to supplement the time after summer camps' end. They will offer an in-house extended program marketed to District 15 families, a contractual sports camp at Falcon that will run 3 weeks after the summer camp. In addition, they are working with other coordinators to offer one day workshops or hourly programming for kids that are looking for a one-day field trip or workshop. Staffing will be a concern so we will be working with District 15 to see if they have staff available to help us run these programs. Commissioner Gould said that she is glad to hear we are looking down the road at this.

The Board reviewed the previously distributed written Parks and Planning department report. Superintendent Holder gave some construction updates; Osage playground portion is complete and has been open for use a few weeks, the contractor is working on the shelter now, hoping that will be wrapped up in the next few weeks. Eagle playground is completed with rubber surfacing installed, will be removing the asphalt under the shelter, have some concrete work to do, will also redo the pathway 8 feet from the street down to preschool, he's very happy with how rubber turned out. A dedication and ribbon cutting ceremony with the Jaycees will be on Saturday, October 21st. They will also have a plaque mounted on a rock added to a garden as a dedication for the Jaycees donation. They also have plans for a sensory area which will be utilized for an inclusive play area. Commissioner Ruff asked about the water fountain; Superintendent Holder said that will be done with the tennis courts. Paving is going along well, have started the golf course parking, concrete for dumpster area was done last week, weather permitting they will be back on Thursday and hope to finish up next week. The Palatine Trail and Clayson house will be started after the parking lot is completed. Superintendent Holder also received an update today on the Smith Road crossing in cooperation with the Village; contractor issues are holding everything up, hoping to have a firm start date by the end of week. Crews busy with routine fall maintenance activity, all maintenance at MWRD properties has been done. Parks diligent on baseball field maintenance and fall athletics, they poured the pad for the shed at Hamilton, also been pouring pads for memorial benches. Trades have been winterizing

the pools and repaired an electrical line break at the golf course. Fleet is working on seasonal maintenance equipment.

Executive Director’s Report

The Board reviewed the previously distributed written Executive Director’s Report. Director Clark reported on the upcoming Intergovernmental Meetings with the Village of Palatine regarding the CLU building and Michigan Avenue property; a meeting with District 15 regarding various fields and issues that will be affected with the passing of their referendum and renovations that will require scheduling changes and locations. They are also meeting with Harper on October 3rd regarding the potential court renovation project. Director Clark continued his report with the NPRA conference in Dallas which will be attended by several staff the week of October 9th. Other than that, most of his time has been spent working on various transitional projects to ensure a smooth transition and overlap with the new Director. Commissioner Rogers asked about posting the notice for the October 3rd Board meeting; Director Clark confirmed that it needs to be posted as Special Board meeting, will have to be called to order, approve the agenda with public comments included on agenda before adjourning to the executive session. This will be the same process for all the interviews held, including an audio recording of the meetings.

Commissioner Reports/Future Agenda Items

Nothing to report.

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, Susan Gould, Joe Petricca, Greg Sammons

NAY: None

ABSENT: None

Motion carried at 6:07 p.m.

Respectfully submitted,

Lisa Allie
Park Board Secretary

Attest:

Approved:

Lisa Allie
Secretary

Greg Sammons
President

<u>2023 Park Board Meetings</u>	
October 24, 2023	November 28, 2023
November 14, 2023	December 12, 2023