



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
October 24, 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

Phil Costello, Superintendent of Finance
Sonia Austin, Assistant Superintendent of Finance
Michelle Eckelberry, Supt. of Dist. Services & Projects
Lisa Allie, Park Board Secretary/Executive Assistant
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. Superintendent of Recreation
Lisa Swan, Cultural Arts Coordinator
Keith Schmerer, Facilities Manager
Alec Owens, Assistant Facilities Manager

Visitors and Citizens Present

Keith Grossich, Sounds of Summer Concert Manager
William Van Giesen

Approval of Agenda

Commissioner Gould moved and Commissioner Ruff seconded that the agenda be approved. Commissioner Rogers asked to remove item 6C from New Business and move to a future agenda for more information and consideration. Commissioner Rogers asked to move item 6C from New Business to a future agenda. Commissioner Ruff moved and Commissioner Gould seconded that the agenda be amended. By a voice vote, the agenda for the regular meeting of October 24, 2023, was approved as amended.

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 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 September 26, 2023, Regular Meeting Minutes of October 3, 2023, Closed Session Minutes of October 3, 2023, Warrant #20, Ratification of Warrant #19 and Palatine Park District 2024 Meeting Schedule for the Board of Park Commissioners. The result of the roll call vote follows:

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

Visitors and Citizens Comments

No comments were presented.

Presentations

Cultural Arts Coordinator Lisa Swan presented the Annual Sound of Summer (SOS) report; she started with an overview of how the program works and referenced the video montage which includes the various concerts hosted over the summer. Lisa also mentioned that the SOS program fits the Park District mission and studies that have shown music is integral in our health and well-being. Lisa reflected on 2021, which was her first year with SOS and saw small groups of people cautiously attending the concerts, then 2022 saw bigger groups return, but she has never seen anything like this summer with 1000's of people in attendance. They are excited and happy to be out in the community; the response was great with compliments after every show. There was a lot of community engagement with the sponsors; people love the giveaways which is a great way for us to market the park district and other community events. Lisa spoke of the challenges which will always be the weather and new this year, the air quality concerns. Even moving Battle of Bands indoors was a challenge that resulted in a delayed start due to tornado sirens. Recommendations for next summer will focus on our command central at the park district event table; may look at selling t-shirts to commemorate the summer in addition to the freebies everyone loves. We had 20 events this summer with over 16,000 attendees; the expenses were \$31,000 with a \$35,000 budget. Lisa thanked the board for the generous budget and Keith Grossich, her invaluable concert assistant; they work as a team to ensure that there is always someone at the table and with the band. In speaking of the bands, she shared some positive feedback received from the bands; they love the amphitheater and want to come back. Lisa concluded by thanking all the park district departments for their contributions, SOS is a park district wide event, which is a wonderful event that we offer our patrons free of charge. Lisa stated that the cost of bands increased by \$500-\$1,000 this year, in response to Commissioner Roger's question. Commissioner Sammons asked about a donation bucket; Lisa explained that the Park Foundation held some raffle events which raised money for Scholarships. Commissioner Gould added that she was a sponsor for the Beatles tribute band; they were very good, and it was a lot of fun.

Keith Schmerer, Facilities Manager and Alec Owens, Assistant Facilities Manager presented the Annual Community Center (CC) and Birchwood (BW) Recreation Centers Report. Keith reported that 40% of the programs, activities and special events are held at the CC or BW. He also referenced a chart included in the written report and addressed the negative net expense he explained as operating costs which includes utilities, Full and Part-Time staff, general building maintenance; expenses are high, but the activities revenue year to date has generated over \$700,000 which makes them profitable. The revenue from facilities comes through activities such as drop-in services and rentals; they fill in the gaps where there are no programs. The most popular drop-in service is the walking track which accounts for 40% of people walking in the building with basketball and volleyball which has significantly increased coming back from COVID. Alec reported on the growth of birthday parties over the last year; Gymnastic parties are a new addition and one of the most popular, as of today 43 of the 79 parties held at CC have been Gymnastics parties. Keith highlighted the CC projects: the Gymnasium work included a refinished floor, the addition of a divider curtain, ceiling fans, a second scoreboard was added, and new carpet was installed at gym entries; room 1E received a new floor; the fire alarm was upgraded, and keyless entry was installed on all exterior doors. Alec reported on the fitness center which is on track to make a profit this year; membership was at its lowest point during the Summer of 2021, but has doubled over the last 2 years. Keith shared highlights from the BW Recreation Center which runs similar to CC with expenses and a heavily programmed building which offers less time for drop-in services; Pickleball accounts for 95% of the drop-in service there. Alec continued with the birthday parties at BW; prior to fall 2022 they had very limited availability for parties due to athletics. They now have a dedicated time slot on Sunday mornings which has worked out great; as of today, we've had 47 parties at BW. Keith reviewed the improvements at BW which included: pool storage doors replaced, elevator modernization and keyless entry installed. Commissioner Ruff asked about keeping the facility open later for Pickleball; Superintendent Ludolph explained that we wouldn't be able to

start until after 9:00 due to programming already scheduled plus we are picking up Monday night pickleball that is no longer be offered at Harper.

New Business

The Board reviewed the previously distributed Approval of Employee Benefit Rates for 2024. Commissioner Rogers moved, and Commissioner Gould seconded that the Board of Park Commissioners Approve the Employee Benefit Rates for 2024. In response to Commissioner Rogers question about the overall increase, Superintendent Eckelberry explained that she showed the overall effect on the district and on the employees to show an accumulative versus individual rate. Commissioner Ruff asked about changing the split that was supposed to take place every year for over 5 years; Superintendent Eckelberry said that she was unaware of this until recently and has been looking for the documentation on this; she has been working with Superintendent Holder on this and they are making progress towards the goal. The motion was approved by a roll call; the result follows:

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

NAY: None

ABSENT: None

Motion passed.

The Board reviewed the previously distributed Approval of Cell Phone Reimbursement Policy. Commissioner Gould moved, and Commissioner Petricca seconded that the Board of Park Commissioners approve the Cell Phone Reimbursement Policy. Commissioner Sammons asked if anyone has a park district provided cell phone; Superintendent Holder has some staff that uses out in the field and used by the CARE program and Camps. Commissioner Rogers questioned the increase as cell phones costs are going down; Superintendent Eckelberry explained that she did a comparison with other districts and found that the average was \$26 a month so she went with \$25 a month and added that the phones are being heavily used for data not actual calls. The motion was approved by a roll call; the result follows:

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

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 record retention and destruction training; the GL payroll project which is in a holding pattern until it is updated in both Paycor and Incode; the revision of Full-Time job descriptions, the IPRA compensation survey was completed and finalized the full transition to Plan Source, our benefit platform. Supt. Eckelberry also shared that the IT department was busy with door access and inventory of old computers and other items to be recycled; Risk Management received 37 incidents reported, 911 was called 4 times, but no transport was needed. The website launch has been bumped back for extra beta testing and bug fixes; the new launch date will be on January 11th. Community Outreach was busy attending various events; the catalog redesign and restructuring is in the final phases, the foundation has been busy brainstorming ideas for the 30th anniversary next year and also recruiting new members. Supt. Eckelberry stated that the original launch date for the website was January 4th and that the date can be moved back if more time is needed, in response to a question from Commissioner Sammons.

The Board reviewed the previously distributed written Recreation department report. Superintendent Danz reported that everything is going well this Fall; preschool and CARE are doing well, they are trying to hire more CARE staff so that they can remove participants from the waiting list. The visual arts are picking up,

we just had a miniatures canvas project which is displayed at CC. The Harper swim program is doing a great job with enrollment up 32%; every section is increasing. Supt Danz added that swimming has been close to her and feels it's very important to give everyone a chance to swim; having the pool at Harper is special to her as it has allowed us to offer so many lessons. The Tiger Shark swim team had a swimmer that was selected to the USA National Select Camp which is an honor and could possibly lead to the Olympics. Supt. Danz also highlighted the gymnastics program; the pre-team continues to grow; Nic is doing a great job getting a team back and has also started to see an increase in boys' participation with 10 enrolled now.

The Board reviewed the previously distributed written Finance department report. Superintendent Costello started his report with good news, as heard in the reports tonight; registration numbers with a 12% increase in both recreation and facilities and continues to support our financial capacity as we take on new challenges. The tax levy was extended for 2022 with a 5% increase over last year; he fully expects that to come in later next month which puts us ahead of 2021 levy. Supt Costello added that he hopes we can fill back up the cash reserves which are healthy but would help to have that money coming in. Commissioner Ruff asked about the Space Needs Assessment; Supt Costello answered that we are prepared for the workshop, and he's been talking to PMA and will have dates in November to schedule once Mike returns.

The Board reviewed the previously distributed written Facilities department report. Superintendent Nagle stated that the indoor activities are picking up nicely; Fall Fest was good given the indoor format. The stables had a great horse show this past weekend; Bucky was awarded as the horse of the show. Supt. Nagle also gave an update on the hay shed expansion; the Customer Service Committee events for Employee and Staff Appreciation Week in addition to the Part-Time Staff Party coming up on November 3rd.

The Board reviewed the previously distributed written Parks and Planning department report. Superintendent Holder reported that staff is getting ready to wind down the season with 2 more weeks of athletics left; has been successful even with the wet weather the fields should be able to recoup over winter. The Trades staff have been busy at outside facilities all the fountains and pools have been shut down and winterized. Supt. Holder highlighted the following projects: the shelter at Osage should be completed this week and pave the remaining pathways today; Eagle Park was completed on time for ribbon cutting last week, they still need to add some concrete pads, curb work and an ADA pathway to finish up that project. Paving for the golf course parking lot has been completed, just some minor work on the outskirts; they have graded and added stone for the ADA pathway from the parking lot to the clubhouse; hope to have finished this week depending on weather. The Palatine trail was re-paved from the bridge along Dundee down to Quentin Rd.; still some work to be done on trailside per IDOT regulations. Supt. Holder also reported on the Clayson House sidewalk replacement which has been completed, but still has some restoration work to be done on backside and the Sycamore Tennis Court project may be put on hold until Spring due to weather requirements for the surface work left to be done; other than that, all other projects will be completed by end of the year. Commissioner Sammons asked about the current condition of Sycamore and the Smith Road crossing; Supt Holder responded that the court surface at Sycamore has been repaired and sanded down so it is still closed; the Smith Road crossing was supposed to start this past week, but still waiting for the contractor to show up, all should go quick once they show up.

Commissioner Reports/Future Agenda Items

Commissioner Ruff said that Eagle Park looks great and thanked everyone who came out on their day off to show appreciation for the Jaycees donation and partnership. He also thanked the staff for helping them get through their interview process. He also commented on Fall Fest which he attended; said it was very nice and everyone seemed to be having a good time.

Commissioner Rogers thanked everyone for responding to her flurry of emails over the last two days; she appreciates all the information.

In response to Commissioner Ruff's question about the CC overhang; Superintendent Nagle said that Wold Architects have come to look at the overhang and provided some sketches; we should have some prices for that this week.

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 6:15 p.m.

Respectfully submitted,

Lisa Allie
Park Board Secretary

Attest:

Lisa Allie
Secretary

Approved:

Greg Sammons
President

2023 Park Board Meetings

November 14, 2023

November 28, 2023

December 12, 2023