



Virtual Meeting  
REGULAR BOARD MEETING  
BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT  
Minutes of February 22, 2022, at 5:00 p.m.

President Rogers called the remote meeting to order at 5:00 p.m. and acknowledged due to Restore Illinois Mitigation guidelines tonight's Board meeting will be conducted via video Zoom platform, and in accordance with SB 2135. To ensure all discussion, testimony and votes could be heard President Rogers confirmed each member of the Board was able to hear her by a roll call response.

Commissioners Present

Jennifer Rogers, President  
Susan Gould, Vice President

Greg Sammons, Treasurer  
Joe Petricca

Commissioners Absent

Terry Ruff (excused)

Staff Present

Mike Clark, Executive Director	Christine Hubka, Customer Service Manager
Donelda Danz, Supt. of Recreation	Colleen Palmer, Asst. Supt. of Recreation
Steve Nagle, Supt. of Facilities	Glenn Hussey, Asst. Supt. of Parks & Planning
Jim Holder, Supt. of Parks & Planning	Gergana Minchev, Asst. Supt. of Finance
Michelle Eckelberry, Supt. of District Services & Projects	Dayell Houzenga, Asst. Supt. of District Services
Joshua Ludolph, Asst. Supt. of Facilities	Trish Feid, Park Board Secretary/Executive Assistant

Approval of Agenda

Commissioner Gould moved and Commissioner Sammons seconded that the agenda be approved. President Rogers asked if any changes are needed. Director Clark confirmed there are no changes. Through a roll call vote, the agenda for the meeting of February 8, 2022, was approved as presented.

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

NAY: None

ABSENT: Terry Ruff

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Gould moved and Commissioner Sammons seconded that the consent agenda be approved. By a roll call vote, the following items on the consent agenda were approved: Regular Meeting Minutes of February 8, 2022; the December 2021 Financial Report; Ordinance 22-03 Surplus Property Declaration and Warrant #4. The result of the roll call vote follows:

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

NAY: None

ABSENT: Terry Ruff

Motion carried.

Visitors and Citizens Comments

No visitors were present, and no comments submitted for inclusion in the meeting.

Departmental Reports

The Board reviewed the previously distributed written Parks and Planning Department Report. Supt. Holder briefly reviewed the report. The recent hail storm was significant, and staff actually had to plow areas to clear the ice. He then provided properties update with first being the Middleton property which had an inspection for asbestos. Supt. Holder then recapped some quotes for demolition and abatement of Palatine Road and Middleton properties. He then stated tree removal work has been completed by staff along Middleton Road along with previous Com Ed work. Supt. Holder also indicated that the public input process is underway with Finch Park playground replacement project sending surveys to neighbors and nearby schools. The paving bid #1 for 2022 is ready to go out to bid and he recapped the scope of the paving work. Jim then presented various options of Dutch Schultz Area tennis courts and multi-use of pickleball courts. After discussion ensued it was consensus to go with the four pickleball courts and four tennis courts option. Commissioner Sammons inquired about the scope of the asbestos abatement on the Middleton property, and also stated a resident asked about a trash receptacle being located along the north side of Wood Street adjacent to Reimer Reservoir. Supt. Holder stated staff will locate one this week on location. Several commissioners also commented on how well the stables flooring and renovation work with the apartment, lobby and office.

The Board reviewed the previously distributed written Facilities Department Report. Supt. Nagle highlighted various items from the report. Steve indicated that the Assistant Theater Manager hiring process is progressing with several qualified candidates. He then highlighted the data and statistical information regarding facility and program participation rates increasing. Supt. Nagle then thanked the parks crew for the great work completed at the stables for the flooring project. Steve then informed meeting participants of the new POC fundraising event coming up on March 31 and being held at Harper College which will replace the previous Cinco de Mayo event and encouraged the Park Board and park district to sponsor a table as has been done in the past.

The Board reviewed the previously distributed written Finance Department Report. Assistant Superintendent Minchev highlighted several items in the report including updated payroll information and general filings in preparation for the annual audit. She also indicated that accounting staff has begun their assembly of financial reports and records in preparation of the on-site visit and work from our auditors. Gergana also indicated that while the original hiring for the Assistant Accountant position did not work out our new candidate accepted the offer and will begin work with the park district on March 7<sup>th</sup>. She also announced the resignation of Jessie Feid as our Payroll Specialist. The park district has secured an outsourcing firm associated with Tyler Industries and our financial software platform Incode in order to maintain payroll and time benefit management functions. The leadership team plans to conduct an analysis to set an action plan for payroll over the long term. Customer Service Manager Hubka then presented the registration report. She informed the board that registration numbers are up 28% from the same time last year and refunds for the same period are down 6%. Christine informed the board that she started a new data report of how many people initiated new household accounts on-line and follow up calls conducted were very positive and answered many questions from new customers. She also indicated success in new hiring to cover various shifts at our three registration locations. All are doing very well and also covers needed shifts including early mornings.

New Business

The Board reviewed a previously distributed board summary pertaining to the Award of Bid for the 2022 Mowing Services. Commissioner Gould moved and Commissioner Sammons seconded that the Board of Park Commissioners award the lowest responsible bidder, Gilio Landscape Contractors of Wheeling, Illinois, in the amount not to exceed \$165,760 for mowing services as specified in the bidding documents. The motion was approved by a roll call vote; the result follows:

AYE: Joe Petricca, Greg Sammons, Susan Gould, Jennifer Rogers  
NAY: None

ABSENT: Terry Ruff  
Motion carried.

The Board reviewed a previously distributed board summary pertaining to the approval for the Award of Bid for Palatine Hills Phase 5 Irrigation System Replacement Project. Commissioner Sammons moved and Commissioner Gould seconded that the Board of Park Commissioners award the lowest responsible bidder, Halloran & Yauch, Inc. from Lake Forest, IL, and enter into a contract in the amount not to exceed \$154,950.00 for Irrigation Upgrades Phase 5 at Palatine Hills Golf Course. The motion was approved by a roll call vote; the result follows:

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

#### Executive Director Report

The Board reviewed the previously distributed written Executive Director Report. Executive Director Clark highlighted items within his report. First he informed the Board and staff of the upcoming legislative events hosted through the Illinois Association of Park Districts. He asked that anyone interested in attending to let him know so proper reservations can be secured. Staff has been working hard to continue to adapt and pivot preparing for the upcoming and pending release of state and county vaccination and mask mandates. Mike also was sad to inform everyone of Past Commissioner Wally Degner. He indicated that the Superintendent of Finance hiring process is back and underway with, yet another promising candidate and personal interview is being scheduled. President Rogers asked the time the legislative breakfast is scheduled and indicated her interest to participate. She also asked if the timing of the earlier legislative conference is a permanent change. Director Clark indicated that he feels this is a temporary change due to the accelerated legislative session schedule and election schedule.

#### Commissioner Reports/Future Agenda Items

Commissioner Rogers indicated that she plans to call to order park board meetings in person in March with or without masks depending on if the mandates are released or not by the county and State.

#### Adjournment

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

AYE: Joe Petricca, Greg Sammons, Susan Gould, Jennifer Rogers  
NAY: None  
ABSENT: Terry Ruff  
Motion carried at 5:45 p.m.

Respectfully submitted,

Michael Clark  
Park Board Secretary Pro-Tem

Attest:

Approved:

Trish Feid  
Secretary

Jennifer Rogers  
President

2022 Park Board Meetings

February 22, 2022  
March 8, 2022  
March 22, 2022  
April 12, 2022  
April 26, 2022  
May 10, 2022  
May 24, 2022

June 14, 2022  
June 28, 2022  
July 12, 2022  
July 26, 2022  
August 9, 2022  
August 23, 2022  
September 13, 2022

September 27, 2022  
October 11, 2022  
October 25, 2022  
November 8, 2022  
November 22, 2022  
December 13, 2022