



REGULAR BOARD MEETING
 BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT
 Village of Palatine, 200 East Wood Street in Palatine
 Second Floor - Community Room B
 February 13, 2024, 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

Staff Present

Ben Rea, Executive Director
 Lisa Allie, Park Board Secretary/Executive Assistant
 Michelle Eckelberry, Supt. of Dist. Services & Projects
 Dayell Houzenga, Asst. Supt. Of Dist. Services & Projects
 Sonia Austin, Assistant Superintendent of Finance
 Steve Nagle, Superintendent of Facilities

Colleen Palmer, Superintendent of Recreation
 Jim Holder, Superintendent of Parks & Planning
 Josh Ludolph, Asst. Superintendent of Facilities
 Todd Ranum, Athletic Coordinator
 Billy Sharp, Golf Course Superintendent
 Dan Hotchkin, Golf Operations Mgr. & Head Professional
 Erick Klebosits, Assistant Golf Professional

Visitors and Citizens Present

None

Public Hearing

President Sammons opened the Public Hearing for the 2024 Budget and Appropriations Ordinance and stated that in accordance with the Park District Code of the State of Illinois, a Public Hearing is to be held prior to the adoption of Ordinance #24-01, which sets forth the budget and made appropriations of sums of money for the necessary expenditures of the Palatine Park District for corporate purposes for the fiscal year beginning January 1, 2024 and ending December 31, 2024. Notice of Availability of Proposed Annual Budget for 2024 was available for public notice and published in the Daily Herald on November 25, 2023. The public hearing was declared open, and the floor was open to questions or comments from the Board; no comments or questions were asked. The floor is open to questions or comments from the audience, and asked if there were any questions or comments received prior to tonight’s public hearing; no questions or comments were asked or received. President Sammons said that if there are no questions, the public hearing can be declared closed.

Approval of Agenda

Commissioner Rogers moved, and Commissioner Gould seconded that the agenda be approved. By a voice vote, the agenda for the regular meeting of February 13, 2024, was approved as presented. The result of the voice vote follows:

AYE: Susan Gould, Joe Petricca, Terry Ruff, Jennifer Rogers, 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 January 23, 2024, and Warrant #3. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Visitors and Citizens Comments

None

Presentation

Superintendent Nagle introduced Superintendent Sharp, Golf Manager Dan Hotchkin, and Golf Professional Erik Klebosits to present the 2023 Palatine Hills Annual Golf Report. Superintendent Sharp stated that it was a very successful and great year which started with preparing for the qualifier event, then surviving and maintaining the rest of the golf season; it was a ton of work but very rewarding. Staffing remains strong but feels that we need to look at our wages as we are falling behind other park districts and golf courses that offer a starting pay of \$17.00 an hour. We will be offering \$14.50 to \$15.00 this year so that will be tough to keep up with. Superintendent Sharp continued with hosting the qualifier, the event went great, the course played very challenging, and it was great hearing all the compliments from the ladies and look forward to hosting another one in the future. After the qualifier they worked on some in house projects, the new pump station will be installed this month, but they are still waiting on the new fairway mower; the lead time is still 12 to 18 months. Superintendent Sharp thanked the board for everything and turned the report over to Dan Hotchkin.

Manager Hotchkin shared that it was a very successful year with revenue outpacing expenses by almost \$70,000. The green fees, carts and driving range are the main revenue streams; pro shop numbers are weak as it's just a convenience shop for golf balls, gloves, and hats. The course was in excellent condition all year; it stands up to any public and many private courses in the area. However, no matter how outstanding your course is customers won't come if they are treated poorly; Eric and Mike Schmelzer led a great group of part-time staff who engaged with our customers in a positive way. Manger Hotchkin agreed with Superintendent Sharp regarding our wages and added that we are one of the only courses in the area that does not offer complimentary golf to their part time golf staff. The new clubhouse vendor, Relish Catering, has been a great enhancement. They offer a great variety of food and are properly staffed to ensure that our customers are served in a more timely manner. They did a phenomenal job, are easy to work with and we look forward to having Relish as our clubhouse vendor. Another highlight was our lesson program with a 14% increase in lesson participation, we added two additional adult group lessons so that we could accommodate 20 people off the wait list. Manger Hotchkin congratulated Erik and his junior PGA 17U team who won their division for the first time. There were many positive responses received from the participants and the CDJ (Chicago District Golf Association) staff conducting the US women's Open qualifier. CDJ mentioned that Palatine Hills had the highest number of spectators they've seen in the qualifier. They also extended an invitation to host another qualifier in 2024 for Senior Ladies and potentially another US Woman's Open qualifier in 2025.

The future is bright at Palatine Hills with continued course improvements, hosting special events and creating great customer service will only enhance our course's reputation. I really look forward to when Palatine hills is no longer referred to as a hidden gem but as one of the top courses in the area. Manager Hotchkin answered Commissioner questions about providing complimentary golf for the golf staff and also mentioned that recent survey results will be available in the March report.

New Business

The Board reviewed a previously distributed board summary pertaining to the Approval of Ordinance #24-01 for Adoption of the 2024 Budget and Appropriation. Commissioner Gould moved and Commissioner Petricca seconded that the Board of Park Commissioners adopt the 2024 Budget and Appropriations Ordinance 24-01 as presented. The motion was approved by a roll call; the result follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the Approval of Ordinance #24-03 for Clayson House Property Purchase. Director Rea explained that an ordinance should have been provided with the agreement back in November and that the library board needs to pass a resolution to be presented on February 20th. Commissioner Gould moved and Commissioner Rogers seconded that the Board of Park Commissioners approve Ordinance # 24-03, an Ordinance Authorizing the Execution of a Real Estate Purchase and Sales Contract with Palatine Public Library District of Certain Real Estate Commonly Known as the Clayson House, 224 E. Palatine Rd., Palatine, Illinois. The motion was approved by a roll call; the result follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the Approval of Resolution # 24-05 to Waive Competitive Bid Requirements for Purchase of Vehicles. Superintendent Holder stated this is currently out to bid with the opening this Friday and have yet to receive a bid request. Commissioner Gould moved and Commissioner Ruff seconded that the Board of Park Commissioners approve Resolution # 24-05, a Resolution approving the Park District to temporarily waive the competitive bidding requirement to purchase two (2) replacement fleet vehicles for an amount not to exceed \$108,000 for the purchases and additional expenditures to outfit the vehicles for their intended use. The motion was approved by a roll call; the result follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the Award of Bid for Portable Toilet Services. Commissioner Rogers moved and Commissioner Petricca seconded that the Board of Park Commissioners approve the lowest responsible bidder, Service Sanitation, Gary, IN, in the amount not to exceed \$37,987.00 for portable toilet services at designated locations, as well as, not to exceed \$130.00, \$95.00, \$95.00, \$25.00, and \$75.00 per unit for additional ADA units, standard units, handwashing stations, extra cleaning services for events, and emergency cleaning service respectively. The motion was approved by a roll call; the result follows:

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

NAY: None

ABSENT: None

Motion carried.

Departmental Reports

The Park Board reviewed the previously distributed written District Services department report. Superintendent Eckelberry stated that seven members from District Services attended the 2024 IPRA Conference and came back with a lot of great ideas. One of the biggest projects that was completed was the GL verification mapping with Paycor; they are in the final stages of the process right now. Planning for the summer recruitment campaign is underway; have been working on ways to generate excitement with the high schools and the local colleges. They worked on solidifying plans for the Volunteer Recognition luncheon. It was a really great event, and we are now looking at ways to enhance next year. IT completed the implementation of CrowdStrike and point detection and response for cyber security in January. Risk Management made a lot of headway in December and January on the PDRMA transition. They are also working on the Emergency Response Plan and internal texting that will go through our Avaya phone system. C & M did a great job at conference; we placed second with our short film short form video and paid advertisement for the Turkey Trot and won third place for our marketing campaign and pop-up interviews. They also worked on the website which has been launched. Superintendent Eckelberry also mentioned the January Park Foundation meeting which had their new board elections; she is also working with Director Rea on planning a joint meeting with the Park Board. Discussion of the new website, positive feedback and removal of the app continued.

The Board reviewed the previously distributed written Recreation department report. Superintendent Palmer reported on two big events in January: The Puzzle Palooza which had 33 teams participate, some even coming from Sycamore and Oakbrook. We also had a new event to replace Frozen Family Fun, Sammy's Beach Blanket Bingo Bash with 16 families participating; was a successful first-time event. Preschool priority registration began with a new option for a full day to help the kids transition to the kindergarten full day format. The Cultural Arts theater programs are still going strong, we have almost 150 actors enrolled in three different classes and a new acting for adults' class that started with 12 actors. In addition to that we also have our current community art program, the Love Your Pets photo gallery is up at the Community Center. Superintendent Palmer shared highlighted the first and second grade youth basketball league has the most participants since the program started. The Gymnastics Team has started to compete with 8 gymnasts on the team and the gymnastics birthday parties also continue to soar. The Customer Service division report will be included with the Recreation report as we continue to work on the transition. Some highlights from that report are that in person registrations are up 4%, the overall program registration is up 13% and refunds are down 4% from last year.

EDR Report

Executive Director Rea reported on the awning improvements at the Community Center. Superintendent Nagle is working with a contractor and will submit to the Village for permitting so that we can move forward with the installation. He also gave an update on PDRMA and the trailing coverage for any unknown claims that might exist. We are in talks with MRMA and PDRMA to decide who we should work with for that coverage. He has also had discussions with Attorney Paine to help determine our comfort level and risk tolerance moving forward. Director Rea answered Commissioner questions and discussion of the trailing coverage continued. The open Superintendent of Finance position continues to be posted; Director Rea also reached out to the Master of Public Administration program at Northern Illinois University and they will be posting our job on their alumni site as well as their current student site.

Commissioner Reports/Future Agenda Items

Commissioner Gould attended the Volunteers Luncheon and thought it was very nice. It finished within the time frame and the set up for the photos helped move things along. Good job!

Commissioner Petricca asked if we could do anything with the salaries for the golf course. Director Rea said that HR is currently working on a salary survey for the entire district including the golf course and expects to have those results soon.

Commissioner Sammons apologized for being unavailable lately and feels like he's missed a lot.

Commissioner Ruff said he thought the conference was great. The displays, awards, and everything we got was great. He saw a great camaraderie with staff and thought that was fantastic. The volunteer luncheon, video and everything was out of the park. It's a great event but he wished some of the younger volunteers would attend.

Executive Session

Commissioner Ruff requested a motion to close the public portion of the meeting and convene in executive 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. Commissioner Petricca seconded the motion which was unanimously approved by roll call. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried at 5:44 p.m.

Return to Open Session

Commissioner Ruff moved to come out of closed session and resume the regular meeting of the Board of Park Commissioners; Commissioner Gould seconded the motion which was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: None

Motion carried at 5:51 p.m.

Action on Matters Considered in Closed Session

Regarding the 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.

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 Gould seconded the motion which was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: None

Motion carried at 5:51 p.m.

Respectfully submitted,

Lisa Allie
Park Board Secretary

Attest:

Approved:

Lisa Allie
Secretary

Greg Sammons
President

<u>2024 Park Board Meetings</u>		
February 27, 2024	June 10, 2024	September 23, 2024
March 11, 2024	June 24, 2024	October 21, 2024
March 25, 2024	July 8, 2024	November 11, 2024
April 8, 2024	July 22, 2024	November 25, 2024
April 22, 2024	August 12, 2024	December 9, 2024
May 13, 2024	August 26, 2024	*Memorial Day; meeting TBD
May 27, 2024*	September 9, 2024	