



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
March 28, 2023, at 5:00 p.m.



The meeting was called to order at 5 p.m. by President Gould

Commissioners Present

Susan Gould, President
Greg Sammons, Vice President
Terry Ruff
Jennifer Rogers

Commissioners Absent

Joe Petricca, Treasurer

Staff Present

Mike Clark, Executive Director	Amy Vito, Asst. Supt. of Parks & Planning
Phil Costello, Superintendent of Finance	Dan Hotchkin, Golf Operations Manager/Head Professional
Michelle Eckelberry, Supt. of Dist. Services & Projects	Lisa Allie, Interim Secretary
Donelda Danz, Superintendent of Recreation	
Jim Holder, Superintendent of Parks & Planning	

Approval of Agenda

Commissioner Sammons moved and Commissioner Ruff seconded that the agenda be approved. President Gould asked if there were any changes; Director Clark stated that we are going to delete #5; there will no presentation. By a voice vote, the agenda for the regular meeting of March 28, 2023, was approved as amended.

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

NAY: None

ABSENT: Joe Petricca

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Ruff moved and Commissioner Sammons seconded that the consent agenda be approved as presented. By a roll call vote, the following items on the consent agenda were approved: Special Meeting Minutes of March 6, 2023, Regular Meeting Minutes of March 14, 2023, Closed Session Meeting Minutes of March 14, 2023, February 2023 Monthly Financials and Warrant #6. The result of the roll call vote follows:

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

NAY: None

ABSENT: Joe Petricca

Motion carried.

Visitors and Citizens' Comments

No comments were made.

Departmental Reports

The Park Board reviewed the previously distributed written Facilities Department Report. Golf Operations Manager Dan Hotchkin reported that Toni and Anna had a very successful horse show in Ohio; the Multi-Purpose Room (MPR) at Falcon Park has been renovated; Falcon Park also hosted the D15 Annual 2-Ball Competition. Hotchkin continued with news of the golf course opening this Friday; the course held up well.

through winter and is in good shape; new Clubhouse vendor Relish has been in over the last few weeks; they are going to do a phenomenal job and Supt. Nagle is coordinating an open house with Relish next Thursday from 4:00pm – 6:00pm. President Gould mentioned that the Clayson House had a very nice ceremony to dedicate the children’s bedroom for Denise Limburg; a longtime volunteer.

The Board reviewed the previously distributed written Finance Department Report. Superintendent Costello mentioned the financial statements he sent out which provide major areas of the district’s financial results; at this point in 2023, financials are going in a very positive direction; Recreation and Facility revenue both up significantly and Registration was very busy in early March; all good signs for 2023, with the major exception of tax collections for first half of 2022. Costello also mentioned the new Assistant Superintendent of Finance will start next week; she will help prepare for the audit which will begin at end of April. Commissioner Ruff asked why teen numbers on the report are down; Supt. Danz stated that everything has been going well. Supt. Costello said that he was unsure but will look into it.

The Board reviewed the previously distributed written Parks and Planning Department Report. Superintendent Holder reported that the bank shot amenity was installed today at Community Park; it is a nice complementary feature to the basketball courts and also enhance the summer camps; playground replacement project bid is open this Friday; paving project engineering plans almost done and should be out to bid by end of next week. Holder also mentioned that the crews have shifted from winter projects to spring start-ups; busy with planter beds and getting ready for growing season; prepping athletic fields and park inspections; soccer fields have been marked and goals put up today. One last winter project completed was the building of 3 agility apparatuses for dog parks which will be put out when the weather dries up. Holder concluded with the rebuilding of pools and put back together for summer and some final clubhouse repairs. Family Aquatic Center water to be turned on next week for the floor installation then Eagle will be put back together; so far everything on schedule.

New Business

The Board reviewed a previously distributed board summary pertaining to the Approval of Purchase – Eagle Park and Osage Park Playgrounds. Commissioner Ruff moved, and Commissioner Sammons seconded that the Board of Park Commissioners approve, the lowest responsible bidder, Parkreation, Inc. of Prospect Heights, Illinois in the amount not to exceed \$164,580.09 for the acquisition of playground equipment for Eagle and Osage Parks through Sourcewell, contract number 95423. Holder confirmed that the price is all in for equipment and installation, in response to question from President Gould. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: Joe Petricca

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the Approval of Purchase – Eagle Park Rubber Surface. Commissioner Ruff moved, and Commissioner Sammons seconded that the Board of Park Commissioners approve, the lowest responsible bidder Rubberecycle of Lakewood, New Jersey, in the amount not to exceed \$83,637.12 for the installation of Playsafer Rubber Bond Elevate Blend safety surfacing through NCPA contract number 10-21. Commissioner Sammons mentioned that the Board Summary subject indicates that it is for Maple Park Playgrounds. Supt. Holder acknowledged the error and gave an in-depth explanation of the rubber surface. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: Joe Petricca

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the Approval of Purchase – Osage Shelter. Commissioner Ruff moved, and Commissioner Sammons seconded that the Board of Park Commissioners approve the lowest responsible bidder Icon Shelter Systems of Holland, Michigan, in the amount not to exceed \$59,587 for the purchase of one shelter through GoodBuy, contract number 22-23 9B000 Addendum 2. Supt. Holder explained that the shelter was purchased through a co-op to save the park district money instead of going through the contractors to purchase it; it is the same process we use for the playgrounds. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: Joe Petricca

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the Ratification - Purchase of truck. Commissioner Rogers moved, and Commissioner Sammons seconded that the Board of Park Commissioners approve Smoky Jennings Chevrolet of Palmyra, Illinois, in the amount not to exceed \$48,885 for the purchase of one 4x4 Silverado 2500 series truck. Supt. Holder stated that this is the last truck they needed which became available due to a purchase that fell through; he thanked the board for the pre-approval. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: Joe Petricca

Motion carried.

Executive Director Report

The Park Board reviewed the previously distributed written Executive Director's Report. Director Clark started his report with the indoor pickleball season at Harper which has come to an end, staff are now transferring play to Birchwood, Falcon Park or outdoor. Director Clark has an appointment scheduled with Dr. Proctor on April 24th to discuss proposal for the court renovations; Supt. Danz attended the Harper Intergovernmental Agreement (IGA) renewal meeting yesterday which went well; all our concerns were satisfactorily addressed. Director Clark has finished the Affiliate, Parent and Special Interest Group Program (APG-SIG) Policy Manual Handbook and PowerPoint and training for the Leadership Team and staff liaisons for the new affiliate program; there will be 4 sessions in the last 2 weeks of April for affiliated group leaders to come learn about the program. Clark also mentioned that we are once again a recipient of the Power Play Grant through the Illinois Association of Park Districts (IAPD) license plate program; the grant goes to help the Partners for Our Community (POC) summer camp at Falcon Park; Supt. Costello will be conducting an assessment and RFP for our banking services; Human Resources had 18 attend the Pop-Up interview today and will be hiring 10 with the previous Pop-Up interviews had 26 attend and 17 were hired. Clark concluded with a shout out to Lisa Schroeder and Rachel Lara who partnered with POC for the fire victim donations; also had some staff go help organize the overwhelming donations received; have also updated our facilities agreement with the American Red Cross so we are ready if they ever need us for shelter.

Commissioner Ruff asked about the building on Wilson; Clark stated that we are waiting for Matt to speak with Reed on our Michigan proposal and that we will follow-up.

Commissioner Reports/Future Agenda Items

Commissioner Ruff asked Supt. Eckelberry about the duplicate emails for the Volunteer Hub; Eckelberry stated that we are unable to separate the emails but can look at how the rules are set up.

Commissioner Sammons apologized for missing the website presentation.

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 Rogers seconded the motion which was unanimously approved by a voice vote.

AYE: Jennifer Rogers, Terry Ruff, Susan Gould

NAY: None

ABSENT: Joe Petricca

Motion carried at 6:02 p.m.

Respectfully submitted,

Mike Clark
Park Board Secretary Pro-Tem
MC/la

Attest:

Mike Clark
Secretary Pro-Tem

Approved:

Susan Gould
President

<u>2023 Park Board Meetings</u>		
April 11, 2023	July 11, 2023	October 24, 2023
April 25, 2023	July 25, 2023	November 14, 2023
May 9, 2023	August 8, 2023	November 28, 2023
May 23, 2023	August 22, 2023	December 12, 2023
June 13, 2023	September 12, 2023	
June 27, 2023	September 26, 2023	