



REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS OF PALATINE PARK DISTRICT
Village of Palatine, 200 East Wood Street in Palatine
Second Floor- Village Room B
September 22, 2025, at 6:00 p.m.

These minutes are not a verbatim record of what was said during the meeting

The meeting was called to order at 6:00 p.m. by President Ruff

Commissioners Present

Terry Ruff, President
Susan Gould
Joe Petricca
Jennifer Rogers

Commissioners Absent

Greg Sammons, Vice-President

Staff Present

Benjamin Rea, Executive Director
Andrea Fisher, Park Board Treasurer/Director of Finance
Jennifer Garcia, Secretary Pro-Tem/Administrative Asst.
Sonia Austin, Superintendent of Finance
Michelle Eckelberry, Director of District Services
Dayell Houzenga, Superintendent of District Services

Jim Holder, Director of Parks & Planning
Alex Giannikoulis, Superintendent of Trades
Amy Vito, Superintendent of Parks
Josh Ludolph, Supt. of Recreation Facilities
Katie Waszak, Supt. of Recreation Programming

Visitors and Citizens Present

None

Approval of Agenda

Commissioner Rogers moved, and Commissioner Petricca seconded that the agenda be approved. By a roll call vote, the agenda for the regular meeting of September 22, 2025, was approved. The result of the roll call vote follows:

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

NAY: None

ABSENT: Greg Sammons

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Rogers moved, and Commissioner Petricca 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 8, 2025. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: Greg Sammons

Motion carried.

New Business

The Board reviewed a previously distributed board summary pertaining to the Approval of PER.04.05 Salary and Wage Program. Commissioner Rogers moved, and Commissioner Petricca seconded that the Board of Commissioners approve the revised PER.04.05 Salary and Wage Program, formerly known as 03.04.05 Salary and Wage Program. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: Greg Sammons

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the Approval of Palatine Park District and Community Consolidated School District 15 C.A.R.E. Program Intergovernmental Agreement (IGA). Commissioner Gould asked if there were any major changes and noted the one-year contract. Director Rea said there are no major changes and explained the efforts to secure a three-year contract and keep the current prices. Commissioner Rogers moved, and Commissioner Petricca seconded the motion that the Park Board of Commissioners approve the C.A.R.E. IGA between the Palatine Park District and Community Consolidated School District 15. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: Greg Sammons

Motion carried.

Department Reports

The Board reviewed the previously distributed written Finance Report. Director Fisher shared the following highlights from the August Financials: We are still awaiting property tax receipts, making it difficult to prepare a tax levy for next year. We'll see how long it takes Cook County to figure this out, but we have some options if needed. Our finances are in good order, so it's not a concern, just nice to know that we have a tool in our toolbox if it does come to that point. Director Fisher shared that our replacement taxes continue to lag behind 2024; she met with some lobbyists in Springfield and explained the diversion of personal property replacement tax and its impact on the budget. She also explained a change in the accounting method for recreation programs, affecting the financials for 2025. Specifically, the gymnastics program, which is going to look light for 2025. They're doing very well and have outpaced 2024. When you look at recreation revenues, we are down about 14.6% and believe a majority of that is made up from the gymnastics program and the way we allocated those funds. Everything else appears to be working properly. It's something we're keeping an eye on, and we'll also explain to the auditors when they're here. Lastly, we had CBIZ out, and they did their capital asset inventory. We're still waiting for that report, and we'll make sure any reflections in capital assets compare to what's on the balance sheet. Once we have a number, we will bring it in front of the Board.

The Park Board reviewed the previously distributed written District Services Department report. Director Eckelberry reported that they've been working on budgets, completing the full-time job descriptions to coincide with the new performance appraisals. Additionally, we've been working on our policies and running background checks on all our full-time staff, which we do every three years. We are continuing to integrate our Plansource benefit platform with Paycor, which will enable employees to self-enroll. Volunteers attended the Harper Promise event on August 25 and met with over 71 students to share the different volunteer programs and opportunities at the Palatine Park District. Director Eckelberry also shared that the Falcon Park sign is up and running, and that security cameras have been installed at Hamilton and the Golf Course. We had some property claims from the lightning strike during the storms

on August 17th, so Risk Management is working to get everything rectified. We also held two CPR classes and certified 18 preschool and C.A.R.E. staff. Communications and Marketing were very busy with National Night Out, Twilight Fun Run, the final Sounds of Summer, finalizing the District's 80th anniversary community art project, and our Sammy's Anniversary Park Quest.

The Board reviewed the previously distributed written Parks and Planning Report. Director Holder provided an update on Meadowlark: the contractor is nearing completion of the punch list items, we are waiting on another as-built to be completed and reviewed by our engineer for the MWRD detention area, and the ribbon-cutting ceremony is scheduled for this Saturday, at 10 am. Director Holder shared that the Falcon Parking lot project and both playgrounds are completed. Degner opened to the public on Friday, September 12, and the Grove will open to the public tomorrow. The Golf Course hosted POC's (Partners for Our Communities) 4th annual golf outing on Friday, September 12th; the event was highly successful, generating \$50,600 in proceeds for their organization. They also collected over 100 nonperishable food items for the Faith Feed Food Pantry. Jennifer Chambers expressed her sincere appreciation for the support provided by the golf course staff before and during the event. She also commented on the excellent course conditions and how nice everything looked around it. Director Holder gave praise to the golf course staff and the Horticultural crew for the plant transition at the facility. The Parks Division has completed preparing fall athletics for the upcoming season, and started several in-house projects scheduled for completion this year. The Parks Team completed fall turf maintenance activities, planter bed upkeep across the parks, and installed fall annuals at tier one park locations. Trades have been winterizing all three aquatic facilities, in addition to completing numerous service requests and supporting other projects throughout the district. Director Holder acknowledged the Fleet Division with two fairly new staff members. They've done an excellent job ensuring that all our seasonal-use equipment and fleet assets are ready for use when needed. Director Holder and Rea answered Commissioner questions regarding the status of the Middleton properties, which are currently on hold due to the substantial taxes owed on the property. The playground needs to be replaced, but it's not a safety hazard at this point; it's just worn.

The Board reviewed the previously distributed Recreation and Facilities report. Superintendent Ludolph highlighted the transition from summer to fall programs and the logistics involved. He also gave kudos to Patrick Griffin, Jessica Paneral, and the aquatics team for a safe and successful pool season. Superintendent Ludolph shared that Harper pool was closed for maintenance during August. There was also a diving board repair that wasn't completed until today. This was unexpected and has impacted the start of the fall dive program. He gave praise to Lisa Schroeder, Karen Rude, and Dan Hernandez; they did a great job with the summer camps. He also explained that the camp numbers are down, but that's due to the increase in camps last year with the construction at District 15. C.A.R.E. numbers for August 2025 are up over 2024 and 2023. Superintendent Ludolph acknowledged Lisa Swan, Sean O'Neil and the Cutting Hall tech team for a great season and a wrap-up of the Sounds of Summer. Staff are currently focusing on budgets and getting ready for fall programs. In response to Commissioner Gould's question about the need for more pickleball courts, and shared that she drives around Palatine every day, and noticed that the courts are often empty. She acknowledged that certain times are probably busier and questioned the need for a survey of usage. Superintendent Ludolph said that during the day the courts are generally used until about 11:00 am with the evening and weekends being much busier. Hamilton courts are filled in the evenings with 20-30 people, deep on each side. Discussion ensued about the enrollment of leagues versus recreational play and the idea of using geofencing to determine usage.

Executive Director Reports

Director Rea acknowledged the collaboration behind the scenes for events like Oktoberfest this past weekend. The Parks and Planning Team delivered tables and made sure Town Square Park was set up. The facilities team brought additional tables for the booths to be set up in the park. Staff stationed at our pop-up tent, and the entire tech team that manned the sound for the bands at Oktoberfest. He wanted to recognize that he had noticed the collaboration from the teams at the District; it's great to see.

Commissioner Reports/Future Agenda Items

Commissioner Gould expressed her continued frustration with the parking situation near her house. Now with a new season, it's football. She mentioned the possibility of semi-permanent no-parking signs for tournaments instead of the sticks that people are pulling out. However, that wouldn't have helped tonight.

Commissioner Petricca shared Commissioner Gould's frustration with the parking issues. He also asked if any decisions have been made on electric bikes. Director Rea gave a quick update on the new Village ordinance, which he has shared with our attorney. The direction we are taking is the 12-mph speed limit for all bikes & scooters. A big part of that is going to be educating the community on the new ordinance. We'll work with the village and the police department on how we can enforce the rules on our paths. Director Rea shared that he has also spoken with Commander Stearns about some different speed sign options. We can look into that and see if there might be some grants that we can get from an enforcement standpoint.

President Ruff attended Oktoberfest over the weekend, which was very nice. After watching some of the chaos he saw over the weekend, it reminded me of what a great team we have here and made him thankful for everyone here.

Adjournment

There being no further business to come before the Park Board on this date, President Ruff moved that the regular meeting be adjourned. Commissioner Rogers seconded the motion, which was unanimously approved by a voice vote as follows:

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

NAY: None

ABSENT: Greg Sammons

Motion carried at 6:35 p.m.

Respectfully submitted,

Jennifer Garcia
Park Board Secretary Pro-Tem

Attest:



Jennifer Garcia
Secretary Pro-Tem

Approved:



~~Terry Ruff~~ President
Greg Sammons

2025 Park Board Meetings	
October 13, 2025	November 24, 2025
October 27, 2025	December 8, 2025
November 10, 2025	