



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  
May 27, 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  
Greg Sammons, Vice-President  
Susan Gould  
Joe Petricca  
Jennifer Rogers

Commissioners Absent

Staff Present

Benjamin Rea, Executive Director	Jim Holder, Director of Parks & Planning
Andrea Fisher, Park Board Treasurer/Director of Finance	Amy Vito, Superintendent of Parks
Lisa Allie, Park Board Secretary/Executive Assistant	Colleen Palmer, Director of Recreation & Facilities
Sonia Austin, Superintendent of Finance	Josh Ludolph, Supt. of Recreation Facilities
Michelle Eckelberry, Director of District Services	Katie Waszak, Supt. of Recreation Programming
Dayell Houzenga, Superintendent of District Services	

Visitors and Citizens Present

Nick Bava, Sikich

Approval of Agenda

Commissioner Rogers moved, and Commissioner Sammons seconded that the agenda be approved. By a roll call vote, the agenda for the regular meeting of May 27, 2025, was approved. The result of the roll call vote follows:

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

NAY: None

ABSENT: None

Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Rogers 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: Regular Meeting Minutes of May 12, 2025, Executive Session Minutes of May 12, 2025, and Ordinance #25-04, Surplus of Property. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion carried.

Visitors and Citizens' Comments

None

### New Business

Director Fisher introduced Nick Baba from Sikich, who will present the 2024 audit results. She also expressed satisfaction with the audit process. Everything went smoothly and was completed in a timely manner; we are in a much better position than we were at this time last year. Mr. Baba began with an overview of the audit process, which included details of the deliverables that were provided to the Board for approval.

In response to Commissioner Gould's question about deficiencies in the journal entry process, Mr. Baba explained the need for segregation of duties and formal approvals in the journal entry process; this has been alleviated with the implementation of additional staff to break the chain of control in the journal entry process.

Mr. Baba commended the team for earning the Certificate of Achievement for Excellence in Financial Reporting (COA) issued by the Government Finance Officers Association (GFOA). This means that the District is going above and beyond the minimum reporting requirements set by the state. This is the 8<sup>th</sup> award the District has received, and we fully expect that the District will receive that again for 2024. Mr. Baba reviewed the Independent Auditor's Report and stated that they issued an unmodified opinion. This is a clean opinion, and the highest level of assurance that auditors can provide to an organization like Palatine Park District over financial statements. Highlights of the Management's Discussion and Analysis section included a positive change in the Statement of Activities that suggests the district is economically better off this year, and a positive change in the fund balance with a significant reserve for operating expenses. Mr. Baba also reviewed the District's participation in the Illinois Municipal Retirement Fund (IMRF) and noted a decrease in pension liability, which is what you'd like to see. The funding at about 96% is very healthy. In closing Mr. Baba agreed with Director Fisher's comments about first-year audits and the timing of the audit presentation. He thanked the Finance team and offered to answer questions for the Board.

President Ruff asked if the 96% pension funding shows up on the Cook County tax bill and mentioned the District's seven-year plan to make additional pension contributions to keep from getting behind; they were concerned with how the number looked on the tax bill. Director Fisher clarified that the pension liability shown on the Cook County tax bill is based on the prior year's actuarial report. Mr. Baba shared that the additional contributions made are reflected in the report. In response to Commissioner Sammons question about discrepancies noted in Auditors' Communication report; Mr. Baba explained that the discrepancies were minor and not overly material. They are standard across most of their audits.

President Ruff thanked Director Fisher and her team, noting that we've come a long, long way in the last 13 months. He also thanked the staff who had worked so hard to help and make sure that this was a success. We can now see where we are and know what we can do going forward.

The Board reviewed a previously distributed board summary pertaining to approval of the 2024 Audit. Commissioner Sammons moved, and Commissioner Petricca seconded the motion that the Board of Park Commissioners accept the Annual Comprehensive Financial Report (ACFR audit) and Management Letter for the fiscal year ending December 31, 2024, as presented to authorize the District to proceed with statutory filings and disclosure. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary pertaining to Award of Bid for the Fitness Center HVAC Replacement. In response to Commissioner question's, Director Holder explained that it was put in before the gym had air-conditioning; it's a split system due to the building's design. It's

having a hard time keeping up and is on its last leg. The project has a 12-week lead time, so it won't be done until after summer. Commissioner Rogers moved, and Commissioner Sammons seconded the motion that the Board of Park Commissioners approve the lowest responsible bidder, Midwest Mechanical, Lombard, IL in the amount not to exceed \$90,150.00 for the Fitness Center HVAC Replacement project through OMNIA. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the Approval of Permit for Oktoberfest. Director Rea explained that due to the set-up change at the festival this year, there may be an increase of people congregating in the park, and since alcohol will be served, the Village wants to make sure that we are comfortable with this before they give their approval. Commissioner Petricca moved, and Commissioner Sammons seconded the motion that the Board of Commissioners approve the Rotary Club of Palatine's permit to utilize Towne Square Park for the Oktoberfest festival in September as listed in their request, pending final approval by the Village of Palatine. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: None

Motion carried.

#### Department Reports

The Board reviewed the previously distributed written Finance Report. Director Fisher shared the following highlights from her report: the department has been working with staff on standardizing the account numbers across our different systems. This will help alleviate the need for staff to run multiple reports and the extra time spent trying to read their income statements. A new accounts payable purchasing system has been rolled out district-wide, improving transparency and efficiency.

Director Fisher reported on the April financials, stating that there is a 26% increase in net profit year-over-year, primarily due to debt issuance. She also explained the change in accounting policy regarding investment interest; we are now recording only actual interest. Director Fisher assured the Board that our interest is coming in very strong, it just looks a little unusual if you're on the financials. She also mentioned that the Capital was removed from the report from the financials, as it was redundant with Director Holder's monthly updates. She offered to develop another report if there is something else the Board would like to see.

In response to Commissioner Sammons question about the purchasing module, Director Fisher gave details of the implementation of the AP module, including electronic signature capture for purchases above signature authority. She also explained the process for approving purchases and reimbursements, emphasizing the importance of backup documentation.

President Ruff inquired about software issues with any vendors; Director Fisher said that when she started here, Paycor was a challenge, but all of that has been worked out. She confirmed that the financial system is working well, with no major software issues reported.

The Park Board reviewed the previously distributed written District Services Department report. Director Eckelberry started her report with details of the Performance Appraisal Task Force, which has developed a new self-review and performance sheet. They have been able to reduce the number of pages for the performance appraisals from seven to one and a half. The team has worked hard and she's excited to roll it out. She also said that the Staff Committee Chairs have been working on the new Staff Committee



handbook, which has improved criteria and standards. Risk Management launched a new summer training format for part-time staff held on May 20<sup>th</sup>, with over 250 staff in attendance. The month of April had 311 applicants, 13 new hires, including a new full-time position in horticulture. We had over 140 volunteer hours between Hound Egg Hunt, Friends of the Reservoir, and civic engagement through the high schools. IT has been very busy; we are making progress with the Falcon Park road sign replacement; we are looking to start the replacement by the end of June. We also have new cloud-based security cameras and are working with Parks to get those running. Risk Management held summertime training for 77 full-time staff. C&M attended Parks Day at the Capitol, and we had over 18 sponsors at the Big Truck event; one of our highest ever, and lastly, our website had over 84,000 people viewing our website this last month.

The Board reviewed the previously distributed written Parks and Planning Report. Director Holder started his report with updates on the construction projects including the paving of parking lots and pathways at Meadowlark. He pulled the seeding, seed blanket, trees and shrubs out of the contract because Hacienda wanted too much money for that. He's hoping they will finish up by the end of this week so staff can seed and put the seed blanket down. Our contractor started planting trees last Saturday with a total of 52 trees and shrubs to be planted when done, with staff planting perennials soon. Director Holder shared details of the Falcon paving project which is coming in a little bit lower. Once he has a firm number, he will bring that to the Board for approval. Director Holder gave a quick update on Perry Weather; everything's installed, except for three locations. We need to put in some light pole foundations. In response to Commissioner Gould, Director Holder stated that we changed the sound of the siren; there were some complaints that people thought it was the tornado siren. He also said that he would go out to Hamilton to ensure it is audible and speculated that the directions the speakers are facing could have an impact on how loud it is. Director Holder also shared that the driving nets are completed and all three pools are now operational after some boiler issues. In response to President Ruff's question, Director Holder explained that we will have to go through a permit process with the Illinois Department of Health, we have applied so he's hoping that they can go out to bid within the next 2 weeks with the work to start in October. Commissioner Rogers mentioned some graffiti that needs to be covered up and Director Holder answered Commissioner Sammons question about the replacement of the bridge at Ashwood Park; he is looking to have that work done next year or in 2027.

The Board reviewed the previously distributed Recreation and Facilities report. Director Palmer shared that staff was busy transitioning from spring to summer programs and have also started to plan for fall. CARE priority registration started for the 2026 school year; we have 554 pre-registered, which is an 8% increase from this time last year. Cultural Arts has been busy with various performances and programs: our Wizard of Oz show had over 50 actors and 570 guests between two different shows; the older kids presented Oz, the following week, they had 410 guests in attendance. The Allegro concert drew almost 200 attendees, and Palatine Concert Band presented their spring concert to 222 guests. Director Palmer shared that 13 girls from our gymnastics team qualified for the USAG Xcel State Championships, with one gymnast placing top 10 in all-around, and another one was invited to regionals to represent part of the Illinois State team in Indiana; she placed 3<sup>rd</sup> and 4<sup>th</sup> in that competition. I-Compete had their Falcon Fun Night with 45 in attendance, and their annual lock-in had 64 people. The 19th Annual Hound Egg Hunt had 99 dogs, an increase from last year. Summer registration also saw an increase, with the total in-person and online registrations up 7%.

#### Executive Director Reports

Director Rea said that he reached out to the police department regarding the discussion of e-bikes at the last Board meeting, discussed the ongoing efforts to address issues, and mentioned the need for enforcement to ensure compliance with regulations. Director Rea will keep the Board posted on further updates, and potential new language or procedures as they develop.

Commissioner Gould said that she contacted Village Manager Ottesen about parking on her corner; Manager Ottesen told her that he would reach out to Director Rea to review ordinances and the instructions that the affiliates are getting about parking in the neighborhoods. Commissioner Gould Expressed her frustration with the current situation and the need for a solution before somebody is killed. Director Rea had not heard back from Manager Ottesen but anticipated speaking with him soon.

Commissioner Reports/Future Agenda Items

None

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 Sammons seconded the motion, which was unanimously approved by a roll call vote as follows:

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

NAY: None

ABSENT: None

Motion carried at 6:57 p.m.

Respectfully submitted,

Lisa Allie  
Park Board Secretary

Attest:



Lisa Allie  
Secretary

Approved:



Terry Ruff  
President

2025 Park Board Meetings	
June 9, 2025	September 22, 2025
June 23, 2025	October 13, 2025
July 14, 2025	October 27, 2025
July 28, 2025	November 10, 2025
August 11, 2025	November 24, 2025
August 25, 2025	December 8, 2025
September 8, 2025	

