



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  
August 25, 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 6:01 p.m. by President Ruff

Commissioners Present

Terry Ruff, President

Greg Sammons, Vice-President

Joe Petricca

Susan Gould

Jennifer Rogers

Commissioners Absent

Staff Present

Benjamin Rea, Executive Director

Andrea Fisher, Park Board Treasurer/Director of Finance

Lisa Allie, Park Board Secretary/Executive Assistant

Michelle Eckelberry, Director of District Services

Sonia Austin, Superintendent of Finance

Dayell Houzenga, Superintendent of District Services

Jim Holder, Director of Parks & Planning

Amy Vito, Superintendent of Parks

Colleen Palmer, Director of Recreation & Facilities

Josh Ludolph, Supt. of Recreation Facilities

Katie Waszak, Supt. of Recreation Programming

Todd Ranum, Athletic Coordinator

Cheryl Lufitz, Communications & Marketing Mgr.

Visitors and Citizens Present

Joseph McArthur, Resident

Jeni Huhta, Resident

Lacey Lawrence, Hitchcock Design Group

Bridget Deatrick, Hitchcock Design Group

Frank Parisi, Williams Architects

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 August 25, 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 Sammons moved, and Commissioner Rogers 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 July 28, 2025, Executive Session Minutes of July 28, 2025, and Warrant #7. 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

*Joseph McArthur*: Resides at lot 20, Highland Meadows Subdivision, thanked Ben, Lisa, and Andrew for all the time they've spent on the matter. He also stated that he hopes we can come up with a collaboration plan and a grant through the United States Army Corps of Engineers with their meeting on Wednesday. He shared that he is going to the Palatine Township to ask them to step up and contribute to the Palatine Park District. He referred to the 1981 Intergovernmental Agreement, when the Township contributed \$15,000 to the Palatine Park District to build a storm structure. One of which he is trying to collaborate and restore.

#### Hitchcock Design Group Presentation

The Board received a previously distributed executive summary of all efforts to gather data, ETC's statistically valid survey results, and Hitchcock's online survey results. Director Rea introduced Lacey Lawrence, Bridget Deatrick, and Frank Parisi, who presented an update on the comprehensive master plan, detailing the analyze and connect phase. The analyze phase involves data-driven analysis of parks, facilities, and programs. Key metrics included a population of 32,840 households, with 64% being families, and an average household size of 2.4. The park district serves 77.3% of the population, with significant increases in the 55+ age group. The analysis revealed deficits in amenities like tennis courts and basketball courts, and the need for updated facilities and community engagement. The connect phase focused on community engagement and public input. Key findings included high demand for adult fitness and wellness programs, with limited support for a new equestrian facility. Priorities for the next five years could include new indoor facilities, improved trails, enhanced aquatic facilities, expanded program offerings, and better communication. The district also plans to prioritize these needs and develop an action plan.

The Board reviewed a previously distributed board summary pertaining to Adoption of Resolution #25-09 for 2026 Northwest Special Recreation Association (NWSRA) Member District Annual Assessment. Commissioner Sammons moved, and Commissioner Petricca seconded the motion that the Board of Park Commissioners approve Resolution #25-09, a Resolution approving the member district annual assessment for the 2026 to NWSRA to serve residents of the Palatine Park District who have special needs. 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 Approval of the Partners for our Communities (POC) Agreement. Commissioner Rogers moved, and Commissioner Sammons seconded the motion that the Board of Park Commissioners approve the agreement for the Provision, Operation and Administration of Recreational Programming between the Palatine Park District and Partners for Our Communities. 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 Approval of Music on Stage (MOS) Affiliate Agreement. In response to questions from Commissioner Gould and Rogers, Director Rea explained that the new affiliate agreement will help expand the cultural arts program and bring in a little more revenue versus a flat-out rental. MOS is one of our primary renters, and they are already doing things that we've been looking to add, so it felt like a good partnership. There will still be rental opportunities for other groups, but MOS will have priority. Superintendent Waszak added that we are also looking to team up with MOS to boost our offerings in our program guide. Commissioner Sammons moved, and Commissioner Petricca seconded the motion that the Board of Park Commissioners approve the Affiliate agreement between Palatine Park District and Music on Saage (MOS). 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 the July Financials: it was a busy month for the Finance team, as we're getting ready for the budget season, which started on July 17 with our budget kickoff to discuss the expectations and provide staff direction. Director Fisher is looking to add more narratives and operating indicators to the budget document to tell the story of expected revenue and expenses. The Finance team also held a Lunch and Learn with 38 staff in attendance to review some frequently asked questions and a brief tutorial on running reports in the financial software. Director Fisher also expressed some concern about the property tax revenue and its impact on financial planning. She clarified that she is not financially concerned and will wait for property tax revenue before reinvesting maturing funds. She has spoken with other local finance directors who are in the same boat.

The Park Board reviewed the previously distributed written District Services Department report. Director Eckelberry reported that July was a busy month for them as well, with 157 new applicants, mostly for C.A.R.E. staff. We had 14 new hires, one FT employee in the Parks Department Fleet division, and 13 new part-time staff to start in the fall. Our volunteer program has kicked off with Nancy Hoban, our new Volunteer Coordinator, who has been very busy. She ran over 65 backgrounds checks, started a new partnership with Rolling Meadows Court and updated guidelines for court-ordered volunteers. Security Cameras were installed at Cutting Hall with other installations planned for Hamilton and Palatine Hills Golf Course. We finally have the Falcon sign replacement installed, and we are excited to report that we have new Wi Fi in this room for the Board Meetings. Risk management had 150 reports, which is two times the increase from 2024; they're mainly aquatics in day camp, resulting in five EMS calls with one patron transported. We had two minor employee injuries, but no lost time. Director Eckelberry also shared that the safety committee is working through Salto phases four and five. The committee is also working on procedures for addressing teen takeover incidents, as it's become a growing concern in neighboring suburbs. Communications and Marketing launched early registration promotions and saw a peak in website traffic with 6,000 views on July 22- the highest we've had. Our e-newsletter, Park Views, had a 62% open rate, reaching over 14,000 readers. Community Outreach provided a lot of support for National Night Out with material, outreach, and messaging. We had over 96,000 website visits in the month of July.

The Board reviewed the previously distributed written Parks and Planning Report. Director Holder highlighted the installation of white vinyl fencing along Route 14 and an update on the walk-through process for the Illinois Department of Natural Resources (IDNR). Falcon Parking lot construction started with significant progress made on the asphalt pavement and concrete removal. The playground projects



are underway with concrete work and curbing completed at The Grove, which turned out really nice. They're going to let that sit until they complete the Degner playground installation. Then they'll go back and finish the one at The Grove. Kids Around the World removed the playground at Degner on August 19<sup>th</sup>, with the new playground installation to start during the week of August 25<sup>th</sup>. Director Holder closed his report with news that Amy, James, and the Horticulture Division won three Hometown Pride awards for the electric sign at the Family Aquatic Center, Palatine Hills Golf Course entry sign, and the Mallard Park bed sign. He is very proud of the team's vision and their accomplishments that have happened over the past couple of years.

The Board reviewed the previously distributed Recreation and Facilities report. Director Palmer reported that camps started to wind down at the end of July, with a lot of great things happening, such as final field trips and shows. A couple of highlights from those camps include the two performances of Finding Nemo Junior with over 300 attendees at Cutting Hall. ICompete had summer and teen night camps and a bunch of field trips in July with over 80 participants. Special events continued into July as well, with six Sounds of Summer concerts; three were rained out, Story Time in the Park with one that drew over 300 attendees - a huge record for that event. We had various aquatic events, with a mix of new and returning events. The Swim team competed in six meets with multiple medalists and hosted the annual Summer Splash with over 700 swimmers competing. C.A.R.E. Registration for the upcoming year is 18% higher than in 2024, with over 600 registrations. Director Palmer also shared that despite a typically slower time of year for indoor usage, fitness check-ins were up by about 200 people, and in-person transactions with registration, drop-ins, and services like that were up compared to July 2024. In response to Commissioner Rogers' question about the daily cash receipts being lower, Director Palmer said that she believes this is because there are more pool pass users; she will follow up with the Aquatics Manager Griffin to confirm those calculations.

#### Executive Director Reports

Director Rea commended staff for a successful summer, highlighting events like camps, pools, Sounds of Summer, and National Night Out. Our first National Night Out at Falcon was highly attended, with an estimated 2,500 people coming through that night. It was really great to have all those people out there and highlighting one of our facilities. A lot of effort from this team went into making it happen, so I appreciate that from everybody. I also want to recognize Amy and her team again for the Hometown Fest awards. I'm very proud of that. There's a lot of work that happens every year behind the scenes, whether it's the HR team, Finance, Parks, everything has to come together for a successful summer. I just want to point out that I am very proud of all the efforts everybody has put in this summer - it's something we should be proud of and celebrate.

#### Commissioner Reports/Future Agenda Items

President Ruff mentioned that National Night Out was a fun event and Summer Camps were great as usual, but noted the staff's positive attitude and involvement this year – it was a big plus this year. Commissioner Gould added that she heard a lot of compliments about the camps as well.

#### 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 voice vote as follows:

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

NAY: None

ABSENT: None

Motion carried at 7:55 p.m.

Respectfully submitted,

Lisa Allie  
Park Board Secretary

Attest:



Lisa Allie  
Secretary

Approved:



Terry Ruff  
President

2025 Park Board Meetings	
September 8, 2025	November 10, 2025
September 22, 2025	November 24, 2025
October 13, 2025	December 8, 2025
October 27, 2025	