



**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  
 November 25, 2024, at 5:00 p.m.



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

The meeting was called to order at 5:00 p.m. by Vice President Rogers

Commissioners Present

Jennifer Rogers, Vice President  
 Susan Gould  
 Joe Petricca  
 Greg Sammons

Commissioners Absent

Terry Ruff, President

Staff Present

Andrea Fisher, Park Board Treasurer/Director of Finance	Jim Holder, Director of Parks
Michelle Eckelberry, Director of District Services	Colleen Palmer, Director of Recreation & Facilities
Sonia Austin, Superintendent of Finance	Katie Waszak, Supt. of Recreation Programming
Dayell Houzenga, Supt. of District Services	Josh Ludolph, Supt. of Recreation Facilities
Amy Vito, Superintendent of Parks	Cheryl Lufitz, Communications & Marketing Mgr.
Lisa Allie, Park Board Secretary/Executive Assistant	Laney Haupert, Cultural Arts Manager

Visitors and Citizens Present

William Van Giesen, Resident

Approval of Agenda

Commissioner Sammons moved, and Commissioner Petricca seconded that the agenda be approved. By a roll call vote, the agenda for the regular meeting of November 25, 2024, was approved as presented. The result of the roll call vote follows:

AYE: Jennifer Rogers, Susan Gould, Joe Petricca, Greg Sammons  
 NAY: None  
 ABSENT: Terry Ruff  
 Motion carried.

Approval of Consent Agenda

The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Sammons 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 November 11, 2024, Executive Session Minutes of November 11, 2024, and Ordinance #24-09; Surplus of Property. The result of the roll call vote follows:

AYE: Susan Gould, Joe Petricca, Greg Sammons, Jennifer Rogers  
 NAY: None  
 ABSENT: Terry Ruff  
 Motion carried.

Visitors and Citizens' Comments

Vice President Rogers asked if there was anyone present who would like to speak about something that was not on the agenda; no comments were made

Vice President Rogers moved on to Department Reports, as there were no New Business items on the agenda.

### Department Reports

The Board reviewed the previously distributed written District Services Report. Director Eckelberry shared the following highlights from October: the focus in HR was on the new salary wage program roll-out, they also completed the merit pool survey that will be available in December, and they coordinated open enrollment for 2025 benefit renewal. We had two volunteer events in October with 5 volunteers, we also worked with TPH Academy on the buckthorn removal project. IT worked on several updates and projects, most notable was the upgrade to Windows 11, the FAC sign replacement, and all the security cameras were updated. IT Manager Dan Magnum also attended the Vermont Systems Symposium in Vermont, we are now able to get ePact two-factor authentication which he has been working on for the last year. The safety manual has been revised by Risk Management, and Cutting Hall has received a new Emergency Response Plan. Turkey Trot was the focus for Communications and Marketing with a new Turkey Trot video being released on Comcast and social media. Director Eckelberry also shared that Janet Leigh has resigned from the Park Foundation and a new member; Jeff Service was approved in November to take Janet's place. The DEI Committee assisted in creating a new employee appreciation program called WOW which will be launched in December, and they are also working on a multicultural community event slated for September 7, 2025.

The Board reviewed the previously distributed written Finance Report. Director Fisher reported on the following highlights: the 2025 budget first draft is completed, hard copies will be delivered to Commissioner homes on Monday, December 2 and a digital copy delivered to their inbox for review prior to the December 9<sup>th</sup> board meeting when we will have the budget presentation. Director Fisher reviewed the information that will be included in the budget and noted the significant changes from last year to this year. A lot of the changes in 2025 are regarding the reorganization, and that is seen through all the different funds. The first AP run will happen this week. We're finally able to pay AP vendors via ACH something we worked hard on getting the program to work. We're excited to see that rollout and get our vendors paid quicker. We are also in the process of configuring our purchasing order system. We will go live on December 2<sup>nd</sup> to do some testing before making it available to all staff; it will certainly help us process AP in a more timely manner. Director Fisher also reported on the upcoming audit; the preliminary audit is scheduled for January 4<sup>th</sup> to review the information we have for the first 3/4 of 2024. The auditor will return in March to finish up the audit. In response to Commissioner Roger's question, Director Fisher stated the goal is to have the audit approved by the second meeting in June as we have a June 30<sup>th</sup> deadline. As for providing an estimation of how much time we'll save with the new AP module, it's too early to tell. Once we get the AP vendors on an ACH basis Director Fisher will be able to start tracking and report back on how many have made the switch.

The Board reviewed the previously distributed written Parks and Planning Report. Director Holder started with an update on Meadowlark, they have made good progress the last 3 days of excavating down to the new grade. We are trying to get the asphalt binder course done this year, but if it isn't possible they'll finish it off with a gravel sub base for the winter. The plumber will install the water tap tomorrow, and remove one fire hydrant by the parking lot; hope to have that wrapped up by Wednesday. The drinking fountain and baggo sets are being dropped off for the contractor to install. The Community Center awning frame was installed on Friday and scheduled an inspection with the village before they cover it up. The contractor is due back on Wednesday to finish it up, and that is the last outstanding project to be completed outside this year. Director Holder continued with the following Division updates: the horticultural crew was able to hang holiday lights at the Community Center, Falcon, Combined Services Facility, and Town Square. They added more ground decorations around the renovated plant areas at Town Square; we received a lot of compliments today on how nice it looks with the additional decorations and the plants that were removed. The parks crew removed all the shade screenings throughout the parks. They also removed the sodded infield at Gieseke Field and moved extra sod to fill in the field to

accommodate a larger playing area with 70-foot base paths. Trades has been working on the HVAC units and monitoring the boiler at Cutting Hall to get it ready for the weekend. The golf course had its last day of operation on Sunday the 17th; they saw really good revenues all the way up to closure. They hosted 2 events in October, the Palatine Hills Fall Scramble, with 56 golfers in attendance and the Prospect High School Booster club hosted an outing with 96 golfers. In response to Commissioner Sammons question, Director Holder stated that Kevin, the current Fleet Manger is a 3-month interim position, which they've done with the last Horticultural and Trades division managers and both of those were successful.

The Board reviewed the previously distributed written Recreation and Facilities Report. Director Palmer said that October saw a lot of Halloween events; the annual Halloween party drew 685 participants, Fall Into Fun was the Icompete Halloween event with over 128 families and 400 attending their event at Falcon. Our annual dog Halloween event had 57 dogs; the average is about 55 to 60 for that event each year. The last couple years we've seen Sponsor participation grow, which has been helpful and increases the value of the event for the attendees. They like the games and activities that the sponsors put on too. Our facility rentals and rental inquiries continued to grow in October as this is our busier season now. Cutting Hall hosted a number of community theater and in-house youth theater programs, including our Rising Stars, ages 8 to 10. They had a production on October 24<sup>th</sup> with an audience of over 200 attendees. Ticket sales at Cutting Hall were up 35% and our total registrations were up 18% from last October. Additionally, Customer Service, Finance and the Rec and Facility staff collaborated to complete the transition of Donna Orr's position, which transitioned CARE and scholarship duties to Lynn in our Customer Service division and Donna Orr moved to Finance as a billing specialist. This was all part of the reorganization plan that was introduced last May.

Director Palmer shared highlights from the previously distributed written pool report. The outdoor pools had another great summer with all 3 pools opening on Memorial Day weekend. Thanks to an aggressive hiring campaign, we were able to staff all pools adequately by opening day, so that was a first in the last few years due to all the staffing challenges we've had since COVID. With an average temperature of 81°, we had an overall attendance count of 86,281 which was a 10% increase from last summer. Swim class and lesson enrollments were also up from last summer. They offered about 40 more classes and were able to accommodate more attendees. We also offered a variety of special events, including the TropiCool Pool Party, Cardboard Regatta, and the Pumpkin Splash. Those events were well received. Jessica Paneral led the charge with those special events, and she's got a lot of great ideas moving forward, so we're going to continue doing those fun events at the pool. Director Palmer also reported that we were able to extend the opening of the Family Aquatic Center one week which helped accommodate our extended camps that we were offering into August, but also those families who were home with their kids that weren't going back to school for another few weeks. We also started selling our passes online, which is a first this summer. Overall, it was a great pool season, and a great summer, kudos to the aquatics team and all the hard work that they put in.

Director Palmer shared the following highlights from the previously distributed written swim team report. As you know the Tiger Sharks offer swimmers of all abilities and ages the opportunity to train and compete under the direction of highly qualified and dedicated coaches. They have consistently had over 250 swimmers each season and this year was no exception. This past year the fall winter short course season finished 1st for regionals, 10th in their age group at state, and then 5th out 70 in their senior state competitions. While participating in the summer-long course season they finished 4th in regionals, 8<sup>th</sup> in their age group state, and 4th out of 50 teams in their senior state competitions. We can't forget Vera Conic going to Indianapolis for the 2024 Olympic Trials where she qualified for the 100 and 200 backstroke; she finished 42<sup>nd</sup> in the 100 and 19<sup>th</sup> in the 200. She's been recruited and committed to North Carolina State University. It's a big accomplishment, not only for her as a swimmer but also for her family, her coaches, and the whole swim team family is excited. They also have another swimmer who ventured to Poland for the Polish National Championships. While competing he and his teammates broke the Polish national record in the 400-Free Relay and placed 1<sup>st</sup> in the event. Director Palmer also summarized the

letter from the Parent Advisory Board which mentioned their successful year and how proud they are of the swim team community, and everyone involved. They expressed a heartfelt appreciation to the Board and the Park District for their support and the outstanding staff. They're always very appreciative and grateful to be part of this organization.

Executive Director Reports

No report was given.

Commissioner Reports/Future Agenda Items

Commissioner Gould asked about the Clayson House Caretaker and expressed concerns about the cistern in the basement; Director Holder and Superintendent Ludolph answered her questions.

Commissioner Sammons asked about volunteering at the Turkey Trot on Thursday; Director Palmer said that she would email him the details.

Adjournment

There being no further business to come before the Park Board on this date, Commissioner Petricca 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, Greg Sammons, Jennifer Rogers, Susan Gould  
NAY: None  
ABSENT: Terry Ruff  
Motion carried at 5:30 p.m.

Respectfully submitted,

Lisa Allie  
Park Board Secretary

Attest:

Lisa Allie  
Secretary

Approved:

Terry Ruff  
President

<b><u>2024 Park Board Meetings</u></b>
December 9, 2024