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 10, 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 Commissioner Sammons

Commissioners Present	Commissioners Absent
Jennifer Rogers, Vice-President	Greg Sammons, President
Susan Gould	
Joe Petricca	
Michelle Rushing	

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
Dayell Houzenga, Superintendent of District Services
Sonia Austin, Superintendent of Finance
Colleen Palmer, Director of Recreation & Facilities
Jim Holder, Director of Parks & Planning
Josh Ludolph, Superintendent of Recreation Facilities
Katie Waszak, Superintendent of Recreation Programming
Amy Vito, Superintendent of Parks
Cheryl Lufitz, Communications & Marketing Mgr.

Visitors and Citizens Present
None

Approval of Agenda
Commissioner Rushing moved, and Commissioner Petricca seconded that the agenda be approved. By a voice vote, the agenda for the regular meeting of November 10, 2025, was approved. The result of the voice vote follows:

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

Approval of Consent Agenda
The Board reviewed the previously distributed items posted on the consent agenda. Commissioner Petricca moved, and Commissioner Rushing 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 October 13, 2025, Executive Session Minutes of October 13, 2025, Ordinance #25-06; Surplus of Property and Warrant #10. The motion was approved by a roll call vote; the result follows:

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

2026 Budget Presentation

Director Fisher started the 2026 budget presentation with an overview of the process, which began in July and involved extensive clean-up of account numbers and a thorough look at every account number. She also shared that the budget will be presented to the board for tentative approval on December 8, with final approval on January 13. Director Fisher highlighted some key fund changes that included moving customer service out of the Corporate Fund into the Recreation Fund, golf operations are now under the parks area, and the pools have moved under facilities. This year's budget includes key performance indicators (KPIs) with year-over-year comparative data. The document also includes data from 2023, 2024, and 2025 to provide historical context. A review of the Tax Levy was provided with details on how the estimate was calculated without the current tax bill from Cook County; the estimated tax bill for 2026 will be less than 2025 due to the five new funds created in 2026. This will make it easier to determine fund balances and prepare the tax levy. Director Fisher also mentioned that there is $8.2 million in interfund transfers, moving funds between corporate, debt, and capital funds. Director Fisher also shared that the district is 59% property tax-dependent, with a goal to reduce this to 50%. The 2026 budget projects a $4.8 million deficit, but is expected to be significantly less, and that's for a myriad of reasons. A review of the insurance and benefits showed a 4% wage increase with a .25% merit pool. There are no changes to employee contribution rates or deductible amounts for insurance, with the highest increase at 6.8% for dental and a 6.3% increase for the PPO medical plan. The IMRF rate is increasing 8.87% which seems like a big increase, but looking at past years, it's relatively low; it is also a 3-year plan. Director Fisher provided details on the Corporate Fund and noted the significant changes: a reduction in property taxes, a decline in interest on investments, and a reduction in replacement taxes. There will be a $3.8 million transfer to the capital fund. Notable changes to the Recreation Fund included: a decrease in property taxes, due to the IMRF and Social Security benefits previously charged to recreation have been moved to those individual funds, a $2.4 million transfer out of recreation over to capital and a 1.9% increase to our NWSRA contribution. Director Fisher shared that the upcoming debt issuances falling off in 2025 and 2026 will go to fund the Harper Pool debt issuance. Director Rea added the importance of transferring funds to capital for identified projects to avoid tax objections and maintain fund balance policies.

Director Fisher and Executive Director Rea answered Commissioner Roger's questions regarding Sponsorship Funds showing up in both the Corporate and Recreation Funds due to a change made in 2025 that moved sponsorship money to support programs and special events. Commissioner Gould mentioned that she would like to meet with marketing to discuss better ways to attract sponsors, noting some personal experience with sponsoring events.

Director Holder presented the 2025 Capital Review and 2026 Capital Budget Proposal. A highlight of projects completed included a new lightning detection system, equipment replacements at Birchwood pool, security camera upgrades at Hamilton golf course, a new utility vehicle, and a 70-foot spider lift to replace a large CDL International Truck and land improvements at Meadowlark. A review of the 2026 Capital Budget includes $9.2 million for the Capital Fund and $8.4 million for the Unrestricted Fund. Director Holder provided a breakdown of expenses: $45,000 for the Harper IGA, and Director Rea shared a change to the funding for Harper's capital contingency fund to keep the dollars within the park district for better control. This will still be reflected in the Capital budget. Other notable expenses reported is $6.6 million for the new Administration Center Construction and $260,000 for the Park Service Facility. The remaining 2.2 million is allocated to Department Projects. A detailed line-by-line item was also provided.

New Business

The Board reviewed a previously distributed board summary pertaining to the Approval 2026 IAPD Annual Meeting Delegate/Alternates Credentials Certificate. Commissioner Rushing moved, and Commissioner Petricca seconded the motion that the Park Board of Park Commissioners appoint Benjamin M. Rea as Delegate, Greg Sammons as First Alternate, and Lisa Allie as Second Alternate to the Annual Business Meeting of the Illinois Association of Park Districts to be held on Saturday, January 31, 2026, at 3:30 p.m.

The motion was approved by a voice vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the Approval of the Remote Work Policy. Commissioner Petricca moved, and Commissioner Rushing seconded the motion that the Board of Park Commissioners approve the Remote Work Policy. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining Approval of Revised Wellness Policy. Commissioner Rushing moved, and Commissioner Petricca seconded the motion that the Board of Commissioners approve the revised Wellness Policy. The motion was approved by a roll call vote; the result follows:

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

Executive Director Report
Director Rea thanked Commissioner Rogers and Commissioner Gould for attending the SLSF Celebrate Ability Gala. They raised over $24,000, which shattered their previous record. The Recreation team had 12 Angry Jurors wrap up this weekend; the first time they did a show at Falcon. District Services is busy with Insurance Enrollments that started today. Director Holder's team is also busy wrapping up for the season.

Commissioner Reports/Future Agenda Items
Commissioner Gould said the NWSRA Celebrate Ability Gala is an amazing event and always a lot of fun.

Adjournment
There being no further business to come before the Park Board on this date, Commissioner Rushing moved that the regular meeting be adjourned, and Commissioner Petricca seconded the motion. The motion was approved by a voice vote; the result follows:

AYE: Susan Gould, Joe Petricca, Michelle Rushing, Jennifer Rogers
NAY: None
ABSENT: Greg Sammons
Motion carried at 6:59 p.m.

Respectfully submitted,

Lisa Allie
Park Board Secretary

Attest:

Lisa Allie
Secretary

Approved:

Greg Sammons
President

2025 Park Board Meetings	
November 24, 2025	December 8, 2025