



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
April 28, 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 6:02 p.m. by President Ruff

Commissioners Present

Terry Ruff, President
Jennifer Rogers, Vice-President
Susan Gould
Greg Sammons

Commissioners Absent

Joe Petricca

Staff Present

Benjamin Rea, Executive Director	Dayell Houzenga, Superintendent of District Services
Andrea Fisher, Park Board Treasurer/Director of Finance	Chris Cronkhite, Superintendent of Trades
Lisa Allie, Park Board Secretary/Executive Assistant	Amy Vito, Superintendent of Parks
Sonia Austin, Superintendent of Finance	Colleen Palmer, Director of Recreation & Facilities
Michelle Eckelberry, Director of District Services	Josh Ludolph, Supt. of Recreation Facilities
Jim Holder, Director of Parks & Planning	Cheryl Lufitz, Communications & Marketing Mgr.

Visitors and Citizens Present

None

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 April 28, 2025, was approved. The result of the roll call vote follows:

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

NAY: None

ABSENT: Joe Petricca

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 April 14, 2025, and Executive Session minutes of April 14, 2025. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: Joe Petricca

Motion carried.

Visitors and Citizens' Comments

None

New Business

The Board reviewed a previously distributed board summary pertaining to the Award of purchase for Verkada outdoor 4G LTE video surveillance system. Commissioner Sammons moved, and Commissioner Rogers seconded the motion that the Board of Park Commissioners approve the purchase of a 4G LTE outdoor video surveillance system from Heartland Business Systems, Little Chute, WI, in the amount not to exceed \$42,849.43. Director Holder noted that the equipment uses 4G so we don't need to have internet connection or infrastructure in place. This is something we're looking to expand in trouble areas within the parks, starting with Hamilton, the Golf Course, Celtic, and other parks where issues arise. In response to the Commissioner's questions, Director Holder said that the equipment will only be at parks where needed; the equipment is for retrieval, but he believes we can give Palatine Police an account so they can log in and monitor them and also retrieve video themselves instead of having to contact us. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: Joe Petricca

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the Approval of Change Order #1 for the PHGC Driving Range Net Extension Project. Commissioner Rogers moved, and Commissioner Sammons seconded the motion that the Board of Park Commissioners approve Change Order #1 in the amount of \$38,710.00 to add additional netting replacement work to National Sports Nets existing contract. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: Joe Petricca

Motion carried.

The Board reviewed a previously distributed board summary pertaining to Approval of the Driver and Vehicle Manual Policy. Commissioner Sammons moved, and Commissioner Rogers seconded the motion that the Board of Park Commissioners approve the Driver and Vehicle Manual, established 2025. Commissioner Gould asked if this policy was for staff only; mentioned the incident of the Celtic kids driving the golf carts and said that it would be good for affiliates to be aware of this policy. Director Rea confirmed that this policy is for staff only; Director Holder added that affiliates are no longer allowed to drive Park District vehicles, that ended 3 years ago. The motion was approved by a roll call vote; the result follows:

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

NAY: None

ABSENT: Joe Petricca

Motion carried.

Department Reports

The Park Board reviewed the previously distributed written Finance Department report. Director Fisher shared that CBIZ valuation group was selected to do our asset inventory later this summer; we're still firming up those dates. CBIZ is a third-party vendor that PDRMA uses for their insurance valuation, so they already have all our building information, but will be coming out to do an accounting assessment of all our assets so there could be a financial impact to our financials; depending on how good the records that we can provide, there's a chance that we might have a big asset write-off. Director Fisher had a call with CBIZ and our auditors; the auditors suggested that we let our Board know we're going through a

true evaluation. According to the records we found, it has been about 20 years since the last one so there could be some overstatement of assets. Director Fisher explained the GLOB accounting in our records and answered Commissioner questions; the true asset is based on our capital thresholds, so equipment over \$10,000 and buildings over \$50,000, anything below that would not be included; this will all be wrapped up in time to be included in the 2025 audit; this will not affect the surplus as there's nothing that we're disposing of physically, it will be just a write-off in our accounting system. Director Fisher explained that this is the first step, gave details of the process; she stated that this was a comment in our management letter last year, and that we expect to get it again this year with the auditors; this will eliminate the management letter that we've been receiving. Director Fisher also shared that our 2024 audit is completed; our goal is to have the auditors here to present it on Tuesday, May 27th.

Director Fisher reported on the first quarter financials, stating our year-to-date net profit is up 25% and expenses at the district-wide level are similar to 2024. On the Corporate side, revenues are consistent with 2024, expenses have decreased 6%, due to customer service salary and benefits moved over to the recreation side; we're also seeing a little increase in the corporate expenses in the purchased services line item for the comprehensive master plan and some attorney fees. On the Recreation side, there is a 2% decrease in revenues and an increase on the expense side because customer service, salaries, and benefits are there; purchase services increased due to IT-related expenses. The Capital has some activity with two major expenses of the first quarter, the Perry Weather System and the Falcon Park sign.

The Park Board reviewed the previously distributed written District Services Department report. Director Eckelberry shared the following highlights: We did a records retention and destruction project where we reviewed documents for destruction in early April. The last time this was done was in 2018, so there were a lot of documents that were going out. We are currently rewriting the application so that we can get rid of more paper. We had a lot of great recruitment in March. There were over 367 applicants with a strong interest in our summer part-time roles. IT improved, a new authentication in our Incode system which allows us to use a web interface versus having to go in through our current servers, they also worked with Park exploring the new camera system, and Matthew, our newest addition in IT did a Java script program to help interface with our Monday program. He wrote all the backend code to get it to interface from an Excel document, from a request form, into another platform. In Safety and Risk Management, there was a collaboration with PDRMA to set our new objectives for the 2025-2026 plan year, we had a increase over 2024, from 28 cases to 34 cases in March. Our summer guide has been released on April 21st and registration starts tomorrow. Our missing piece hiring campaign on Facebook had 158,000 ad impressions. The website and social media trends have had a high engagement with our seasonal hiring; we've had some effective hiring campaigns in the last three years.

The Park Board reviewed the previously distributed written Parks and Planning Department report. Director Holder reported that work at Meadowlark Park has started back up again, almost all the lighting is done, the subcontractor has been working in the parking lot; hoping they finish the final grading today because that's holding up the contractor to come do the finish grading of the soils around the pathways that they put in. 50 trees are being delivered and will be planted throughout Meadowlark. Director Holder also reported that we received a grant extension, the original end date was supposed to be Wednesday, he was able to extend it for six months until October. The paving project at Falcon is out to bid; the open date is May 8th so the results will be presented at the May 12th board meeting. Both playgrounds are tentatively set to start in mid-August, he will schedule a date for Kids Around the World to take Degner once all the paperwork is in line. The Perry Weather installers came into town today, will start installing the units tomorrow and are expecting to finish mid to end of next week. There are 3 parks that will not be done until they get a light pole standard and pole put in. The range netting poles have been installed, the netting installation is scheduled for next Monday. Director Holder shared the following highlights from the golf course: rounds in March were better than 2022 and 2023 but fell short of last year. The adult and junior golf classes for May have been filled, so they're looking at adding more if

enough people show more interest. Tee times are booked up, yesterday, every tee time was booked starting at 6:15 a.m. The parks crew is getting ready for the spring season with athletic fields maintenance, bed preps, and of course, aquatic maintenance. Director Holder answered Commissioner questions about the water main issue at Birchwood, stating that it's the city's water main that runs down their easement and that where it broke recently can be isolated so that we still have water.

The Park Board reviewed the previously distributed written Recreation and Facilities Department report. Director Palmer started her report with news of the new Recreation Manager, Nick Perino, our former gymnastics coordinator. Our boys' gymnastics team competed in state last month and brought home the All-Ages level four, Division two, First Place Award. Our athletic coordinator, Dan Hernandez, offered a flag football clinic through the Chicago Bears during Spring Break at Falcon; we had over a hundred kids attend. Summer Camp registration started in March, with many camps filling after the first day of registration. The hiring has been going well; Day Camp only needs seven more hires, but everyone else is feeling good. Rachel Lara, and the ICompete program received IAPD's \$1,000 Power Play Award for health and wellness initiatives for underserved populations. All of our centers continue to be busy with rentals and birthday parties with high satisfaction ratings. We started using a new platform for our user surveys through our Microsoft systems, so the Board Reports will reflect the results a little differently moving forward. Cutting Hall is piloting a new ticketing system to improve user experience and streamline the logistics of purchasing tickets. The financial end of it, is also more streamlined so that has proven to be successful. Director Palmer highlighted the following events for March: Puzzle Palooza Family Edition with 16 families, which is the most we've had to date for the Family Edition. We participated in the St. Patrick's Day parade; it was a great day and great weather. The Tri Your Luck Triathlon at Harper had 48 participants; that event continues to be successful and popular. Overall, the month of March was spent getting spring programs up and running and then looking ahead and prepping, for the summer season.

Executive Director Reports

Director Rea reminded the Board that he will be in Springfield tomorrow and Wednesday for the Legislative Conference and that this weekend is the Big Truck Event. Unfortunately, he will have to miss the event, but Hitchcock is going to be there with a pop-up booth for the master plan. They'll have their own tent and are also included on the passport so kids can take their family over to their table to get their stamp, and the family can weigh in on what they would like to see at the Palatine Park District for the next five to 10 years. Commissioner Rogers asked about the returns for the mail-in survey; Director Rea said the last he heard was that they just started to receive the electronic ones and had hit 17, the mailed ones take a while to get back but expect them to start hitting; the online survey had eclipsed 2,000 people taking and will stay open through May 9th.

Commissioner Reports/Future Agenda Items

Commissioner Rogers said Arbor Day was fantastic with great weather; the kids were cute.

Commissioner Gould is looking forward to the Big Trucks event. Her office has a table, and they have a really neat raffle prize. It's always a fun time; they had a lot of people there last year so she's hoping for good weather and looks good so far.

Commissioner Ruff said that Arbor Day was great.

Adjournment

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

AYE: Susan Gould, Greg Sammons, Jennifer Rogers, Terry Ruff
NAY: None
ABSENT: Joe Petricca
Motion carried at 6:37 p.m.

Respectfully submitted,

Lisa Allie
Park Board Secretary

Attest:



Lisa Allie
Secretary

Approved:



Terry Ruff
President

<u>2025 Park Board Meetings</u>	
May 12, 2025	May 27, 2025