



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  
 February 23, 2026, at 6:00 p.m.

The meeting was called to order at 6:02 p.m. by Commissioner Sammons

Commissioners Present

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

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  
 Dayell Houzenga, Superintendent of District Services  
 Jim Holder, Director of Parks & Planning  
 Amy Vito, Superintendent of Parks & Planning

Colleen Palmer, Director of Recreation Facilities  
 Josh Ludolph, Supt. of Recreation Facilities  
 Katie Waszak, Supt. of Recreation Programming  
 Alex Giannikoulis, Superintendent of Trades  
 Dan Hotchkin, Head Golf Pro  
 Billy Sharp, Golf Course Superintendent

Visitors and Citizens Present

Lacey Lawrence, Hitchcock Design Group  
 Bridget Deatruck, Hitchcock Design Group

Wayne Mikes, Resident

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 February 23, 2026, was approved. The result of the roll call vote follows:

AYE: Jennifer Rogers, Susan Gould, Joe Petricca, Michelle Rushing, Greg Sammons

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 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 February 9, 2026. The motion was approved by a roll call vote; the result follows:

AYE: Susan Gould, Joe Petricca, Michelle Rushing, Jennifer Rogers, Greg Sammons

NAY: None

ABSENT: None

Motion carried.

Visitors and Citizen’s Comments

*Wayne Mikes:* Resident Wayne Mikes requested that the Park District work jointly with the Village to develop a new community bike plan and share project costs. He noted that both agencies have successfully collaborated on bike path improvements in the past and emphasized the importance of bicycling within the District’s master plan. He also highlighted several areas where improved planning and coordination could enhance safety and connectivity, including the future roadway project at Quentin and Dundee, potential links between Falcon Park and Deer Grove, and safer connections near Reimer’s Reservoir at Palatine and Quentin Roads. Mikes stated that a coordinated bike plan could support grant opportunities, improve intersection design, and benefit cyclists and pedestrians throughout the community.

Hitchcock Design Group Presentation

Representatives Lacey Lawrence and Bridget Dietrich from Hitchcock Design Group presented the draft Comprehensive Master Plan. The presentation provided a high-level overview of the plan’s structure and summarized the multi-phase process used to develop the document.

The consultants reviewed the progression of work completed to date, noting previous presentations to the Board during the Analyze, Connect, and Envision & Prioritize phases. The current presentation focused on the implementation phase and the overall organization of the draft booklet.

The presentation continued with details of the plan, which is arranged into four chapters that correspond to the project phases.

The consultants noted that the front sections of the booklet are designed to be easily understood by residents, while the appendix provides full technical documentation for those seeking more detail.

Representative Lawrence and Director Rea answered Commissioner Roger’s questions regarding accessibility of the document, sharing it with affiliates, and annual updates to the plan.

New Business

The Board reviewed a previously distributed board summary pertaining to Adoption of the 2026 Comprehensive Masterplan. Commissioner Rogers moved, and Commissioner Rushing seconded that the Board of Park Commissioners adopt the 2026 Comprehensive Masterplan as presented by Hitchcock Design Group. Commissioner Gould noted that there is a lot of information in the Masterplan that needs to be discussed and tweaked; she also expressed her reservations about the survey and the results produced from the data. Director Rea confirmed that they will have a board workshop coming up to discuss the Masterplan and to determine next steps. The motion was approved by a roll call vote; the result follows:

AYE: Joe Petricca, Michelle Rushing, Jennifer Rogers, Susan Gould, Greg Sammons

NAY: None

ABSENT: None

Motion carried.

The Board reviewed a previously distributed board summary pertaining to the Award of Bid for the 2026 Contractual Mowing. Commissioner Rogers moved, and Commissioner Petricca seconded that the Board of Park Commissioners reject the lowest bidder, J.F.V. Landscape Services, and award the lowest qualified bidder, Yellowstone Landscape, in the amount of \$169,760.28 for the 2026 Contractual Mowing bid.

Director Holder explained that the lowest bidder was rejected because it included a company check instead of the required certified check. He feels confident with Yellowstone Landscape, the next lowest bidder. After checking references and meeting with them in person, they seem prepared to meet project needs. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to Award of Bid for the 2026 Scavenger Services. Commissioner Rushing moved, and Commissioner Rogers seconded that the Board of Park Commissioners approve the lowest responsible bidder, Waste Management of Illinois, in the amount not to exceed \$24,832.00 for scavenger services at designated locations and \$385.00 per construction and landscape roll off dumpsters, with a \$65.00 charge per ton over the two-ton weight cap. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the approval of Birchwood & Eagle Pools VFD replacement Project through Buyboard National Purchasing Cooperative. Commissioner Rogers moved, and Commissioner Rushing seconded that the Board of Park Commissioners approve the lowest responsible bidder, Landmark Aquatic, in the amount not to exceed \$96,754.43 to replace five (5) Variable Frequency Drives (VFDs) for the pool pump motors at Birchwood and four (4) VFD's at Eagle Park through Buyboard. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the approval of the Eagle Pool 10-year Filter Maintenance Project through Buyboard National Purchasing Cooperative. Commissioner Rogers moved, and Commissioner Petricca seconded that the Board of Park Commissioners approve the lowest responsible bidder, Landmark Aquatic, in the amount not to exceed \$30,961.00 for the Eagle Pool 10-year Filter Maintenance project through Buyboard. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the approval of Ordinance No. 26-04, an Ordinance Revising the Park District's Travel and Expense Reimbursement Policy. Commissioner Rushing moved, and Commissioner Rogers seconded that the Board of Commissioners approve Ordinance No. 17-03, an ordinance amending the park district's travel expense reimbursement policy to comply with the Local Government Expense Control Act on January 24<sup>th</sup>, 2017. Director Rea explained that this format is similar to what Attorney Paine provided when this law went into place but revised to be straightforward and easier for staff to follow than the previous version. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to approval of the Architect Agreement for 400 S. Hicks Rd. Project. Commissioner Rogers moved, and Commissioner Rushing seconded that the Park Board of Commissioners approve DLA Architects, in the amount not to exceed 8% of the estimated construction total to provide architectural plans for all design phases and construction, as well as construction administration services for the 400 S. Hicks Rd. Maintenance Facility Renovation and Expansion Project. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to approval of the Construction Management Agreement for 400 S. Hicks Rd. Commissioner Rushing moved, and Commissioner Rogers seconded that the Park Board of Commissioners approve Lamp Incorporated, in the amount not to exceed \$643,463.00 to provide construction management services, including preconstruction review, insurance, and project general conditions/supervision for the 400 S. Hicks Rd. Maintenance Facility Renovation and Expansion Project. The motion was approved by a roll call vote; the result follows:

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

The Board reviewed a previously distributed board summary pertaining to the approval of the Overnight and Travel Policy. Commissioner Rushing moved, and Commissioner Petricca seconded that the Board of Park Commissioners approve the new Overnight and Travel Policy. This policy does not replace any other current policy. The motion was approved by a roll call vote; the result follows:

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

#### Department Reports

The Board reviewed the previously distributed written Finance Report. Director Fisher provided an update on the January Finance Report, noting that Cook County will likely provide the remainder of property taxes by the end of the month and that we received \$400,000 today. We are waiting for the final tax levy from the county, making it difficult to estimate the exact collection percentage. Property tax bills are due on April 1, with 2025 tax levy collections expected to begin in May 2026. Fees and charges are up approximately 11% due to an accounting change to moving our programs into full accrual. Interest is down by \$67,000 compared to 2025; the late property taxes made it difficult to get that invested and added that upcoming capital projects require liquid funds. Director Fisher reported on the corporate fund, noting that interest revenue is lacking with some unusual expenses in corporate and recreation due to the creation of new funds, leading to decreases in those specific areas. The district-wide level shows increases, but the individual corporate and recreation expenses are down.

The Park Board reviewed the previously distributed written District Services Report. Director Eckelberry shared that the annual training plan is complete for all 2026 new hires and current employees. Plus, they updated the personnel policies for Board approval and decommissioned the admin policies, which was a huge task. Recruitment had 233 applicants in January, primarily for summer positions. She also shared a year-end review, which had over 2,786 new candidates. We hired 244 part-time and 8 full-time staff in 2025, with 211 rehires. The volunteer program had 445 volunteers, a total of 1861 hours, and cost saving of about \$162,000.00 at \$15 an hour. Director Eckelberry also reported that IT finished up keyless entry at the Community Center and the new Parks Service Facility (PSF) building. They are also working with the Village on networking for the new buildings and a rollout of Keeper Password; this will help secure passwords and enable the district to have easier access to passwords for any staff that leaves. Risk Management saw 20 incident reports, with one emergency 911 call for the alternate school program that was here. Communications and Marketing won first place for written content with an article for girls' football and third place for print communications with the Sounds of Summer schedule. Additionally, they had a rebrand kickoff project with a5 Branding and Digital, with focus groups and interviews to gather opinions for the rebranding. In closing, Director Eckelberry shared a new Park Foundation event, the Lucky Duck Derby, to be held June 20th at the Family Aquatic Center.

Director Rea referenced the 2015 master plan, during which a sub-consultant created a concise mission statement for the park district. He said that the current mission statement is much longer than typical and difficult to remember. He suggested that, as part of the rebranding process, we should look at the mission statement again. Commissioner Gould shared that she likes our logo and questioned what's wrong with it. Discussion ensued; the current logo will be refreshed to make it universal and easier to use.

The Board reviewed the previously distributed written Parks and Planning Report. Director Holder provided the following updates: the Birchwood boiler replacement project is almost complete; just waiting for the final inspection with IDPH. The Falcon Park Phase Two parking lot renovation is underway, working on the engineering documents to get the bid out near the end of March for a start date around Labor Day. The admin center plans have been reviewed by the Village and returned with minimal comments; he will submit them again to the Village tomorrow. Once that's completed, we can get the bid out, which will need to be timed around early voting. Director Rea added that once early voting ends, the parking lot will be closed to commuter parking. The village supports this approach, and signage is already in place, indicating that commuter parking will no longer be allowed beginning March 1.

Director Holder reported that park staff removed the remaining workstations from the new admin building last week. The district plans to reuse several of the workstations, as the furniture is still in good condition. Continuing, Director Holder shared that the golf course 18th green renovation project will be put on hold until 2027 due to construction delays and permit requirements. They will move forward with the construction design and get the project out to bid this year, with a construction start date of August 2027. He also shared that we sold the John Deere tractor through Gov Deals for \$25,500, so the cost of using it for over 17 years only cost the district \$9,014 or \$530 per year.

The Board reviewed the previously distributed written Annual Golf Report. Superintendent Billy Sharp and Head Golf Pro Dan Hotchkin, were present to answer questions for the Board. Head Golf Pro Hotchkin reported that the course had a strong year in both revenue and community service, supported by dedicated staff and well-maintained course conditions. He also shared that he has been able to get around to other courses a bit, so he knows that our course conditions stand up to others in the area. Looking ahead, staff expects another successful year. Commissioner Rushing asked if we are still going to allow Friday golf outings. Head Golf Pro Hotchkin clarified that they will be limited and noted that Fridays are increasingly functioning as weekend-level demand days, similar to trends at other area courses. The district is not adopting weekend rates on Fridays this year. However, Fundraiser outings, on Fridays, pose revenue challenges because they occupy most of the day and limit availability for other golfers. In response to Commissioner Sammons, Head Golf Pro Hotchkin shared that we will have a Senior Women's

event this year, with about 28 ladies, and a couple of CDJ qualifiers as well. Our relationship with them is really good, and it puts our course in the eyes of outside golfers

The Board reviewed the previously distributed Recreation and Facilities Report. Director Palmer highlighted the kickoff of the winter/spring programs and events, with 223 different programs, 592 sections, and 5,290 participants at this time. Basketball season saw a 26% increase in participants, with over 200 total participants compared to 160 last season. Pickleball leagues had a 30% increase with 12 different teams participating. The Cultural Arts Programs, including Theater, Dance, and Chorus, are thriving with over 200 participants across all programs. Preschool priority registration for the 2026-2027 school year saw 71 of 82 eligible families registered last month. Facilities continue to see increased rentals, drop-ins, and fitness attendance. Director Palmer gave kudos to the facilities staff for their hard work as they continue to keep up with the messy weather; all the mopping up, salting, and everything is keeping them busy. Family Aquatic Center is getting a new upgraded sound system, and Birchwood will have new flooring. In addition, staff has started summer prep with camp meetings and summer program planning.

#### Executive Director Report

Director Rea reported on the success of the SLSF fashion show, which raised \$64,000 halfway through the event. It was a long day with significant setup, but well worth it. It's great to see the excitement of the participants and the joy it brings to the families. Director Rea also shared that NWSRA and Clear Brook have entered into a new agreement that will end their partnership on the Pursuit Adult Day Care Program. NWSRA will be running the pursuit sites themselves starting June 30, 2026. Conversations with families and employees have been conducted to ensure a smooth transition, with many Clearbrook employees being hired by NWSRA. The new setup aims to improve efficiencies and reduce costs, benefiting both the industry and participants. As we look to renovate the Community Center, we will consider accommodating adult daycare during the day and programming in the evenings and weekends.

#### Commissioner Reports/Future Agenda Items

Commissioner Rushing noted that she is unable to make the March 9<sup>th</sup> board meeting. Director Rea said that the next meeting may be cancelled, but won't make that decision until a week prior.

#### 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 Rogers seconded the motion. The motion was approved by a voice vote; the result follows:

AYE: Joe Petricca, Michelle Rushing, Jennifer Rogers, Susan Gould, Greg Sammons

NAY: None

ABSENT: None

Motion carried at 7:08 p.m.

Respectfully submitted,

Lisa Allie  
Park Board Secretary

Attest:



Lisa Allie  
Secretary

Approved:



Greg Sammons  
President

<b><u>2026 Park Board Meetings</u></b>		
March 23, 2026	June 22, 2026	October 12, 2026
April 13, 2026	July 13, 2026	October 26, 2026
April 27, 2026	July 27, 2026	November 9, 2026
May 11, 2026	August 10, 2026	November 23, 2026
May 26, 2026	August 24, 2026	December 14, 2026
June 8, 2026	September 14, 2026	