

MINUTES OF THE REGULAR MEETING  
BOARD OF PARK COMMISSIONERS  
ARLINGTON HEIGHTS PARK DISTRICT  
Administration Center  
410 N. Arlington Heights Road  
April 12, 2016  
7:00 p.m.

Comr. Leno called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

Comr. Leno led the audience in the Pledge of Allegiance.

ROLL CALL OF COMMISSIONERS

Commissioners Present

M. Leno  
T. Gelinas  
R. Nesvacil  
W. Ploger  
M. Naughton  
(Comr. Naughton arrived at 7:02 p.m.)

Commissioners Absent

None

STAFF PRESENT: Steve Scholten, Executive Director; Brian Meyer, Director of Recreation and Facilities; Alann Petersen, Director of Parks and Planning; Donna Wilson, Director of Finance and Personnel (arrived at 7:05 p.m.); Anita Pacheco, Supt. of Marketing; Steve Neill, Division Manager of Recreation Facilities; and Anthony Meneghini, Website Content Specialist

MINUTES

The Minutes of the Regular Meeting of March 15, 2016 were presented.

Comr. Ploger moved, seconded by Comr. Gelinas to approve the Minutes of the Regular Meeting of March 15, 2016 as presented. On voice vote the motion was approved 4-0.

PUBLIC HEARING

Budget and Appropriation Ordinance No. 689

Steve Scholten addressed the Board. He reported that a copy of the Ordinance has been made available to the public and there has been no public comment.

Comr. Leno asked if anyone in the audience has any comments or questions. There were none. Comr. Leno closed the Public Hearing.

ACCOUNTS PAYABLE

The Invoice Register for March, 2016 was presented.

Comr. Ploger moved, seconded by Comr. Nesvacil, to approve the Accounts Payable for the month of March, 2015 in the following amounts: for the Regular Funds in the amount of

\$131,780.87; for the Pension Fund in the amount of \$160,806.26; for Insurance Fund in the amount of \$815.00; for the Museum Fund in the amount of \$108.52; for the Lane Dedication fund in the amount of \$4,427.38; for the Nickol Knoll Golf Club Fund in the amount of \$2,592.78; for the Arlington Lakes Golf Club Fund in the amount of \$10,162.60; for the Forest View Racquet & Fitness Club Fund in the amount of \$5,671.50; for the Heritage Tennis Club Fund in the amount of \$13,819.12; for the Capital Projects Fund in the amount of \$91,561.41; Grand Total of Disbursements in the amount of \$421,745.44. On voice vote the motion was approved 5-0.

Comr. Ploger moved, seconded by Comr. Nesvacil to approve the payroll distribution for the month of March, 2016 in the amount of \$521,668.27. On voice vote the motion was approved 5-0.

## NEW BUSINESS

### Budget and Appropriation Ordinance No. 689

Executive Director Scholten addressed the Board. He stated that the Budget and Appropriation Ordinance No. 689 will be approved at the April 26, 2016 meeting.

### AHYAA Amendment to Agreement

The park board approved the Affiliate Agreement with the Arlington Heights Youth Athletic Association (AHYAA) in January. AHYAA then brought the agreement to their board in February for approval but tabled it in order to address one last talking point. AHYAA wanted to remove the 10% escalation clause that was written in to take place after the year 2020. With field improvements taking place particularly at Sunset Meadows AHYAA wanted to leave the pricing open for negotiation in case expenses decreased for the park district.

Staff discussed AHYAA's points and agreed to reword the agreement and remove all mentions of the 10% escalation. Staff also updated appendix CC which reflects an established lump sum cost based on the five (5) year average until 2020 by removing the escalation years of 2021-2025. AHYAA and staff will meet on an annual basis to discuss any increases or decreases in fees so that the agreement remains equitable for both parties.

The agreement addresses items such as: permitting priority, field requests, maintenance standards, playability of fields, advertising and marketing, insurance, communication and fees and charges. Attorney Riordan has reviewed the proposed agreement along with PDRMA.

Comr. Leno asked for details on the charges to AHYAA. Director Meyer stated that AHYAA is only being charged an appropriate percentage for maintenance based on their usage of the facilities.

Executive Director Scholten stated that AHYAA will be formally requesting affiliate status which should be part of the May 10, 2016 meeting.

Comr. Nesvacil moved, seconded by Comr. Gelinis to approve the AHYAA and Arlington Heights Park District amended agreement. On voice vote the motion was approved 4-0. (M. Naughton abstained)

### Responsive Website

Anita Pacheco, Supt. Of Marketing, addressed the Board and shared a presentation on the launch of the AHPD's new website. Prior to the meeting, information was presented to the Board to visit the current non-mobile website before the presentation. The new website is interactive and combines 5 public AHPD websites where staff can be trained on one system instead of multiple systems (prior to this). There were some concerns raised regarding launching the new site before an upcoming registration period and about the ease of use in finding the "Registration" portion on the website. Staff reassured that with all the email blasts, Facebook comments, and easier search tools, that it should go smoothly. An additional banner tab will be added on the Homepage for additional access to "Registration".

### APPROVAL OF PURCHASES

#### Program Guide Bids

Anita Pacheco, Supt. of Marketing, addressed the Board. She stated that bids were solicited for the printing of four issues of the Park District's program guide, Fall 2016 through Summer 2017. Bid notifications were sent to bidders whom had bid in the past two years, bid documents were posted to the RFP and Bids page on our website and a classified ad was placed in the Daily Herald.

The bid opening took place on March 23, 2016 and six (6) bids had been received by the deadline. A total of 12 vendors downloaded the bid documents. No vendors were present for the bid opening.

The program guide bid form requested pricing for each season's guide based on the number of pages per issue and quantities required for each 2016/17 issue, per season. Comparisons on the attached spreadsheets are based on printing:

36,000 fall (136 pages), 34,000 winter (112 pages), 34,600 spring (124 pages), and 35,000 summer (136 pages) guides on 35# 80 bright premium paper with black ink and one other color. The 35# 80 paper offers a quality piece supporting a quality Park District image. Other specifics include 4-color text weight cover stock, saddle stitch or perfect binding and delivery and costs for purchasing additional copies per season.

The attached spreadsheet shows that CSI Media of Delavan, WI presented the low bid for the 35# 80 paper choice with a saddle stitch and the required quantities and pages for the 2016/17 issues. Staff does not anticipate having to order additional copies for the 2016/17 year although if we do need to, CSI Media provided costs for additional copies as well. The Arlington Heights Park District has not worked with CSI Media in the past and as part of our due diligence reached out to three references provided by CSI Media. Staff spoke to representatives from: Beloit Leisure Services (15yr relationship), Freeport Park District (5yr relationship) and In-Depth Graphics (15yr relationship) working with CSI Media.

All comments came back favorable with regard to CSI Media's level of customer service, on time delivery and product quality.

Please note: Pricing listed in the grid indicates printing of 4 seasonal guides on the specific type of paper and quantities as well as the cost to purchase additional guides.

Pricing includes cover, interior pages, binding and delivery. We also requested pricing for 50# saddle and 50# perfect bind as alternates.

	Company	35# - 80 Bright	Unit cost
<b><i>PLEASE SEE ATTACHED SPREADSHEETS FOR ALL RESULTS</i></b>		139,600 total Program guides	
<b>Lowest bid</b>	CSI Media	\$48,477.00	.3473

The budget for printing the 2016/17 program guide series is \$70,000. The Park District's in-house graphic communication specialist will design the series as per usual.

Based on the results of three reference checks combined with their low bid for the 2016-2017 series, staff recommends awarding the printing of the Fall 2016 - Summer 2017 program guide to CSI Media, Delavan, WI in the amount of \$48,477.00 for 35# 80 premium bright paper and text weight cover stock with saddle stitch for four issues (of varying page counts), printing seasonal orders of 36,000 Fall, 34,000 Winter, 34,600 Spring and 35,000 Summer, which includes charges for cover, printing, binding and delivery.

Weather permitting, Jordann Tomasek plans to travel to Delavan, WI each season to complete a total of four press checks in the 2016-2017 production schedule.

**Arlington Heights Park District - 35# - Saddle Stitch**

Company	Season	35#	80# Text Wt. Cover	Saddle Stitch Binding	Delivery Chg	Total	Add'l 500 copies
KK Stevens Publishing Astoria, IL	Fall	14,409.31				14,409.31	167.71
	Winter	11,570.54				11,570.54	141.77
	Spring	12,836.40				12,836.40	154.74
	Summer	14,074.04				14,074.04	167.58
						<b>52,890.29</b>	
Action Printing Fon Dul Lac, WI	Fall	22,807.00				22,807.00	300.00
	Winter	19,367.00				19,367.00	260.00
	Spring	21,024.00				21,024.00	279.00
	Summer	22,807.00				22,807.00	300.00
						<b>86,005.00</b>	
American Litho Milwaukee, WI	Fall	20,748.00				20,748.00	252.00
	Winter	16,714.00				16,714.00	214.00
	Spring	18,272.00				18,272.00	230.00
	Summer	20,265.00				20,265.00	252.00
						<b>75,999.00</b>	
EP Graphics Berne, IN	Fall	18,775.00				18,775.00	260.77
	Winter	15,175.00				15,175.00	223.17
	Spring	16,490.00				16,490.00	238.30
	Summer	18,417.00				18,417.00	263.10
						<b>68,857.00</b>	
CSI Media Delavan, WI	Fall	9,234.00	8,296.00	4,488.00	500.00	22,518.00	135.00
	Winter	8,238.00				8,238.00	120.00
	Spring	8,487.00				8,487.00	124.00
	Summer	9,234.00				9,234.00	135.00
						<b>48,477.00</b>	
Castle Printech DeKalb, IL	Fall	13,795.00				13,795.00	150.00
	Winter	11,365.00				11,365.00	150.00
	Spring	12,455.00				12,455.00	150.00
	Summer	13,490.00				13,490.00	150.00
						<b>51,105.00</b>	

Unless otherwise indicated, the cover, binding and delivery charges are included in the main price.

**Arlington Heights Park District - 35# - Perfect Bind**

Company	Season	35#	80# Text Wt. Cover	Perfect Bind Binding	Delivery Chg	Total	Add'l 500 copies
KK Stevens Publishing Astoria, IL	Fall	19,101.64				19,101.64	\$233.92
	Winter	16,160.44				16,160.44	209.11
	Spring	17,585.59				17,585.59	182.94
	Summer	18,677.99				18,677.99	233.51
						<b>71,525.66</b>	
Action Printing Fon Dul Lac, WI	Fall	No Bid	No Bid	No Bid	No Bid	0.00	No Bid
	Winter					0.00	
	Spring					0.00	
	Summer					0.00	
						<b>0.00</b>	
American Litho Milwaukee, WI	Fall	25,238.00				25,238.00	252.00
	Winter	20,847.00				20,847.00	214.00
	Spring	22,610.00				22,610.00	230.00
	Summer	24,755.00				24,755.00	252.00
						<b>93,450.00</b>	
EP Graphics Berne, IN	Fall	18,895.00				18,895.00	260.77
	Winter	15,173.00				15,173.00	223.17
	Spring	16,535.00				16,535.00	238.30
	Summer	18,514.00				18,514.00	263.10
						<b>69,117.00</b>	
CSI Media Delavan, WI	Fall	9,234.00	8,296.00	16,268.00	500.00	34,298.00	135.00
	Winter	8,238.00				8,238.00	120.00
	Spring	8,487.00				8,487.00	124.00
	Summer	9,234.00				9,234.00	135.00
						<b>60,257.00</b>	
Castle Printech DeKalb, IL	Fall	17,995.00				17,995.00	150.00
	Winter	14,865.00				14,865.00	150.00
	Spring	15,975.00				15,975.00	150.00
	Summer	17,635.00				17,635.00	150.00
						<b>66,470.00</b>	

Unless otherwise indicated, the cover, binding and delivery charges are included in the main price.

**Arlington Heights Park District - 50# - Perfect Bind**

Company	Season	50#	80# Text Wt. Cover	Perfect Bind Binding	Delivery Chg	Total	Add'l 500 copies
KK Stevens Publishing Astoria, IL	Fall	25,492.29				25,492.29	\$233.92
	Winter	21,134.65				21,134.65	209.11
	Spring	23,363.35				23,363.35	182.94
	Summer	24,901.98				24,901.98	233.51
						<b>94,892.27</b>	
Action Printing Fon Dul Lac, WI	Fall	No Bid	No Bid	No Bid	No Bid	0.00	No Bid
	Winter					0.00	
	Spring					0.00	
	Summer					0.00	
						<b>0.00</b>	
American Litho Milwaukee, WI	Fall	19,683.00				19,683.00	252.00
	Winter	17,418.00				17,418.00	214.00
	Spring	18,523.00				18,523.00	230.00
	Summer	19,375.00				19,375.00	252.00
						<b>74,999.00</b>	
EP Graphics Berne, IN	Fall	25,788.00				25,788.00	260.77
	Winter	20,775.00				20,775.00	223.17
	Spring	22,707.00				22,707.00	238.30
	Summer	25,242.00				25,242.00	263.10
						<b>94,512.00</b>	
CSI Media Delavan, WI	Fall	15,313.00	8,296.00	16,268.00	500.00	40,377.00	135.00
	Winter	12,720.00				12,720.00	120.00
	Spring	14,028.00				14,028.00	124.00
	Summer	15,313.00				15,313.00	135.00
						<b>82,438.00</b>	
Castle Printech Dekalb, IL	Fall	23,435.00				23,435.00	150.00
	Winter	19,065.00				19,065.00	150.00
	Spring	20,740.00				20,740.00	150.00
	Summer	22,945.00				22,945.00	150.00
						<b>86,185.00</b>	

Unless otherwise indicated, the cover, binding and delivery charges are included in the main price.

**Arlington Heights Park District - 50# - Saddle Stitch**

Company	Season	50#	80# Text Wt. Cover	Saddle Stitch Binding	Delivery Chg	Total	Add'l 500 copies
KK Stevens Publishing Astoria, IL	Fall	20,799.96				20,799.96	\$233.92
	Winter	16,618.94				16,618.94	209.11
	Spring	18,464.07				18,464.07	182.94
	Summer	20,298.03				20,298.03	233.51
						<b>76,181.00</b>	
Action Printing Fon Dul Lac, WI	Fall	16,289.00				16,289.00	300.00
	Winter	13,636.00				13,636.00	260.00
	Spring	14,660.00				14,660.00	279.00
	Summer	16,289.00				16,289.00	300.00
						<b>60,874.00</b>	
American Litho Milwaukee, WI	Fall	20,748.00				20,748.00	252.00
	Winter	16,714.00				16,714.00	214.00
	Spring	18,272.00				18,272.00	230.00
	Summer	20,265.00				20,265.00	252.00
						<b>75,999.00</b>	
EP Graphics Berne, IN	Fall	24,592.00				24,592.00	260.77
	Winter	19,710.00				19,710.00	223.17
	Spring	21,592.00				21,592.00	238.30
	Summer	24,071.00				24,071.00	263.10
						<b>89,965.00</b>	
CSI Media Delavan, WI	Fall	15,313.00	8,296.00	4,488.00	500.00	28,597.00	135.00
	Winter	12,720.00				12,720.00	120.00
	Spring	14,028.00				14,028.00	124.00
	Summer	15,313.00				15,313.00	135.00
						<b>70,658.00</b>	
Castle Printech Dekalb, IL	Fall	19,235.00				19,235.00	150.00
	Winter	15,560.00				15,560.00	150.00
	Spring	17,215.00				17,215.00	150.00
	Summer	18,795.00				18,795.00	150.00
						<b>70,805.00</b>	

Unless otherwise indicated, the cover, binding and delivery charges are included in the main price.

Comr. Ploger moved, seconded by Comr. Nesvacil, to award printing of the Fall 2016-Summer 2017 program guides to the lowest qualified bidder CSI Media, Delavan, Wisconsin to CSI Media, Delavan, WI in the amount of \$48,477.00 for 35# 80 premium bright paper and text weight cover stock with saddle stitch for four issues (of varying

page counts), printing seasonal orders of 36,000 Fall, 34,000 Winter, 34,600 Spring and 35,000 Summer, which includes charges for cover, printing, binding and delivery.

Wearing Apparel Bids:

Stephen J. Neill, Division Manager of Recreation Facilities addressed the Board. He stated that on an annual basis wearing apparel is purchased for recreation programs. This includes participant shirts (Interpark Swim Team, day camp, tee-ball, Lake Arlington, youth basketball, etc.) and staff shirts (lifeguards, aquatic managers, camp counselors, etc.). Twenty-five vendors picked up the bid, and 8 returned it. There are 91 items on the base bid, plus 2 alternate items. The alternate includes two hats that would be used by aquatic staff. The following bids were received:

Bidder	Base Total	Alternate
Roselynn Fashions, Elgin IL	\$31,255.47	\$32,258.47
Koppel Advertising, Bedford, OH	\$43,168.10	\$44,325.60
Sunburst Sportswear, Glendale Hts, IL	\$33,444.74	\$34,438.74
Arena Sports, Cary IL	NA	\$37,664.35
Midwest Graphics and Awards, Dexter, MI	NA	\$44,629.20
Ad Wear, Houston, TX	\$36,172.49	\$37,091.49
Express Press, Springfield, MO	\$38,910.36	\$40,259.36
American Soccer, Wilmington, CA	\$41,652.51	\$41,652.51

The lowest bid for wearing apparel was Roselynn Fashions of Elgin, IL. The District used Roselynn Fashions last year for this service and was very satisfied with their work.

Note: Staff have budgeted in their individual supply accounts to pay for their annual wearing apparel needs. Apparel costs are coded to those individual accounts. Most items are received in May and June. Youth basketball and some school year programs are received in August or September.

Comr. Gelinas asked about getting corporate sponsors to assist with the cost. Staff used local sponsorships before and will look into additional sponsorships.

Comr. Gelinas moved, seconded by Comr. Nesvacil, to award the wearing apparel order, including the alternates, to Roselynn Fashions of Elgin IL, in the amount of \$32,258.47. The cost of the apparel will be coded to the individual program areas.

MATTERS FROM EXECUTIVE DIRECTOR

None

MATTERS FROM COMMISSIONERS

Comr. Ploger stated that the Website presentation and new site was great.

ADJOURNMENT

Comr. Leno moved, seconded by Comr. Nesvacil, to adjourn at 8:18 p.m. On voice vote the motion was approved 4-0.

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Maryfran H. Leno, President  
Board of Commissioners  
Arlington Heights Park District

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Stephen C. Scholten, Secretary  
Board of Commissioners  
Arlington Heights Park District

April 26, 2016  
Date Approved