

MINUTES OF THE REGULAR MEETING  
BOARD OF PARK COMMISSIONERS  
ARLINGTON HEIGHTS PARK DISTRICT  
Administration Center  
410 N. Arlington Heights Road  
May 10, 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  
M. Naughton  
R. Nesvacil  
W. Ploger

Commissioners Absent

T. Gelinas

STAFF PRESENT: Steve Scholten, Executive Director; Alann Petersen, Director of Parks and Planning; Anita Pacheco, Superintendent of Marketing and Communications; Steve Neill, Division Manager of Recreation Facilities; Alisa Kapusinski, Division Manager of Recreation Programs; and Janet Novakovic, Recording Secretary.

CITIZENS PRESENT: Adam Berger, Brian Olson, Victoria Shirley, Amy Dempsey, Melissa Cayer, Penelope Straub, Scott Corbett, Paul Wakefield, Chris Bailey, Rob Klamaniak

MINUTES

The Minutes of the Regular Meeting of April 26, 2016 were presented.

Comr. Naughton moved, seconded by Comr. Ploger, to approve the Minutes of the Regular Meeting of April 26, 2016 as presented. On voice vote the motion was approved 4-0.

CITIZENS TO BE HEARD

Residents of Arlington Heights addressed the Board to discuss the wait lists at schools regarding the CAP program. After listening to the residents' comments and questions, the Board stated that the Park District is doing everything they can to alleviate the wait lists without compromising the quality of the CAPS program. The Board asked the Arlington Heights Park District staff to review and look at current wait lists and past history and to provide an update at a June Board meeting.

ACCOUNTS PAYABLE

The Invoice Register for the month of April 2016 was presented.

Comr. Ploger moved, seconded by Comr. Naughton to approve the Accounts Payable for the month of February 2016 in the following amounts: for the General Fund in the amount of \$135,555.98; for the Recreation Fund in the amount of \$243,282.95; for the Pension

Fund in the amount of \$245,385.51; for the Insurance Fund in the amount of \$64,143.78; for the Museum Fund in the amount of \$399.00; for the Land Dedication Fund in the amount of \$11,465.00; for the Nickol Knoll Golf Club Fund in the amount of \$4,194.61; for the Arlington Lakes Golf Club Fund in the amount of \$17,204.82; for the Forest View Racquet & Fitness Club Fund in the amount of \$16,627.29; for the Heritage Tennis Club Fund in the amount of \$50,670.10; for the Capital Projects Fund in the amount of \$200,200.33; for a Grand Total of Disbursements in the amount of \$989,129.37. On voice vote the motion was approved 4-0.

Comr. Ploger moved, seconded by Comr. Nesvacil, to approve the payroll distribution for the month of April, 2016 in the amount of \$1,181,208.63. On voice vote the motion was approved 4-0.

## NEW BUSINESS

### Arlington Heights Youth Athletic Association affiliate status

Arlington Heights Youth Athletic Association (AHYAA) has submitted all the required documentation to be granted affiliate status, per chapter 6, section 12.0 of the policy manual.

AHYAA has submitted the following documents:

- A letter that serves as the application for affiliate status.
- Written by-laws/guidelines
- A statement of purpose and description of specialized activities
- A list of officers and participants
- Annual budget documents
- Certificate of Insurance

Affiliate status is good for one year, per the policy, from September 1 through August 31. Affiliates have to reapply by July 1 every year to maintain their status. Given the timing of this application, and the recent agreement between AHYAA and AHPD, staff recommends that affiliate status be granted from today's date, May 10, 2016 through August 31, 2017. Then in following years AHYAA's affiliate status can be reviewed annually per the policy.

Comr. Nesvacil moved, seconded by Comr. Ploger, to approve Arlington Heights Youth Athletic Association as an official affiliate of the Park District from May 10, 2016 through August 31, 2017 with a re-application date of July 1, 2017. On voice vote the motion was approved 3-0. Commissioner Naughton abstained.

Retirement

The following staff are retiring in 2016 and the Board of Commissioners and staff wish to recognize them for their loyal and dedicated service:

- Judith A. Fell on June 1, 2016, with 27 years of service
- Dean Ross on June 1, 2016 with 31 years of service
- Stephen C. Scholten on June 30, 2016, with 8 years of service
- Alan W. Welk on September 9, 2016, with 37 years of service
- Sandra A. Kassabian on October 15, 2016, with 19 years of service
- Dale R. Pingel on October 30, 2016, with 22 years of service
- Donna L. Wilson on October 31, 2016, with 31 years of service
- Linda M. Bell on November 30, 2016, with 23 years of service
- Uvaldo Garcia on November 30, 2016, with 33 years of service
- Richard E. Knox on November 30, 2016, with 25 years of service
- Terrance McDonald on November 30, 2016, with 29 years of service
- Mary T. McGuire on November 30, 2016, with 18 years of service
- Cathy A. Puchalski on November 30, 2016 with 29 years of service
- Steven Schwiger on November 30, 2016, with 12 years of service
- Manuel Trejo on November 30, 2016, with 11 years of service

Staff recommends the Park Board to recognize the above named staff upon their retirements from the Arlington Heights Park District by adopting the Resolutions to be presented to these employees at the following 2016 scheduled meetings of the Park Board:

May 24	Judith Fell, Dean Ross
June 21	Stephen Scholten
August 23	Alan Welk
October 11	Sandra Kassabian, Dale Pingel, Donna Wilson
November 8	Linda Bell, Uvaldo Garcia, Richard Knox, Terrance McDonald, Mary McGuire, Cathy Puchalski, Steven Schwiger, Manuel Trejo

Comr. Naughton moved, seconded by Comr. Ploger, to approve the recognition of the above named staff upon their retirements from the Arlington Heights Park District by adopting the Resolutions to be presented to these employees at the 2016 scheduled meetings of the Park Board. On voice vote the motion was approved 4-0.

On Tuesday, April 12th the Park Board approved the recommendation from staff to award the print bid for the 2016-2017 program guides at the Regular Board Meeting.

On Tuesday, May 3rd, staff received a phone call from the operations manager at CSI Media informing us that the parent company of CSI Media was closing down the plant and that CSI Media was therefore unable to fulfill the printing of the program guide for 2016-2017. A copy of the press release is attached.

Upon staff's reference back to the final bid results tabulation sheet, we noticed that the bid results tabulation sheet for the 35# saddle stitch program guide was incorrect. Staff then referenced the original bid documents received and re-tabulated the results. The corrected bid results tabulation was published to the archived Bids & RFP's page on our website, along with the original tabulation sheet. This re-tabulation revealed that American Litho, Milwaukee, WI., not Castle Printech, was the second lowest qualified bidder.

On May 4, 2016, staff contacted Jim McCormick at American Litho to determine if they would be both willing and able to fulfill the printing of our program guide for 2016-2017 and honoring the bid of \$49,100. American Litho accepted the project as per their bid. A copy of their email confirmation showing this is attached.

The attached spreadsheet shows that American Litho, Milwaukee, WI presented the second lowest qualified bid for the 35# 80 paper choice with a saddle stitch and the required quantities and pages for the 2016-2017 issues. Staff does not anticipate having to order additional copies for the 2016-2017 year although if we do need to, American Litho provided costs for additional copies as well. The Arlington Heights Park District has worked with American Litho in the past and looks forward to receiving a quality product with quality customer service based on that experience. American Litho was the printer of the 2015-2016 series.

	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
<b>2<sup>nd</sup> Lowest bid</b>	American Litho	\$49,100.00	.3517
<b>3<sup>rd</sup> Lowest bid</b>	Castle Printech	\$51,105.000	.3660

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 Park District's previous experience combined with their second lowest bid for the 2016-2017 series, staff recommends awarding the printing of the Fall 2016 - Summer 2017 program guide to American Litho, Milwaukee, WI in the amount of \$49,100.00 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.

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				13,000.00	252.00
	Winter	16,714.00				11,200.00	214.00
	Spring	18,272.00				12,100.00	230.00
	Summer	20,265.00				12,800.00	252.00
						<b>49,100.00</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.

Denotes error in tabulation from previous posted results

The Board had questions about future printing versus web-based program guides. Staff stated that they evaluate regularly with residents via surveys and currently 50% of residents still prefer print copies. Staff will continue to monitor this.

Comr. Nesvacil moved, seconded by Comr. Ploger to rescind the 2016-2017 print bid awarded to CSI Media, due to the shutting of their plant, and to award printing of the Fall 2016-Summer 2017 program guides to the next lowest responsible and responsive qualified bidder American Litho, Milwaukee, Wisconsin for the 35# 80 premium bright paper and text weight cover stock with saddle stitch in the amount of \$49,100.00 for a total quantity of 139,600 copies purchased. On voice vote the motion was approved 4-0.

APPROVAL OF PURCHASES

NONE

MATTERS FROM EXECUTIVE DIRECTOR

NONE

MATTERS FROM COMMISSIONERS

Commissioner Nesvacil said that construction at Westgate School will not be happening this year or in the near future.

The Board asked staff if they could look into pool passes for grandparents who have periodic visiting grandchildren at their homes during the summer.

Commissioner Ploger attended the IAPD Conference in Springfield and talked with Senator Murphy about the OSLAD grants.

ADJOURNMENT

Comr. Naughton moved, seconded by Comr. Ploger to adjourn at 7:40 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

May 24, 2016  
Date Approved