President Leno called the Annual Board Meeting to order at 7:02 p.m.

ROLL CALL OF COMMISSIONERS

<table>
<thead>
<tr>
<th>Commissioners Present</th>
<th>Commissioners Absent</th>
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<tbody>
<tr>
<td>W. Ploger</td>
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<tr>
<td>B. Owen</td>
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<tr>
<td>R. Nesvacil</td>
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<tr>
<td>T. Gelinas</td>
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<tr>
<td>M. Leno</td>
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STAFF PRESENT: Carrie Fullerton, Executive Director; Brian Meyer, Director of Recreation and Facilities; Jason Myers, Director of Finance and Personnel; Ben Rea, Director of Parks and Planning; and Kendra Maher, Recording Secretary.

Other Staff on Zoom call: Steve Neill, Kristy McCann, Pat Klawitter, Alli Siamis, Lynn Minuskin, Tom Divello, Cari Boyle, Jeff Lindstrom, Lindsey Robertson, Katie Waszak, Emma Edmondson, Janna Witt, Dan Schoenberg, Christina Brown, Madeline Paler, Chris Nisbet, Jennifer Rogers, Emily Sowa, Jeff Everson, Kyle Kuhs, and Kyle Donahue.

Also on Zoom call Melissa Cayer, resident joined at 7:13 p.m.

RECOGNITION OF VISITORS & CITIZENS TO BE HEARD
None

PRESENTATIONS & INFORMATIONAL REPORTS

April, 2020 Financial Reports
Dir. Myers shared the April, 2020 financial reports. There was no discussion regarding the financial reports presented.

ANNUAL MEETING – ELECTION OF OFFICERS

President

Comr. Nesvacil moved, seconded by Comr. Ploger to nominate Comr. Leno for the office of President for the Fiscal Year 2020/21. On voice vote the motion was approved 5-0.
Vice-President

Comr. Nesvacil moved, seconded by Comr. Owen, to nominate Comr. Gelinas for the office of Vice-President for the Fiscal Year 2019/2020. On voice vote the motion was approved 5-0.

APPOINTMENT OF OFFICERS

Executive Director:
Comr. Nesvacil moved, seconded by Comr. Ploger, that Carrie A. Fullerton be reappointed to the office of Executive Director, NWSRA Representative, Secretary of the Board, and FOIA & OMA Officer for the Fiscal Year 2020/2021. On voice vote the motion was approved 5-0.

Treasurer, Assistant Board Secretary, PDRMA Representative, FOIA & OMA Officer, and Principal Authority for the Illinois Funds:
Comr. Nesvacil moved, seconded by Vice President Gelinas, that Jason S. Myers be reappointed to the office of Treasurer, Assistant Secretary, PDRMA Representative, FOIA & OMA Officer, and Principal Authority for the Illinois Funds for the Fiscal Year 2020/2021. On voice vote the motion was approved 5-0.

NWSRA Alternate Representative and Assistant ADA Compliance Officer:
Comr. Owen moved, seconded by Comr. Nesvacil, that Brian Meyer be reappointed to NWSRA Alternate Representative and Assistant ADA Compliance Officer for the Fiscal Year 2020/2021. On voice vote the motion was approved 5-0.

ADA Compliance Officer and FOIA & OMA Officer:
Comr. Ploger moved, seconded by Comr. Owen, that Patricia Klawitter be reappointed to ADA Compliance Officer and FOIA & OMA Officer for the Fiscal Year 2020/2021. On voice vote the motion was approved 5-0.

Assistant Treasurer:
Comr. Ploger moved, seconded by Comr. Nesvacil, that Janna Witt be reappointed to Assistant Treasurer for the Fiscal Year 2020/2021. On voice vote the motion was approved 5-0.

FOIA & OMA Officer:
Comr. Owen moved, seconded by Comr. Nesvacil, that Kendra Maher be reappointed to FOIA & OMA Officer for the Fiscal Year 2020/2021. On voice vote the motion was approved 5-0.

FOIA & OMA Officer:
Comr. Nesvacil moved, seconded by Comr. Ploger, that Alli Siamis be appointed to FOIA & OMA Officer the Fiscal Year 2020/2021. On voice vote the motion was approved 5-0.

MINUTES
No discussion or comments regarding the April 14, 2020 Regular Meeting Minutes.

Comr. Owen moved, seconded by Comr. Ploger, to approve the April 14, 2020 Regular Meeting Minutes. On voice vote the motion was approved 5-0.
OLD BUSINESS

Village of Arlington Heights Proposed Storm Water Projects
Exec. Dir. Fullerton reviewed the Board requested information regarding potential partnership opportunities with the VAH proposed projects. Discussion amongst the Board resulted in a consensus to sell the District’s ownership of Happiness Park to the VAH, asking the VAH to execute an underground water storage solution at Khelm Park, and at Raven Park looking into if there is there a redesign alternative that would benefit both the VAH and the District.

ARC Change Orders
Dir. Rea summarized that when the Board approved the bids for the Olympic project, a budget of $410,772 was approved for change orders and $368,744 has been approved/drawn from project contingency to date. Staff is presenting change orders for the Board’s review and approval. Below is a summary of the change orders:

<table>
<thead>
<tr>
<th>Change Order #</th>
<th>Contractor</th>
<th>Amount</th>
<th>Description</th>
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| #86            | Schaefges Brothers, Inc.    | Add: $14,042.65 | Pneumatic valve for main drain: Add $7,535.95  
Pneumatic valves for gutter drains: Add $6,506.70  
Work pertains to surge tank improvements. |
| #87            | ARC 1                       | Deduct: ($433.84) | Unused Allowance Credit: ($433.84)                                        |

Comr. Nesvacil moved, seconded by Comr. Owen to approve Change Orders #86 for Schaefges Brothers Inc. and #87 for ARC-1 as presented for $13,608.81. On voice vote the motion was approved 5-0.

Proposed 2020/21 Parks & Planning Department Budget
Dir. Rea presented information that was requested by the Board to better understand escalation in requested funding from the Budget Presentation at the May 26, 2020 meeting.

Budget and Appropriation Ordinance No. 713
Dir. Myers stated the Board is required by Statute to adopt annually, during the first 90 days of the fiscal year, a Budget and Appropriation Ordinance outlining revenues and expenditures for the fiscal year. As part of this process, according to Illinois Statutes, the Board must place the Budget and Appropriation Ordinance on file for public inspection at least 30 days prior to its adoption, and during that period hold a Public Hearing. The Public Hearing on the Budget and Appropriation Ordinance was held May 26, 2020 prior to the regular board meeting. The Public Notice was published on May 16, 2020 and was posted on the District’s website. All legal requirements have been fulfilled once Budget and Appropriation Ordinance No. 713 is approved and filed with the county.
Comr. Ploger moved, seconded by Vice President Gelinas to approve the Organizational Chart, Mission Statement, Comprehensive Plan Goals, part-time and full-time salary schedules, the Capital Projects Multiple Year Overview, the Recreation Program and Club Fees, and Ordinance No. 713, “the Combined Annual Budget and Appropriation Ordinance of the Arlington Heights Park District for the Fiscal Year beginning May 1, 2020, and ending April 30, 2021”, as presented. On voice vote the motion was approved 5-0.

NEW BUSINESS

April, 2020 Vouchers
Dir. Myers provided the April, 2020 vouchers listing. No discussion.

Comr. Nesvacil moved, seconded by Comr. Owen to approve the Voucher Listing for the month of April, 2020, in the amount of $1,287,876.20 and the payroll and payroll related expense distribution for the month of April, 2020 for $914,519.43.

Roll was called with:
Ayes – Nesvacil, Owen, Ploger, Gelinas, Leno
Nays – None
Absent – None
Ayes – 5; Nays – 0; MOTION CARRIED

Enterprise Lease Agreement
Dir. Rea stated last year the park district entered into an agreement with Enterprise to lease eleven fleet vehicles (twenty-five total identified for replacement over five years). This year the following five vehicles are scheduled to be added to the initial lease: Ford F-350 Dump Truck, Ford F-150 Pick-Up Truck, Chevy Express Cargo Van, and two Dodge Caravans.

The program was very successful last year and Staff recommends continuing in the program. Staff estimates a 5% fuel and 41% maintenance savings for last year by replacing the eleven oldest vehicles. The lease program expense for last year was $59,287.20 and will increase to $87,773.52 due to the addition of vehicles to the fleet.

A non-appropriation clause exists in the agreement that allows the park district the opportunity to cancel the contract on an annual basis. In the future, staff will bring the proposed changes to the fleet lease program before the Board in January or February for discussion and consideration.

Comr. Ploger moved, seconded by Vice President Gelinas to approve year number two of the Enterprise Fleet Lease Program for a total of $87,773.52. On voice vote the motion was approved 5-0.

Available Grant Funding
Dir. Rea gave an overview on the status of the following grants the District has applied for or is considering applying for:

- **Rec Park OSLAD Grant**: The grant paperwork was received and is awaiting acceptance signatures. Staff and Board discussed proceeding before signing the documents. The consensus of the Board was for Staff to work with Hitchcock Design on a plan for the
Recreation Park OSLAD Grant project design, and present at the June 9th board meeting.

- **Hasbrook PARC Grant**: Staff heard from Hitchcock Design Group that the IDNR might begin reviewing applications in June/July and may need additional photo documentation. Staff followed up with the grant administrator and no update on our grant application is available at this time.

- **GameTime/IPRA Grant**: The matching grant for the Recreation Park inclusive playground was submitted. Staff spoke with the representative from GameTime and our application has been recommended for approval.

- **USTA Grant**: Tennis club staff applied for and received a $3,185 grant to purchase sanitation/PPE supplies for reopening their respective facilities.

- **Museum Grant**: Staff has reached to the IDNR to discuss the grant program and is considering submitting a grant application. Staff also applied for funds from the Dorothy and Gaylord Donnelley Foundation, Landmarks Illinois, and the Illinois Humanities Council. No funds were awarded from the Donnelley Foundation, but staff is still waiting to hear about the other two opportunities.

- **FEMA**: Staff has been attending FEMA webinars and will submit an application to be reimbursed for all eligible COVID-19 related expenses.

- **DCEO Grant**: $25 million has been split from the $50 million Rebuild Illinois Program as a first come first serve fast track grant. Projects are eligible for $500,000 - $5 million, but must be shovel ready within 90 days.
  - Staff has been in consultation with Hitchcock Design Group, attended the mandatory DCEO webinar for applicants, and has reached out to the DCEO about potential projects for consideration.
  - The fast track applications are due by June 15th, with the applications for the Rebuild Illinois program following on June 30th.
  - This is a “rolling application” process, which means that grant applications are scored and awarded and they come in.
  - We believe it is unlikely that we could be prepared in time to apply due to a variety of factors including required permitting, drawings and bidding process.
  - Additionally, we did check to see if we could use this grant to match our OSLAD project, and we were told by IDNR that this grant cannot be used for that purpose.

**COVID-19 Operations**

**Aquatics Review**

Exec. Dir. Carrie Fullerton introduced to the Board a survey that was taken regarding pools and day camp. Arlington Heights will enter Phase 3 of the Re-entry Plan of Illinois May 29th.

Supt. Neill shared the results of the 3,329 responses of the swim survey and Supt. McCann reviewed the 387 responses to the summer camp survey.

Director’s Meyer, Myers, and Rea each gave an overview of their departments and how preparations are being made to enter Phase 3.
Re-Entry Plan, Phase 3
Supt. Neill, AHPD Re-Entry Task Force lead, shared that the plan being developed is for Phase 3 which currently allows for gatherings of 10 or less outdoors. The plan provides guidance and direction on how staff can return to work safely. Programming for groups of 10 and less at ARC, golf, tennis, garden plots, camps, and recreation programs. Additionally, the plan addresses how our Parks, Finance, and IT departments can work safely. COVID-19 presents an unprecedented challenge with regard to both guest and employee safety, Staff believes our focus on safety positions us well to deal with and execute protocols to create and maintain a safe environment for all.

The principles and considerations outlined in our re-entry plan were largely gathered by using up-to-date information from the Illinois Department of Public Health, the National Center for Disease Control, and other best practices in our field. It must be noted the plan was drafted on May 20 prior to Governor Pritzker’s announcement that indoor tennis facilities could open. Additionally, we continue to learn more each day. The plan being developed is flexible and can be adapted to meet guidelines and directives from CDC, IDPH, and other governing agencies.

The plan is driven by several key principles:
- Only Healthy people should work and visit parks and facilities. Those who are or feel sick/ill or who have been around those who are sick/ill should stay at home.
- To be safe, it must be acknowledged that certain carriers of COVID-19 show no symptoms. Certain precautions may be necessary, assuming some individuals may be sick/ill.
  - Social distancing, which may require temporary reductions in facility capacities, reservations for drop in programs/services. The goal is to ensure at least 6 feet of space between all users.
  - PPE such as face coverings, gloves, etc.
- Keeping a facility clean and sanitized is critically important.
- Follow IDPH and CDC guidelines in the event where someone gets sick after using a facility or program.
- Capacity will be reduced/managed to allow for appropriate social distancing. Reservations will be required for typical drop in programs/services such as fitness, swimming, tennis, golf, and walking track.
- Exposure time is limited. Guests will have a set amount of time for facility use. Guests will not be gathering in a single spot for an extended period of time. Public gathering space furniture will be removed.

Further discussion with the Board and Staff resulted in not re-opening Lake Arlington and Sunset Meadows at this time, and will be re-evaluated at the next Board Meeting.

MATTERS FROM COMMISSIONERS
Comr. Ploger enjoyed a bike ride on Memorial Day and complimented the wonderful appearance of Memorial Park.

President Leno thanked Staff for their efforts as the District works towards opening back up to our residents.
MOVED INTO CLOSED SESSION

Comr. Nesvacil moved, seconded by Comr. Ploger to hold Closed Session for the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the AHPD – 5ILCS 120/2(c)(1) and potential acquisition of Real Estate 5 ILCS 120/2(c)(5) at 8:45 p.m.

Roll was called with:
Ayes – Nesvacil, Ploger, Owen, Gelinas, Leno
Nays – None
Absent – None
Ayes – 5; Nays – 0; MOTION CARRIED

RECONVENED TO REGULAR MEETING

At 9:28 p.m. the Regular Meeting was reconvened and the following were present:

Board: Leno, Gelinas, Owen, Ploger, and Nesvacil.


No action was taken following the Closed Session.

ADJOURNMENT
Comr. Ploger moved, seconded by Comr. Nesvacil, to adjourn at 9:28 p.m. On voice vote the motion was approved 5-0.