

MINUTES OF THE REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS
ARLINGTON HEIGHTS PARK DISTRICT
Administration Center
410 N. Arlington Heights Road
January 24, 2023 at 6 p.m.

President Leno called the Regular Board Meeting to order at 6:00 p.m.

ROLL CALL OF COMMISSIONERS

Commissioners Present

T. Gelinas
B. Owen
R. Nesvacil (arrived 6:05 pm)
M. Leno

Commissioners Absent

STAFF PRESENT: Carrie Fullerton, Executive Director (via Zoom); Ben Rea, Director of Parks & Planning; Brian Meyer, Director of Recreation & Facilities; Jason Myers, Director of Finance and Personnel; Amy Seklecki, Director of Marketing; and Kendra Maher, Recording Secretary.

Other Staff in attendance: Kristy McCann, Steve Neill, Jennifer Rogers, Matt Turinsky, Pat Klawitter, Bill McCarthy, Peggy Monson, Janna Witt, and Evan Lewandowski (Intern).

Attorney: Andrew Paine

Residents Present: Barb Ottolino, and John Supplitt.

Others in Attendance: Joe & Julie Klawitter; Steve Kontors, Hitchcock Design; Dan Nicholas, FGM Architects; and Phil Parnin, Pros Consulting.

RECOGNITION OF VISITORS & CITIZENS TO BE HEARD

Dir. Meyer introduced intern Evan Lewandowski from the University of Wisconsin-Whitewater.

MINUTES

No discussion.

VP Gelinas moved, seconded by Comr. Owen, to approve the January 10, 2023 Regular Meeting minutes. On a voice vote the motion was approved 3-0.

President Leno asked for a motion to move agenda item 7.b. Board Workshop – Comprehensive Plan, to follow 11. Commissioner Reports.

VP Gelinas moved, seconded by Comr. Owen, to move agenda item 7.b. Board Workshop – Comprehensive Plan, to follow 11. Commissioner Reports. On a voice vote the motion was approved 4-0.

NEW BUSINESS

Resolution R-1-23 – Patricia Klawitter

President Leno read resolution R-1-23 commending Pat Klawitter for her nearly thirty-nine years of dedicated service to the District as Superintendent of Human Resources.

President Leno thanked Supt. Klawitter for her tenure and commitment to the District. President Leno presented Supt. Klawitter with the resolution and a life-time pool pass.

Supt. Klawitter thanked the Board and staff for all the wonderful years at AHPD.

VP Gelinas moved, seconded by Comr. Owen to approve R-1-23 for the recognition of service by Patricia Klawitter to the Arlington Heights Park District. On voice vote the motion was approved 4-0.

PRESENTATIONS & INFORMATIONAL REPORTS

D214 Forest View Student Volunteers at Lake Arlington

Dir. Rea introduced Karen Kunde and Esme Carlos who attended on behalf of the LIFE Program (The District 214 High School Transition Program). There are 110 students who have contributed 72 volunteer hours, helping to keep Lake Arlington, Flentie, Wildwood, and Willow parks free of debris. Their work began in August and completed eighteen weeks through December. Dir. Rea and President Leno thanked Ms. Kunde and Ms. Carlos for attending and supporting our community with the LIFE Program.

Ordinance #260 – Review/Discussion

Exec. Dir. Fullerton shared that Attorney Paine is here with us tonight to review the updated version of Ordinance #260. Since 2014 the agency has utilized the same Park Usage Ordinance, to govern the usage, misdemeanors and penalties of our park properties. Upon review, staff determined that the document is outdated.

The Board was provided a draft version of the updated document staff have been working on over the last year with Attorney Paine. The document has also been reviewed by Chief Pecora who did not believe that any of the content in the draft ordinance was concerning from a policing perspective.

Exec. Dir. Fullerton further explained that there is some concern from the Village staff that the Village Board has not officially adopted our ordinance, and Attorney Paine and the Village's attorney are in discussion about this. We are currently awaiting more information from the Village.

The last time we discussed this document, the Board asked staff to add a question to the electronic community survey related to dogs in the parks. At this point we have received over 1,700 responses. These results will be shared with the Board at the February 21st Board meeting.

The Board had open discussion and clarification from Attorney Paine regarding multiple items of the revision. An updated version will be brought back to the Board for final review at a later time.

Mr. Supplitt left the meeting at 6:32 p.m.

2022 Summer Seasonal Report

VP Gelinias thanked staff for this report, complimenting the work that goes into making the report possible.

VP Gelinias asked if we have made the comeback from the losses of Covid. Dir. Meyer stated that yes, we are back to making 100% of budget.

Comr. Owen inquired about the decrease in preschool revenue, Supt. McCann explained that the timing of this report over the prior year is different.

November & December, 2022 Financial Reports

Dir. Myers presented the Financial Reports for November & December, 2022. No discussion.

OLD BUSINESS

None.

NEW BUSINESS

Willow Playground Recommendation

Dir. Rea presented that the 2022 – 2023 fiscal year capital budget included \$75,000 for the replacement of the Willow Park playground equipment that was installed in 1999. The playground at Willow Park is located within a half mile of four other parks with playgrounds (Camelot, Flentie, Lake Arlington, and Wildwood Parks). Given Willow Park's close proximity to the other playgrounds, staff worked to determine playground usage before considering playground replacement. A trail camera was set-up by staff to monitor the playground for a two-week timeframe.

Staff proposed the following options for the playground based on the observed usage and the close proximity to other park sites with playgrounds:

1. Do not replace the playground. The playground is the agency's oldest, however it is in good condition and safe to use. When the playground begins to deteriorate, remove it and do not replace it. Upon playground removal, replace the benches/picnic table, and return the playground space to turf.
2. Consider removing the main play structure now, leave the swings, and install a few small nature-based pieces like composite boulders with webbing for climbing.
3. Remove the entire playground now, replace the benches/picnic table, and return the playground space to turf.

Staff recommends option one. The board concurred that if the playground is structurally safe, continue to monitor usage and keep the park as is at this time.

Sunset Ridge Park Playground Purchase

Dir. Rea presented that the 2022 – 2023 fiscal year capital budget included \$175,000 for the replacement of the Sunset Ridge Park playground equipment that was installed in 2001. The playground at Sunset Ridge Park is located within a half mile of two other parks with playgrounds (Creekside and Lake Terramere Parks).

Given that the playground is on the north end of town and there are fewer amenities available to residents, staff is recommending replacing the playground with a new playground from Landscape Structures. The proposed playground equipment is available for purchase from the Sourcewell cooperative purchasing contract #010521. The total cost of the equipment is \$59,719.

Staff will have the bids available for the installation of the proposed equipment at the February 21st Board meeting for consideration. The removal of the existing playground structure will be completed by Kids Around the World (at no cost to the park district) who will refurbish the components for reinstallation overseas in an underserved community.

VP Gelinas moved, seconded by Comr. Nesvacil to approve the purchase of playground equipment utilizing Sourcewell Contract #010521 from Landscape Structures, Inc. Delano, MN. for a total of \$59,719.

Roll was called with:

Ayes – Gelinas, Nesvacil, Owen, Leno

Nays – None

Absent – None

Ayes – 4; Nays – 0; MOTION CARRIED

Ordinance 726 – Disposal of Equipment

Dir. Rea shared the annual list of equipment/vehicles recommended for disposal and prepared the disposal ordinance for the Board’s consideration. The equipment/vehicles have reached their useful lives and have been replaced or replacement equipment/vehicles are on order.

Comr. Nesvacil moved, seconded by Comr. Owen, to approve Ordinance #726, an ordinance authorizing the disposal of personal property owned by the Arlington Heights Park District.

Roll was called with:

Ayes – Nesvacil, Owen, Gelinas, Leno

Nays – None

Absent – None

Ayes – 4; Nays – 0; MOTION CARRIED

IAPD/IPRA Conference Expenses

Dir. Myers asked the Board to approve all expenses for Commissioner Gelinas and Commissioner Owen to attend professional development and training opportunities at the 2023 IAPD/IPRA Soaring to New Conference.

Comr. Nesvacil moved, seconded by Comr. Owen, to approve \$632 in expenses associated with Commissioner Gelinas’ and \$1,159 in expenses associated with Commissioner Owen’s travel to the 2023 IAPD/IPRA Soaring to New Heights Conference to obtain professional development and training opportunities.

Roll was called with:

Ayes – Nesvacil, Owen, Gelinas, Leno

Nays – None

Absent – None

Ayes – 4; Nays – 0; MOTION CARRIED

November, 2022 Vouchers

Dir. Myers presented the vouchers for November, 2022.

Comr. Nesvacil moved, seconded by Comr. Owen, to approve the Voucher Listing for the month of November, 2022, in the amount of \$1,096,951.30 and the payroll and payroll related expense distribution for the month of November, 2022 for \$1,047,121.45.

Roll was called with:

Ayes – Nesvacil, Owen, Gelinas, Leno

Nays – None

Absent – None

Ayes – 4; Nays – 0; MOTION CARRIED

December, 2022 Vouchers

Dir. Myers presented the vouchers for December, 2022.

Comr. Nesvacil moved, seconded by VP Gelinas, to approve the Voucher Listing for the month of December, 2022, in the amount of \$897,264.71 and the payroll and payroll related expense distribution for the month of December, 2022 for \$1,401,551.30.

Roll was called with:

Ayes – Nesvacil, Gelinas, Owen, Leno

Nays – None

Absent – None

Ayes – 4; Nays – 0; MOTION CARRIED

EXECUTIVE DIRECTOR REPORT

Exec. Dir. Fullerton updated the Board on the following:

1. There will be no Friday Update email on January 28th.
2. Conference expense memo with your P-Card has been distributed.
3. Mayor’s Prayer Breakfast is Thursday, February 2nd at the Doubletree Hotel.
4. Village of Arlington Heights Joint Meeting is Saturday, February 25th, at the Historical Museum, 8:30 a.m.

COMMISSIONER REPORTS

Comr. Nesvacil shared that he will be out of town on business for the February 21, 2023 Board meeting.

Board took a recess at 7:30 p.m. At this time staff left the room.

At 7:35 p.m. the Board reconvened. Also in the room were consultants (Steve Konters, Dan Nicholas and Phil Parnin), Attorney Paine, resident Barb Ottolino, and Exec. Dir. Fullerton via Zoom.

Comprehensive Plan

Steve Konters from Hitchcock Design led the Board in an informal discussion on various ideas and concepts for the future of the agency, to be incorporated into the Comprehensive Plan.

The first questions discussed were “What’s working well?” and “What is needed?”. The Board presented various concepts and ideas that incorporated facilities, open space, and programming throughout the district.

The second question discussed was “Looking seven years ahead, what are the community’s needs for Recreation?” The Board presented a variety of thoughts on the need for specific open space, programming and facilities. All of the Board’s suggestions will be incorporated into the final report, along with the input from other stakeholders.

After the Board shared their input, Mr. Parnin from PROS Consulting reviewed several slides with the Board on his analysis of programming currently offered from a variety of perspectives (cost recovery, program lifecycle, marketing, etc.), and areas for growth/improvement. His comments included the fact that the agency has recovered remarkably well from the pandemic as compared to other agencies they work with, due to staff’s willingness to offer as many services as possible, without shutting down.

Mr. Nicholas from FGM Architects shared his analysis of the agency’s facilities with the Board that encompassed accessibility, utilities, improvements, existing conditions and square footage.

The consultants will be back to discuss the Comprehensive Plan again with the Board on 3/21/23 for approximately 1.5 hours.

MOVED INTO CLOSED SESSION

Comr. Nesvacil moved, seconded by Comr. Owen to hold Closed Session for potential acquisition of real estate 5 ILCS 120/2(c)(5) and 5 ILCS 120/2(c)(6), and personnel matters involving specific employees of the AHPD – 5ILCS 120/2(c)(1) and 5ILCS 120/2(c)(2) at 9:55 p.m.

Roll was called with:

Ayes – Nesvacil, Owen, Gelinas, Leno

Nays – None

Absent – None

Ayes – 4; Nays – 0; MOTION CARRIED

RECONVENED TO REGULAR MEETING

At 10:03 p.m. the Regular Meeting was reconvened and the following were present:

Board: Gelinas, Owen, Leno, Nesvacil

Staff: Fullerton & Attorney Paine

No action was taken from Closed Session.

ADJOURNMENT

VP Gelinis moved, seconded by Comr. Nesvacil, to adjourn at 10:04 p.m. On a voice vote the motion was approved 4-0.

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

Carrie A. Fullerton, Secretary
Board of Commissioners
Arlington Heights Park District

Date Approved