

MINUTES OF THE REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS
ARLINGTON HEIGHTS PARK DISTRICT
Administration Center
410 N. Arlington Heights Road
August 24, 2021 - 7:00 p.m.

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

PLEDGE OF ALLEGIANCE

President Leno led the audience in the Pledge of Allegiance.

ROLL CALL OF COMMISSIONERS

Commissioners Present

M. Leno
T. Gelinas
R. Nesvacil
B. Owen

Commissioners Absent

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: Jennifer Rogers, Kristy McCann and Steve Neill.

Also present: Latisha Ellison & Michael Queroz, PCI employees; Jen Kim, resident; Melissa Cayer, resident.

RECOGNITION OF VISITORS & CITIZENS TO BE HEARD

None.

MINUTES

No discussion.

Vice President Gelinas moved, seconded by Comr. Owen, to approve the July 27, 2021 Regular Meeting Minutes. On a voice vote the motion was approved 4-0.

Comr. Nesvacil moved, seconded by Vice President Gelinas, to approve but not release the July 27, 2021 Closed Session Meeting Minutes. On a voice vote the motion was approved 4-0.

PRESENTATIONS & INFORMATIONAL REPORTS

June, 2021 Budget Summary

Dir. Myers shared the July, 2021 summary.

Vice President Gelinas asked with the reduced staffing, will there be unforeseen overtime pay to staff to cover these shifts. Dir. Myers stated we are doing a good job managing these expenses.

Dir. Myers shared with the Board that the tax bills were received this past week, and there is an anticipated three-month delay in receiving payment from the state.

OLD BUSINESS

Arlington Ridge Center Dectron Replacement Update

Dir. Rea shared that the Dectron dehumidification equipment could take up to fourteen weeks to receive and then an additional four weeks for a contractor to install the equipment. Staff is recommending that the project be bid in January or February, 2022 (to capture the best pricing), and to be completed during the annual shut down in August, 2022. The consensus of the Board was in agreement.

NEW BUSINESS

Public Communications, Inc. - Marketing Contract Renewal

Exec. Dir. Fullerton made the recommendation to the Board to use PCI to meet our marketing/communications needs for the next year. PCI's work over the last year has been exceptional, and has greatly enhanced our social media exposure, website and overall communication strategies.

New to this contract is a media relations support line to enhance our ability to send out press releases on major events/programs/projects. Staff plan to continue to use contractual graphic design services outside of this contract, as we have been doing this past year. It is important to note, that we do plan to rebuild our marketing department in the future, but believe that working with a contractor for now, during the continued uncertainty of the pandemic, remains in the agency's best interest.

Vice President Gelinas moved, seconded by Comr. Nesvacil to approve the one-year agreement with Public Communications, Inc. for marketing services, not to exceed the amount of \$125,000 as presented. On a voice vote the motion was approved 4-0.

July, 2021 Vouchers

Dir. Myers provided the July, 2021 vouchers listing. No discussion.

Comr. Owen moved, seconded by Comr. Nesvacil to approve the Voucher Listing for the month of July, 2021, in the amount of \$814,154.56 and the payroll and payroll related expense distribution for the month of July, 2021 for \$1,671,847.88.

Roll was called with:

Ayes – Owen, Nesvacil, Gelinas, Leno

Nays – None

Absent – None

Ayes – 4; Nays – 0; MOTION CARRIED

NWSRA Assessment Resolution (R-4-21)

Exec. Dir. Fullerton requested the Board to approve the \$571,987.59 NWSRA Assessment for 2022. There was no increase, the 2021 Assessment was equal to the 2022 request.

Comr. Nesvacil moved, seconded by Comr. Owen to approve the Northwest Special Recreation Association Assessment Resolution for the calendar year 2022 from 2021 taxes in the amount of \$571,987.59.

Roll was called with:

Ayes – Nesvacil, Owen, Gelinas, Leno

Nays – None

Absent – None

Ayes – 4; Nays – 0; MOTION CARRIED

2021 Path and Pavement Repairs Recommendation

Dir. Rea stated that in the 2021/2022 budget \$265,000 was allocated to replace asphalt walking paths at various parks. The park locations chosen identified for removal, base compaction, and installation are Carriage Walk, Melas, Nickol Knoll, Pioneer, Prairie, and Willow.

In addition to the base bid, one alternate solicited is the Carefree Park Parking lot.

The bid was posted on July 13th and a pre-bid walk through was held on July 20th (with two attendees). A total of 16 contractors picked-up the bid. The following 7 bids were opened on July 27th:

Bidder	Base Bid	Alt. 1- Carefree	Base + Alt. 1
Chicagoland Paving Contractors Lake Zurich, IL	\$82,000.00	\$33,600.00	\$115,600.00
Schroeder Asphalt Services, Inc. Marengo, IL	\$89,100.00	\$36,500.00	\$125,600.00
Accu-Paving Company Broadview, IL	\$107,250.00	\$34,280.00	\$141,530.00
Maneval Construction Co., Inc. Ingleside, IL	\$109,224.00	\$35,469.00	\$144,693.00
Meyer Paving, Inc. Maple Park, IL	\$109,407.00	\$53,742.00	\$163,149.00
Kaplan Paving Ingleside, IL	\$109,912.68	\$90,965.70	\$200,878.38
Troch-McNeil Paving Co. Elk Grove Village, IL	\$126,645.00	\$33,160.00	\$159,805.00

The bid packages were reviewed by staff for accuracy. In addition to the base bid, staff is also recommending acceptance of one alternate, Carefree Park Parking Lot. Staff has received several calls about the poor condition of the parking lot and recommends earlier replacement. Chicagoland Paving Contractors provided the lowest qualified base bid and remains the low bidder when combining the base and alternate bid.

The combined bid totals \$115,600 and is under budget. Staff recommends establishing a construction contingency of \$50,000 to address any unforeseen conditions. The combined bids and contingency total \$165,600. Staff will update the Board on the final expenses of the project upon completion.

Vice President Gelinas moved, seconded by Comr. Nesvacil to approve the base bid and alternate one as submitted by Chicagoland Paving Contractors, Lake Zurich, IL. for a total of \$115,600 and to approve a not to exceed project budget of \$165,600.

Roll was called with:

Ayes – Gelinas, Nesvacil, Owen, Leno

Nays – None

Absent – None

Ayes – 4; Nays – 0; MOTION CARRIED

Arlington Ridge Center Custodial Contractor Recommendation

Dir. Rea explained to the Board that in the 2021/22 operating budget, \$37,650 was budgeted to continue Vanguard Cleaning Systems for Friday and Saturday night cleaning service at the ARC. The ARC is fully open again and has surpassed the pre-pandemic membership total, prompting staff to release bids for custodial services.

The bid package was comprised of the following base bid:

1. Base Bid- Friday and Saturday night cleaning service

The following four alternates were also solicited as part of the bid package:

1. **Alternate Bid**- Cleaning service seven nights a week
2. **Elective Services**- Day Porter service seven days a week (2 hours a day)
3. **Elective Services**- Cleaning service cost/week Sunday through Thursday
4. **Elective Services**- Cleaning service cost/night

If approved tonight, the service would begin on September 1st and run through April 30, 2024 with two (2) one-year renewal options if agreed upon by both parties.

Staff posted and released a bid for custodial services on July 23rd. A total of twenty-six service providers picked up the bid, with five submitting sealed bids for the opening on August 10th.

Staff reviewed the bids and determined that the base bid submitted by Eco-Clean Maintenance, Inc. is the lowest of the five bids received over the life of the contract. In further review, their submittal for alternate number one was also the lowest over the contract term.

Staff checked the references provided by Eco-Clean Maintenance, Inc. (all of which were park districts and other local government agencies) and found them to be positive.

Given the increasing number of members at the ARC and the need to keep the facility clean and well maintained, staff is recommending the seven nights a week (alternate number one). The cleaning service presently in place at the ARC has consumed \$11,622.00 of the budget, leaving \$26,028 available for the remaining eight months of the fiscal year. Approval of alternate number one would result in a budget overage of \$19,092 for fiscal year 2021 – 2022, but staff would budget accordingly for years two through three.

Staff believes this is the best option for the following reasons:

- The seven nights per week service would allow the park district's night custodian to focus on more deep cleaning of the pool deck, gym, track, carpeting, locker rooms, etc.
- The park district's custodian works Sunday – Thursday nights and would provide a physical presence to observe the actions of the cleaning service
- The roving custodian who presently works the morning shift at the ARC could return to roving responsibilities to deliver supplies, fill in for other custodial absences, and repair/maintenance of cleaning equipment
- The roving custodian could have a few hours dedicated in their morning to address custodial needs at the ARC
- To maintain the ARC membership, the facility needs the additional night cleaning support afforded by alternate number one
- The additional support will provide increased sanitization against COVID-19

The budget overage will be accounted for by adjusting where the roving custodian is budgeted for (currently 100% to the ARC). Staff will reallocate 75% of the expenses associated with the position back to the Parks and Planning Department. The extra expense will be covered by budgeted full-time positions that remain vacant at this time.

Over much discussion and clarification between the Board and staff, the Board made it clear that they would prefer that staff bid services through the budget process. They also want to know which specific budget is affected, how it will affect the organizational chart and the number of budgeted employees. The Board reiterated that staff should budget for unfilled positions on the organization chart in the future whenever possible.

Comr. Nesvacil moved, seconded by Vice President Gelinias to approve bid alternate number one for seven nights per week of custodial service for the Arlington Ridge Center as submitted by Eco-Clean Maintenance, Inc., Elmhurst, IL. for the contract period beginning on September 1, 2021 and ending on April 30, 2024. On a voice vote the motion was approved 4-0.

Policy Manual Revisions

Dir. Myers shared with the Board that staff has been in the process of reviewing and updating the Introduction, Identity Protection, Parks and Planning, and Recreation Policies. These policies have been reviewed by attorney at Robbins Schwartz and were reviewed by Andrew Paine, Tressler. The majority of the revisions are housekeeping or legal updates.

Vice President Gelinias moved, seconded by Comr. Owen to approve the entire Policy Manual including revisions to Chapter I: Introduction, Chapter III: Identity Protection Policy, Chapter V: Parks & Planning, and Chapter VI: Recreation as presented. On a voice vote the motion was approved 4-0.

2021/22 Goals and Objectives First Quarter Update

Dir. Myers presented the Board with updated Goals and Objectives for review and evaluation. Staff provided a brief update for any objectives that has progressed through the first quarter of the year. Staff intends to provide these updates to the Board on a quarterly basis with the hope that this information will provide the Board with status updates throughout the year.

Reinstate Program Benefits

Exec. Dir. Fullerton shared with the Board that the agency's financial condition is slowly, but surely improving. At this point, staff's ARC memberships and pool passes have been fully reinstated, and golf has been reinstated at a 50% discount (per the policy manual).

Current indicators suggest that we will be able to stay open and continue to offer services (although mitigations may change) throughout the year. Schools are opening with masks, and thus before/after school care and preschool will continue to be important to our customers.

While not all staff take advantage of the program benefits, it is very important to those that do utilize our services for themselves and their immediate family members.

Comr. Nesvacil moved, seconded by Comr. Owen to reinstate program benefits, that were removed due to the results of the pandemic on the agency, as stated in the Arlington Heights Park District Personnel and Policy manuals. On a voice vote the motion was approved 4-0.

Health Insurance Update

Exec. Dir. Fullerton explained that Staff has begun the process of evaluating health insurance providers for the agency. A meeting with Vista National took place on August 16th. The discussion with Vista National included an overview of the wellness program, pre-renewal discussion of employee benefits, and the upcoming timeline. Vista National suggested a few ways the District could restructure health benefits in order to help control the District's portion of this expense.

Staff will also share census data with PDRMA so the District will be able to compare current premiums from Cigna and 2022 proposed premiums with current PDRMA premiums.

These options will be summarized and brought to the Board in October, 2021.

MATTERS FROM COMMISSIONERS

President Leno shared appreciation for all the efforts put forth for summer activities, pool operations, camps, etc. It was a great summer. Plus, a huge thank you to full time staff that go above and beyond for activities such as Teen Movie Night, Picnic in the Park, CAP, and pool operations.

MATTERS FROM EXECUTIVE DIRECTOR

Exec. Dir. Fullerton presented the Board with details on the kayak launch fees at Lake Arlington. A resident in the Lake Arlington area disagrees with the fees that are being charged. The Board and staff discussed and the Board was unanimously in agreement to keep the fees at this time, and if in the future the resident would like to attend the fees meeting, that would be the time to discuss a change in fees.

Exec. Dir. Fullerton brought to the Board new renderings of the bench Mr. Berlino and Mrs. Owen are proposing at Lake Arlington, with Trex deck and a different location. The Board gave staff the go ahead and proceed with the new design and location.

Exec. Dir. Fullerton asked for the Board's support to open Green Slopes new pickle ball and tennis courts upon completion this Friday, prior to having a ribbon cutting. All Board members were in favor of doing so.

MOVED INTO CLOSED SESSION

Comr. Nesvacil moved, seconded by Comr. Owen to hold closed session for the potential acquisition of Real Estate 5 ILCS 120/2(c)(5) and 5 ILCS 120/2(c)(6), and the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the AHPD – 5ILCS 120/2(c)(1) at 9:06 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 9:21 p.m. the Regular Meeting was reconvened and the following were present:

Board: Nesvacil, Owen, Gelinas, Leno.

Staff: Fullerton, Rea, Maher.

Resident: M. Cayer

No action was taken from Closed Session.

ADJOURNMENT

Vice President Gelinas moved, seconded by Comr. Nesvacil, to adjourn at 9:23 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