

MINUTES OF THE REGULAR BOARD MEETING  
BOARD OF PARK COMMISSIONERS  
ARLINGTON HEIGHTS PARK DISTRICT  
Historical Museum  
110 W. Fremont Street  
March 21, 2023 at 6:30 p.m.

President Leno called the Regular Board Meeting to order at 6:34 p.m.

ROLL CALL OF COMMISSIONERS

Commissioners Present

T. Gelinas  
R. Nesvacil  
B. Owen (via phone)  
M. Leno

Commissioners Absent

STAFF PRESENT: Carrie Fullerton, Executive Director; 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, Tyler Quattrocchi, Alli Siamis, Kate Schwarz, and David Bibler.

Residents Present: Barb Ottolino, Melissa Cayer, Richard & Gloria Perconte, and Sheila DeLattre.

Comr. Nesvacil moved, seconded by VP Gelinas, to allow Comr. Owen to participate via the phone for the meeting. On a voice vote the motion was approved 3-0.

RECOGNITION OF VISITORS & CITIZENS TO BE HEARD

Introduction of New Staff

Supt. McCann introduced Kate Schwarz who joins us as the Cultural Arts Supervisor.

Supt. Neill introduced David Bibler as the Superintendent of Golf Maintenance.

Resident Concerns

Sheila DeLattre, 4156 W. Terramere, has concerns regarding the maintenance of the invasive species phragmites on the shoreline of Lake Terramere and the restoration of the shoreline. She and the neighbors are willing to help in this work. Ms. DeLattre is interested in having Nickol Knoll clubhouse open for programming.

Gloria & Richard Perconte, 2107 N Brighton Place, have concerns with leashed and unleashed dogs in the parks, specifically Willow Park. They believe that dogs should not be allowed in parks.

Melissa Cayer requested that the District use the Novus agenda system.

MINUTES

No discussion.

VP Gelinias moved, seconded by Comr. Nesvacil, to approve the February 21, 2023 Regular Meeting minutes. On a voice vote the motion was approved 3-0, with Comr. Nesvacil abstaining.

VP Gelinias moved, seconded by Comr. Nesvacil, to approve the February 25, 2023 Joint Village of Arlington Heights Meeting minutes. On a voice vote the motion was approved 3-0, with Comr. Nesvacil abstaining.

PRESENTATIONS & INFORMATIONAL REPORTS

Comprehensive Plan

Discussion was tabled to the next meeting April 11, 2023.

Comr. Nesvacil moved, seconded by VP Gelinias, to move the 6.c. 2022 Fall Seasonal Report and 7. Old Business before 6.b. Budget Presentation. On a voice vote the motion was approved 4-0.

2022 Fall Seasonal Report

Staff combined the results of Fall 2022 programming and events from around the District.

OLD BUSINESS

Grant Cycle Update

Exec. Dir. Fullerton repeated the great news that we received the 2023 OSLAD Grant for Rec Park Phase I. Moving forward staff recommends the following:

**FY 2024 OSLAD**                      July 3 – August 31, 2023      **Rec Park Phase II**  
(Preliminary Budget was announced today at an estimated at \$56M)

**PARC**                                      May 1 – June 30, 2023      **Rec Park Pool and Bath House**  
(Tentatively recommended, after community survey results are analyzed)

**Public Museum Grants**              April 3 – May 31, 2023      **TBD**

The Board was in agreement to proceed with 2024 OSLAD & PARC applications, and to seek out Arts & Museum grants that may be available.

Ordinance 260/728 Revisited

Exec. Dir. Fullerton shared with the Board the Village of Arlington Heights pet ordinance, and updated language from Attorney Paine regarding domestic pets in parks. Survey results regarding this subject will be presented at the April 11<sup>th</sup> meeting.

President Leno believes a conversation needs to be had with the VAH regarding their ordinance, perhaps consider a second dog park on the north side of town.

VP Gelinias would like to better understand how we will enforce the new ordinance, and expressed the need for support to enforce the ordinance.

### Melas Park Concession Update

Exec. Dir. Fullerton shared with the Board our options with regard to potentially serving alcohol at Melas Park for softball leagues/tournaments. Upon some initial research staff discovered some important information to share with the Board. Here are some of the things we learned:

1. The building, ballfields and surrounding amenities at Melas were built in 1997 with OSLAD funds (\$400,000 grant). In the agreement it states “the possession, sale or consumption of alcoholic beverages on OSLAD grant assisted sites is expressly prohibited.”
2. Staff also reviewed our agreement with Village of Mt. Prospect, it states “The Village shall have the right to allow for the sale or delivery of alcoholic beverages for five (5) events in each calendar year” – one of which is listed as their 4<sup>th</sup> of July celebration/fireworks display. This is also listed in their agreement with MWRD, and this agreement also designates “adult” events only in it.

It is important to note that the Park District is a sub lessee of the Village of Mt. Prospect, which is a lessee of the MWRD.

The Board thanked staff for the information and asked that staff have a conversation with the Village of Mt. Prospect about the possibility of using a few of the dates available for adult softball tournaments.

### Dryden Park Playground

Exec. Dir. Fullerton revisited that School District 25 had approached staff about wanting to replace the Dryden Park Playground (which is located on our property) while they are doing construction on the rest of their building. This would be in conjunction with their plans to build additional space for all-day kindergarten.

At first a “land swap” was discussed, however they determined they were not interested in pursuing this.

AHPD has a current IGA on the playground in place that detailed the cost sharing for the existing structures/installation, liability/inspection/maintenance responsibilities and future replacement.

The School District is interested in replacing the playground at 100% their expense, and handling all liability and inspections/maintenance going forward. They’d like to begin construction this spring.

Staff discussed this with PDRMA and learned the following:

- We would need an updated IGA detailing the new agreed upon procedures going forward, as the potential structure would be on our property. This may include a license or lease to use the property.
- Attorney Paine suggested we may need a temporary easement for construction.

- PDRMA does not have any concerns about this arrangement, assuming the IGA is very clearly written and states who owns the equipment, and the responsibilities that come along with that. Staff are confident that Attorney Paine can draft a solid agreement for the Board to consider.

As a follow up to our 2/21/23 Board meeting, the Board asked staff to determine what sites we have built our playgrounds on school district property, with the hope of creating an opportunity for a land swap. Director Rea researched this and discovered that our only playground built on SD 25 property is at Greens Park (adjacent to Olive School).

Staff contacted SD25 to discuss the property at Greens Park, and they reiterated that their Board is not interested in pursuing any type of land swap, as they may be looking to potentially develop that area in the future.

SD25 stated they'd still like to pursue building a new playground where the existing playground sits with a new IGA. They also stated that if this is not an option for the Park District, they would potentially build a new playground at Dryden on another location. This is not their first choice, as it would affect the way they currently have the storm water configured for the planned addition.

The consensus of the Board is to discuss this at the upcoming joint meeting on May 20, 2023.

Ms. DeLattre left the meeting at 7:42 p.m.

#### Budget Presentation for Fiscal Year 2023/24

Exec. Dir Fullerton thanked staff for the dedication and hard work on the budget. Through careful analysis of expenditures and revenue generation this budget will provide the largest investment in infrastructure than in the past fifteen years. We recognize that the Board trust staff to assemble a conservative, yet impactful financial plan, staff know we are stewards of the tax dollars and take this very seriously.

Dir. Myers presented to the Board the Budget for 2023/24. Highlighting total revenues, total expenditures, operating budget, summary of fund balances, financial forecast, tax revenues, salaries and wages, insurance, pension expenses, and capital projects.

Dir. Seklecki presented the Marketing & Community Engagement budget and goals.

Dir. Rea presented the Parks and Planning Department budget and goals.

Dir. Meyer presented the Recreation & Facilities budget and goals, which included tennis, golf and the museum.

Dir. Myers shared that the Budget for Fiscal Year 2023/24 will be put on public display. The District will host a public hearing on April 25, 2023, and submit the budget for approval on April 25, 2023 as well.

John Supplitt arrived at the meeting at 8:15 p.m.

Mr. & Mrs. Perconte left the meeting at 9:08 p.m.

President Leno thanked staff for all the work that was done on the budget. Positive feedback was given on the presentation of the budget. The consensus of the board was to move forward and make the budget public for 30 days.

A five-minute recess was taken.

## NEW BUSINESS

### Flag Policy

Exec. Dir Fullerton shared that staff recently noticed that how we address flags at the Park District is only covered in a procedure format. Over the last two years, we have heard concerns from residents about inclusion of the “Don’t Tread on Me” flag in the annual presentation of the U.S. flag display. In recent years this flag has come to symbolize a different meaning and taken on a political identity.

Exec. Dir Fullerton explained that because the Park District has never taken any type of side or political stance, and has chosen to remain neutral for almost 100 years, staff has drafted a policy for the Board’s consideration that focuses on continued neutrality of our display of flags at all Park District properties and facilities.

Staff worked on this flag policy under the guidance of Attorney Paine and seek approval of this newly written policy.

Comr. Nesvacil asked that AHPD allow previously flown flags from a federal or state building be allowed to be flown on premises.

Comr. Owen asked to see the Village of Arlington Heights policy and perhaps mirror their policy.

VP Gelinias moved, seconded by Comr. Owen, to approve the Flag Policy for the Arlington Heights Park District, as presented.

Roll was called with:

Ayes – Gelinias, Owen, Leno

Nays – Nesvacil

Absent – None

Ayes – 3; Nays – 1; MOTION CARRIED

### Revised Dress Code Policy

Exec. Dir Fullerton shared as the work culture has evolved post-pandemic, many work places have embraced a more casual dress code. The work we do to provide both parks and recreation at the Park District, which many times is physical, supports this ideal. Over the last three years’ staff have frequently requested the opportunity to dress more casually for their work duties. Staff has drafted a policy that offers a more casual policy, while still requiring clean, professional guidelines for staff to follow.

Comr. Nesvacil moved, seconded by VP Gelinias, to approve the revised dress code policy for immediate implementation. On a voice vote the motion was approved 4-0.

Sealcoating Bid Approval

Park Planner T. Quattrocchi presented the bid. In the proposed 2023/24 operating budget, \$40,800 was recommended for crack filling, sealcoating, and striping agency parking lots.

Staff posted and released a bid for sealcoating on February 28, 2023. A total of nine contractors and ten bid houses picked up the bid, with five submitting a sealed bid for the opening on March 14, 2023. The table below summarizes the bid:

<b>Color Coating Contractor</b>	<b>Base Bid Total</b>
<b>Patriot Pavement Maintenance</b> Des Plaines, IL.	\$22,998.00
<b>Hastings Asphalt Services, Inc.</b> Harvard, IL.	\$29,976.25
<b>Pavement Systems, Inc.</b> Blue Island, IL.	\$32,615.00
<b>SKC Construction, Inc.</b> Elgin, IL.	\$33,091.94
<b>Tiles in Style, LLC.</b> South Holland, IL.	\$58,000.00

The following information summarizes the bid results:

- The base bid includes crack filling, seal coating, and striping the parking lots at Frontier and Heritage Parks and paths at Carriage Walk, Greens, Volz, and Sunset Ridge Parks.
- The base bid also includes a \$3,000 allowance for cold patching.
- Staff has worked with Patriot Pavement Maintenance previously and found their work acceptable. The crack filling, sealcoating, and striping will be completed after May 1<sup>st</sup>.

VP Gelinas moved, seconded by Comr. Nesvacil, to accept the sealcoating base bid as submitted by Patriot Pavement Maintenance, Des Plaines, IL. for a total of \$22,998 and a not to exceed project budget of \$32,998.

Roll was called with:

Ayes – Gelinas, Nesvacil, Owen, Leno

Nays – None

Absent – None

Ayes – 4; Nays – 0; MOTION CARRIED

Potential ARC Project – Locker Room Concepts

Exec. Dir Fullerton stated at the last meeting the Board asked staff to obtain a proposal from FGM Architects for the following work:

Option B5 & B7-

- The estimated cost for these combined options is \$1.175M.
- Six new wet changing rooms, where fitness studio B is currently located.

- “Flip flopping” the men’s/women’s locker rooms. The existing women’s changing area is larger the current men’s changing area, which addresses the need for additional space on the men’s side.
- The women’s locker room would now also incorporate the family changing space, thus dramatically increasing the locker room size.
- The two dry changing rooms are removed from the current family locker room to allow for additional, more private changing spaces/lockers for women.
- This adds three private wet changing spaces for the women.
- There is a new corridor that flows past the existing offices, that allows for parents/guardians to enter the pool deck, without going through a locker room.
- The front desk gets pushed out eight feet to accommodate the new corridor.

VP Gelinias asked about a breakout being provided for B5 & B7. Staff assured VP Gelinias that cost estimates would be provided.

Staff met with John Dzarnowski upon receipt of the proposal to ask several clarifying questions regarding construction estimating services, professional services, which FGM staff we’d be working with, and how the fees were calculated and initial thoughts on phasing the project. Staff recommends moving forward with the proposal.

Comr. Owen moved, seconded by Comr. Nesvacil. to approve the proposal from FGM Architects for Architectural Services for the ARC Locker Rooms Remodel in the amount of \$41,200, not to exceed an amount of \$47,000 for unexpected expenses.

Roll was called with:

Ayes – Owen, Nesvacil, Gelinias, Leno

Nays – None

Absent – None

Ayes – 4; Nays – 0; MOTION CARRIED

Annual Wearing Apparel Bid

Supt. Neill shared that on an annual basis staff develop a wearing apparel bid for the Recreation Department. Examples of items in the bid include: t-shirts, hoodies, jackets, and hats for staff and program participants. The bid included 56 different items with a total quantity of 4,849 pieces. There are 16 different supervisors who participate.

The bid was posted on February 24, 2023 and was due by 1 pm on March 10, 2023. A total of 13 bid packages were picked up via the web site. Only one bid was received.

<b>Bidder</b>	<b>Base Bid</b>
AdWear Specialty, Houston, TX	\$48,629.95

The bid package was reviewed by staff for accuracy. Unfortunately, the bid is substantially above the budget by \$10,399.95.

Staff does not recommend accepting this bid, and would like to reject it, and re-bid the apparel order in April. Re-bidding the order and bringing it back to the April 25, 2023 board meeting will still allow enough time for staff to secure the items on time.

VP Gelinas moved, seconded by Comr. Nesvacil, to reject the bid as submitted by AdWear Specialty and direct staff to rebid the project at a later date. On a voice vote the motion was approved 4-0.

EXECUTIVE DIRECTOR REPORT

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

1. Kendra Maher’s last meeting, she has accepted a job with the Department of Planning at the Village of Arlington Heights. Join us on April 4<sup>th</sup> for breakfast on her last day.
2. Autism Walk at Lake Arlington, April 1, 2023.
3. Legacy Wall Induction Ceremony and volunteer recognition event is April 23, 2023.
4. Arbor Day, April 28, 2023 at Hasbrook Park, planting an Urban Pinnacle Oak tree.
5. Joint meeting with District 25 is on May 20, 2023.

COMMISSIONER REPORTS

Comr. Owen thanked staff for the budget presentation, great job.

Comr. Nesvacil & VP Gelinas echoed great job on the budget and congratulations on receiving the OSLAD grant.

President Leno thanked Kendra Maher for her time at the District.

MOVED INTO CLOSED SESSION

VP Gelinas moved, seconded by Comr. Nesvacil 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 9:43 p.m.

Roll was called with:

Ayes – Gelinas, Nesvacil, Owen, Leno

Nays – None

Absent – None

Ayes – 4; Nays – 0; MOTION CARRIED

RECONVENED TO REGULAR MEETING

At 9:52 p.m. the Regular Meeting was reconvened and the following were present:

Board: Gelinas, Nesvacil, Owen, Leno

Staff: Maher, Myers, Fullerton

VP Gelinas moved, seconded by Comr. Nesvacil, to approve R-2-23 for the purchase of 750 W. Northwest Highway, Arlington Heights, IL 60004.

Roll was called with:

Ayes – Gelinas, Nesvacil, Owen, Leno

Nays – None

Absent – Nesvacil

Ayes – 4; Nays – 0; MOTION CARRIED



ADJOURNMENT

Comr. Owen moved, seconded by VP Gelinis, to adjourn at 9:53 p.m. On a 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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Carrie A. Fullerton, Secretary  
Board of Commissioners  
Arlington Heights Park District

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Date Approved