



MINUTES OF THE REGULAR BOARD MEETING  
BOARD OF PARK COMMISSIONERS  
ARLINGTON HEIGHTS PARK DISTRICT  
Administration Center  
410 N. Arlington Heights Road  
August 8, 2023 at 6:30 p.m.

President Leno called the Regular Board Meeting to order at 6:30 p.m.

**ROLL CALL OF COMMISSIONERS**

Commissioners Present

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

Commissioners Absent

None

Staff Present: Carrie Fullerton, Executive Director; Brian Meyer, Director of Recreation and Facilities; Ben Rea, Director of Parks and Planning; Jason Myers, Director of Finance and Personnel; Amy Seklecki, Director of Marketing and Community Engagement; and Kathy Lydon, Recording Secretary.

Other Staff in Attendance: Bryan Cox; Jennifer Rogers; Steve Neill; Alli Siamis

Residents Present: Melissa Cayer

**RECOGNITION OF VISITORS & CITIZENS TO BE HEARD**

Melissa Cayer stated that School District 25 and the Arlington Heights Memorial Library have their Board meetings on Tuesday nights.

**APPROVAL OF MINUTES**

Commissioner Supplitt moved, seconded by Commissioner Nesvacil, to approve the July 18, 2023 Regular Meeting minutes. On a voice vote, the motion was approved 4-0 with Vice President Gelinas abstaining.

Commissioner Owen moved, seconded by Commissioner Nesvacil, to approve but not release, the July 18, 2023 Closed Session minutes. On a voice vote, the motion was approved 4-0 with Vice President Gelinas abstaining.

**PRESENTATIONS & INFORMATIONAL REPORTS**

**DRAFT EMPLOYEE BENEFITS RECOMMENDATIONS**

Executive Director Fullerton explained that Supervisor Alli Siamis led a team of superintendents and staff to research what benefits other organizations offer to help retain

their employees. Executive Director Fullerton said these draft suggestions are being presented to the Board tonight before a final recommendation for approval will be requested from the Board.

Supervisor Siamis briefly reviewed the clerical changes to the personnel policy manual that were previously discussed such as wording for clarification, title changes, and law updates for 2023.

There are twelve recommendations for changes relating to employee benefits that Supervisor Siamis shared with the Board.

1. Parental Leave

- a. Current - The District does not offer parental leave. Employees must use FMLA. The Paid Leave Act for all workers begins January, 2024. Government agencies have the option to opt out of this however, many agencies are on board to provide some amount of paid leave for their employees.
- b. Proposed - Four weeks of paid leave to full-time staff who have been employed a minimum of one year. The four weeks must be taken immediately after the birth or adoption and will run concurrent with FMLA.

Board Comments:

- Commissioner Supplitt stated this proposal was consistent with benefits some larger employers offer. His thought is this time off provides parents time to regroup with the family. Director Myers said that in organizations that have paid parental leave, the employee retention rate drastically grows, which saves the organization the costs of training new employees.
- President Leno reiterated the need to share what benefits staff are already receiving when proposing new benefits.

2. New Employee Holiday Pay Start Date

- a. Current - New full time employees must be employed for at least thirty days to be paid for a holiday.
- b. Proposed - New full time employees will be paid for holidays beginning after the first day of employment.

Board Comments:

- President Leno questioned if staff were given floater days in addition to holidays. She was informed that staff accrue 4.5 floating holidays throughout the year in addition to the seven major holidays.

3. Part Time and Seasonal Holiday Pay

- a. Current - Not all part time and seasonal staff receive holiday pay for working on six major holidays.
- b. Proposed - All part time and seasonal staff would receive time and a half if they work on a holiday to make it consistent across the board.

4. Remote Work

- a. Current - N/A
- b. Proposed - Allow full time employees that have worked for the District for a minimum of six months, and those whose positions are appropriate for remote work, the ability to work from home. The employee would not be fully working remote but rather as needed up to an allowance to be determined if remote work is approved. There would be guidelines in place to allow an employee to work remotely such as the employee cannot be taking care of children in the home while working.

Board Comments:

- Commissioner Supplitt said it is not reasonable to expect that an employee working from home will not have children at home with them.
  - President Leno thinks it is not the Board members position to say if an employee can work from home, that should be determined by Executive Director Fullerton and the other Directors, but she does not think an employee has to be employed for six months to qualify for this benefit. Commissioner Supplitt agreed saying that is what a new employee probationary period is for.
  - Commissioner Supplitt thinks it may be a challenge among staff to see this policy being equitable for all.
  - Vice President Gelinis thinks working from home is not for everyone especially those in the Parks and Rec business. Executive Director Fullerton explained that this policy is for the Board to say they support the work from home concept for positions that it could apply to, and an operational procedure created by the leadership team would accompany it.
5. Birthday PTO Day
- a. Current - N/A. New employees receive 10 vacation days, 12 sick days, 7 holidays, and 4.5 floating holidays.
  - b. Proposed - Offer employees a day off with pay during their birthday month with a “use it or lose it” concept.

Board Comments:

- President Leno asked why the day after Thanksgiving was listed as “At the Executive Director’s discretion”. Executive Director Fullerton replied that she always approves this day off. The consensus of the Board was to remove that line from the policy since staff will always get that day off.
  - Vice President Gelinis asked why the 4.5 floating holidays were not listed on the analysis chart. He thinks Arlington Heights Park District should show a total of 11.5 holidays off, not seven.
  - Vice President Gelinis wanted to know where the District ranks as far as compensation packages. Executive Director Fullerton said the District took the philosophy to lead the market in pay, and would also would like to lead in benefits. Vice President Gelinis said once a benefit is offered, it is harder to take away down the line.
  - The consensus of the Board was to round up the 4.5 floating holidays to five full days that must be used by the end of each year instead of offering birthday PTO day.
6. Vacation Buy-Out
- a. Current - N/A
  - b. Proposed - Full time staff can take 20 hours vacation buy-out.

Board Comments:

- President Leno thinks if we are going to offer this, 20 hours is not enough time. She suggested five days instead of 2.5.
- Vice President Gelinis wants employees to take their vacation time, even if they are not going away.
- Commissioner Owen said sometimes people can’t take time off, and for some the pay-out will help them out financially.
- President Leno inquired how much vacation time staff can roll over. Director Myers explained that an employee can have two times what their annual accrual is. Once they reach that amount they stop accruing until they use some of their time.

- President Leno does not want floating holidays to be included in the vacation buy-out option. She would support an option that is tiered for staff with longevity. Executive Director Fullerton will take these suggestions back to the attorney, and then present options to the Board at an upcoming meeting.
7. New Employee Health Benefit Start Time
- a. Current - Full time employees must complete thirty days of continuous employment to be eligible for health and life insurance coverage. Coverage begins the first of the month following the thirty days of continuous employment.
  - b. Proposed - Benefits would begin on the first day of employment. This includes Tennis Pros who are employed an average of thirty hours or more per week.

Board Comments:

- Commissioner Supplitt asked if our insurance companies are amendable to this. Supervisor Siamis replied yes, and it would start with our new calendar year of benefits, which is January 1.
8. Discount on CAP Childcare
- a. Current - Employees are given a 10% discount on enrollment fees.
  - b. Proposed - Full time employees are charged a 10% enrollment fee. Part time employees, which is usually site directors and assistant site directors, would receive a 100% discount as long as they work an average of 60% of shifts.

Board Comments:

- Vice President Gelinis likes the idea for part time staff, but thinks a 90% discount for full time staff is too aggressive.
- President Leno asked what benefits full time staff get for other programs such as dance and soccer. Supervisor Siamis replied that registration occurs 24 hours after regular registration. If it is not a contractual program, there is a zero fee. If it is a contractual program, they are charged a fee.
- President Leno suggested starting the discount for full time employees at 50%. The consensus of the Board was to offer a 50% discount to full time employees.

9. Discount on KinderCare Childcare

- a. Current - N/A
- b. Proposed - The District could sign a three year contract with KinderCare that will allow all employees to enroll their children at any KinderCare Center at a 10% discount. If there are four or more children enrolled, there is no cost to the District. If there are three or less children enrolled, the cost to the District is \$2,500 total per year.

Board Comments:

- President Leno asked how many employee use KinderCare. Supervisor Siamis replied just under ten employees have currently children enrolled in a KinderCare program.

10. Certification Reimbursement

- a. Current - The current policy does not define reimbursement for certifications.
- b. Proposed - Include reimbursement on the cost for certifications, if the employee successfully passes. This would apply to certifications that are a job requirement or job related. Supervisor Siamis explained which certifications would be approved for reimbursement.

Board Comments

- Commissioner Owen asked what the tuition reimbursement and education policy is currently. Director Meyer replied the dollar amount is minimal.
- Vice President Gelinis said the policy needs to be worded so that the District is not paying for an entire master's program.

- Commissioner Owen said a maximum dollar amount should be in writing in the policy manual. Vice President Gelinas added that it should also state in writing that the employee has to stay “X” number of years after getting a tuition reimbursement, or reimburse the agency if they leave sooner.

11. Reimbursement for Park District License Plates

- a. Current – N/A
- b. Proposed – Annual reimbursement for the cost of license plates for Parks and Rec staff members whose personal vehicles are registered with the Park District Youth Programs.

12. Part Time Staff Program Credit

- a. Current – N/A
- b. Proposed – The PTAC committee came up with this benefit to earn credit for programs, memberships, and rentals based on hours worked the previous year.

Board Comments:

- President Leno thinks this idea sounds like a lot of work to track the hours. She would like the committee to come back with a list of options for part time staff similar to what full time staff get. Director Myers said a discount on programming would be the cleanest way to do this.
- Vice President Gelinas would like to see a grand total of all the estimated benefits. He would also like to see an estimated increase in usage for these proposed benefits. Director Myers said the estimated cost would be around \$114,000.

HAPPINESS PARK PLAYGROUND RENDERINGS

Director Rea stated there is \$165,000 in the budget for the Happiness Park playground replacement. Director Rea shared three color options for the playground equipment that he will be presenting to the public meeting for residents to vote on, on August 23, from 5:30-7:00pm at Happiness Park.

The expenses for the project are the following:

- Playground equipment      \$105,248
- Playground construction    \$ 59,433
- Total project cost            \$164,681

GOVERNMENT FINANCE OFFICERS AUDIT AWARD

Director Myers shared that the District received the GFOA audit award for the 37<sup>th</sup> time in a row. He is very proud of Janna Witt and her team.

**OLD BUSINESS**

None

**NEW BUSINESS**

APPROVAL OF RECREATION PARK OSLAD GRANT PHASE II RESOLUTION R-7-23

President Leno said the Board has to pass this resolution so it can be submitted with the OSLAD grant application.

Commissioner Nesvacil moved, seconded by Vice President Gelinas to adopt and sign Resolution R-7-23 (DOC-3 Resolution of Authorization) as presented, in support of the OSLAD grant application for property development at Recreation Park. On a voice vote, the motion was approved 5-0.

**APPROVAL OF ANNUAL NWSRA ASSESSMENT and RESOLUTION R-8-23**

Executive Director Fullerton said the amount has gone down 3% with the new formula that NWSRA is using. The population in Arlington Heights has also decreased which also contributed to this change.

Vice President Gelinas moved, seconded by Commissioner Owen to approve the Northwest Special Recreation Association Assessment Resolution for Calendar Year 2024 from 2023 taxes in the amount of \$549,152.94.

Roll was called with:

Ayes – Gelinas, Owen, Nesvacil, Supplitt, Leno

Nays – None

Absent – None

Ayes – 5; Nays – 0; MOTION CARRIED

**APPROVAL OF PUTTING GREEN TURF REPLACEMENT AT SUNSET MEADOWS**

Bryan Cox stated the 2023-24 fiscal year budget includes \$55,000 in the capital plan to replace the turf on the practice green and chipping green. Bryan said this is a carry-over from last year's fiscal budget. He also shared some ideas he had for the driving range to increase usage. Bryan showed color samples to the Board as options for the new surface.

Director Meyer stated the reason the project was carried over from last year is because when Bryan priced the project out last year the cost was too high. Since then, the company has joined the cooperative purchase program.

Vice President Gelinas moved, seconded by Commissioner Owen to approve the purchase for the material and installation of a Perfect Turf Nylon 38-36 Dark Green synthetic turf putting green in the amount of \$43,200.00 through the OMNIA cooperative purchasing program.

Roll was called with:

Ayes – Gelinas, Owen, Nesvacil, Supplitt, Leno

Nays – None

Absent – None

Ayes – 5; Nays – 0; MOTION CARRIED

**APPROVAL OF PROPOSAL FROM HITCHCOCK DESIGN**

Director Rea said the District was previously approved for a grant from IDNR for Recreation Park - Phase 1, and need to stay within the two year time frame to get this project completed. Director Rea shared a breakdown of the costs for this portion of the project.

| <b>Fee Structure</b>  | <b>Proposed Expense</b> |
|---|-------------------------|
| <b>Fixed Fee Services-</b> Program/Analysis Phase, Design/Construction Document Phase, Permitting Phase       | \$151,500               |
| <b>Time/Material Services-</b> Bidding Phase, Construction Administration Phase, Construction Close Out Phase | \$57,000                |
| <b>Reimbursable Expenses</b>  | \$4,500                 |
| <b>Optional Services-</b> IDOT Permitting   | \$12,500                |
| <b>Total</b>  | <b>\$225,500</b>        |

President Leno asked if there would be a construction manager. Director Rea replied he isn't anticipating needing this, to keep the cost down.

Commissioner Nesvacil moved, seconded by Commissioner Owen to approve the proposal for Recreation Park OSLAD Phase-I final design services from Hitchcock Design Group, Naperville, IL., for a not to exceed total of \$225,500.

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

**PARK FOUNDATION REPORT**

Director Seklecki stated that members of the Park Foundation are busy recruiting sponsors and golfers for the Foundation Golf Outing that is taking place on September 28.

**EXECUTIVE DIRECTOR REPORT**

- Executive Director Fullerton updated the Board on the following:
- An email was sent to the Commissioners with the dates for the upcoming joint meetings with the Library Board and School District 25 Board.
  - The Local Governmental Efficiency Committee will not meet until May 2024.
  - The Staff Appreciation event is tomorrow at the ARC from 4:30-8:00pm.
  - The District has agreed to allow the owner of 750 Northwest Highway to stay in their building into September because they are not ready to move out yet.
  - There have been some recent challenges with homeless people particularly at North School Park. The Directors have done a good job handling the situation.

**COMMISSIONER REPORTS**

Commissioner Nesvacil asked what time the gates open at Sunset Meadow. Director Meyer responded the police open it around 7:00am at the start of their shift, and close it between 11:00-11:30pm.

Commissioner Owen thanked staff for the enjoyable evening at National Night Out.

Commissioner Supplitt said staff did a fabulous job during tonight's presentations.

**ADJOURNMENT**

Vice President Gelinas moved, seconded by Commissioner Owen to adjourn the Regular Meeting at 8:45 p.m. On a voice vote the motion was approved 5-0.

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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