

MINUTES OF THE ANNUAL BOARD MEETING  
BOARD OF PARK COMMISSIONERS  
ARLINGTON HEIGHTS PARK DISTRICT  
Administration Center  
410 N. Arlington Heights Road  
May 24, 2022 at 7 p.m.

Vice President Gelinas called the Annual Board Meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

Vice President Gelinas led the audience in the Pledge of Allegiance.

ROLL CALL OF COMMISSIONERS

Commissioners Present

R. Nesvacil  
B. Owen  
T. Gelinas

Commissioners Absent

M. Leno

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

Other staff in attendance: Kristy McCann, Steve Neill, Pat Klawitter, Jennifer Rogers, Matt Turinsky, Bryan Cox, Tyler Quattrocchi, and Tiffany Quattrocchi.

Others in attendance: Steve Konters, Hitchcock Design; Philip Parnin, PROS Consulting; Dan Nicholas & John Dzarnowski, FGM Architects; and Melissa Cayer, resident.

RECOGNITION OF VISITORS & CITIZENS TO BE HEARD

Melissa Cayer stated that the Park District should spend cautiously, the Cook County property tax system is in disarray, don't spend and tax beyond your limits, and do not affix more debt to our property taxes, the debt causes our property to decrease in value.

VP Gelinas thanked Ms. Cayer for her comments.

MINUTES

No discussion.

Comr. Nesvacil moved, seconded by Comr. Owen, to approve the Public Hearing Meeting minutes and Regular Meeting minutes for May 10, 2022. On a voice vote the motion was approved 3-0.

## ANNUAL MEETING - ELECTION OF OFFICERS

### President

Comr. Gelinas nominated Comr. Leno for the office of President for the Fiscal Year 2022/23.

Comr. Nesvacil moved, seconded by Comr. Owen, that the nominations be closed and the Secretary be directed to cast a unanimous ballot. On voice vote the motion was approved 3-0.

### Vice-President

Comr. Nesvacil nominated Comr. Gelinas for the office of Vice President and Assistant Secretary for the Fiscal Year 2022/23.

Comr. Owen moved, seconded by Comr. Nesvacil, that the nominations be closed and the Secretary be directed to cast a unanimous ballot. On voice vote the motion was approved 3-0.

## APPOINTMENT OF OFFICERS

Comr. Owen moved, seconded by Comr. Nesvacil, that Carrie Fullerton be reappointed to the offices of Executive Director, Secretary of the Board, Freedom of Information Act Officer, Open Meetings Act Officer, and NWSRA for the Fiscal Year 2021/22.

Jason Myers be reappointed to the office of Assistant Secretary, Treasurer, Representative to the Park District Risk Management Agency, Freedom of Information Act Officer, Open Meetings Act Officer and Principal Authority for the Illinois Funds.

Brian Meyer be reappointed as NWSRA Alternate and ADA Compliance Officer.

Patricia Klawitter be reappointed as ADA Compliance Officer, Freedom of Information Act Officer, and Open Meetings Act Officer.

Tyler Quattrocchi be reappointed as ADA Compliance Officer.

Janna Witt be reappointed as Assistant to the Treasurer.

Kendra Maher and Alli Siamis be reappointed as Freedom of Information Act Officers and Open Meetings Act Officers.

All of the above for the Fiscal Year 2022/23. On a voice vote the notion was approved 3-0.

## PRESENTATIONS & INFORMATIONAL REPORTS

### New Staff

Brian Cox, General Manager of Golf Operations was introduced by Supt. Neill; Matt Turinsky, promoted to Superintendent of Parks – Grounds Division was acknowledged by Dir. Rea; and Tiffany Quattrocchi, HR Generalist was welcomed by Supt. Klawitter.

Comprehensive Plan Proposal

Exec. Dir. Fullerton welcomed Steve Konters with Hitchcock Design and team to present a potential comprehensive plan proposal for the District. The team would consist of multiple companies: Hitchcock Design, PROS Consulting, and FGM Architects. The presentation consisted of the approach, scope, and roles each company would bring to the project. Outcomes and timeline were discussed.

The Board took a two-minute recess at 7:38 p.m.

VP Gelinas asked if past surveys or capital expenditure that are in in-house documents would be incorporated in the comprehensive plan. Mr. Konters explained that the comprehensive plan is a higher level look throughout the district, the 2017 survey could be used if budget is of concern, however post pandemic a new survey could provide value to this process.

Comr. Owen would like to see the survey used to help address the needs of the community, especially when it comes to our bucket list and how our financial commitment could be best addressed. Mr. Konters acknowledged that the community survey would help layout the five-year plan, where grants could be applied.

VP Gelinas inquired about the estimated cost of the combined services presented. Mr. Konters shared that the range will be between \$60,000 to \$130,000.

Exec. Dir. Fullerton inquired about the plan being a seven year or more plan. Mr. Konters answered, yes most defiantly.

Exec. Dir. Fullerton asked who on their team would handle the survey. Mr. Konters replied that a fourth party would be brought in, perhaps ETC, or another group to be mutually agreed upon.

March & April, 2022 Financial Reports

Dir. Myers presented the Financial Reports for March and April, 2022. No discussion.

OLD BUSINESS

None.

NEW BUSINESS

Dir. Myers presented the vouchers for March and April, 2022.

Dir. Myers addressed VP Gelinas's question regarding the Barracuda Services, which is a three-year agreement used to back up our email services.

Comr. Nesvacil moved, seconded by Comr. Owen, to approve the Voucher Listing for the month of March, 2022, in the amount of \$635,833.63 and the payroll and payroll related expense distribution for the month of March, 2022 for \$903,656.05.

Roll was called with:

Ayes –Nesvacil, Owen, Gelinas

Nays – None

Absent – Leno

Ayes – 3; Nays – 0; MOTION CARRIED

Comr. Owen moved, seconded by Comr. Nesvacil, to approve the Voucher Listing for the month of April, 2022, in the amount of \$915,485.59 and the payroll and payroll related expense distribution for the month of April, 2022 for \$905,779.01.

Roll was called with:

Ayes – Owen, Nesvacil, Gelinas

Nays – None

Absent – Leno

Ayes – 3; Nays – 0; MOTION CARRIED

#### Intergovernmental Agreement for the Historical Museum

Supt. McCann presented to the Board a legally reviewed the agreement from the Museum Advisory Committee. The proposed revisions update the agreement to current practices, removes redundancies and clearly defines the roles each agency that supports the Historical Museum as a whole.

Key notes are:

- The Museum Advisory Committee consists of members from the three partner agencies with the role of setting strategic goals, long-range planning and governance to benefit the Museum.
- The Park District provides IT support to the Museum campus, not the Village.
- The Village will consult with both the Park District and Society when work is scheduled in the buildings or on the grounds.
- The Park District staffs the Heritage Gallery, not the Historical Society.

Comr. Nesvacil moved, seconded by Comr. Owen, to approve the Intergovernmental Agreement for the Historical Museum with the Village of Arlington Heights and the Arlington Heights Historical Society, as presented.

Roll was called with:

Ayes – Nesvacil, Owen, Gelinas

Nays – None

Absent – Leno

Ayes – 3; Nays – 0; MOTION CARRIED

#### Nickol Knoll Path & Pavement Repairs

Dir. Rea presented to the Board that in the 2022/2023 capital budget, \$500,000 was budgeted to complete phase II of the outer walking path (not cart paths) replacement at Nickol Knoll Park. The existing asphalt has failed and repairs are important to maintain the user experience.

The base bid includes the removal of the existing asphalt path (aside from the area completed last year), base compaction, and installation of new asphalt pavement. If approved, the projects are anticipated to begin as early as June 1<sup>st</sup> and be completed by November 1<sup>st</sup>.

In addition to the base bid, four alternates were solicited:

1. **Frontier Service Center**- the service yard is presently comprised of asphalt grindings that present challenges keeping the facility clean and when plowing snow. This alternate would provide a 6-inch-thick asphalt drive from one of the service entrances that would extend to each of the facility service bays.
2. **Pioneer Park**- there is a section of asphalt adjacent the bathhouse that has sunk and consistently fills with landscape mulch during rain events. This alternate would raise the low area with new asphalt and turn the small landscape bed into asphalt to eliminate mulch from entering the adjacent storm water catch basin.
3. **Davis Service Center I**- the service drive on the East end of the building is failing and in need of replacement. This alternate proposes to mill the existing asphalt, compact the base, and install 6 inches of new asphalt.
4. **Prairie Park Path**- this alternate is being proposed in the event that the path is extensively damaged during the removal and replacement of the basketball court. The replacement would be for the entire path, including the remaining sections that are not anticipated to be driven over (approximately 25% of the path) to provide a consistent appearance and complete a maintenance need. This alternate would only be utilized if the path is damaged and staff will notify the Board if they move forward.

The bid was posted on May 5<sup>th</sup> and a pre-bid walk through was held on May 12<sup>th</sup> (with one attendee). A total of 10 contractors and seven bid houses picked-up the bid. The following three bids were opened on May 19<sup>th</sup>:

<b>Bidder</b>	<b>Base Bid</b>	<b>Alt. 1- Frontier</b>	<b>Alt. 2- Pioneer</b>	<b>Alt. 3- Davis</b>	<b>Alt. 4- Prairie</b>
Chicagoland Paving Contractors Lake Zurich, IL	\$245,000	\$25,000	\$15,000	\$20,000	\$40,000
Schroeder Asphalt Services, Inc. Marengo, IL	\$255,000	\$29,000	\$27,500	\$27,500	\$60,000
Accu-Paving Company Broadview, IL	\$279,725	\$26,800	\$32,450	\$28,700	\$59,740

In addition to the base bid, staff is also recommending acceptance of alternates one through four. Chicagoland Paving Contractors provided the lowest qualified base bid and remains the low bidder when combining the base and alternate bids.

The combined base bid and alternates total \$345,000 and are under budget. Staff recommends establishing a construction contingency of \$50,000 to address any unforeseen conditions. The combined bid and construction contingency totals \$395,000.

VP Gelinas inquired about alternates 1 & 3 not being customer facing. Dir. Rea explained how the safety benefits and increased cleanliness in both facilities would be beneficial.

Comr. Owen moved, seconded by Comr. Nesvacil, to approve the base bid and alternates one through four as submitted by Chicagoland Paving Contractors, Lake Zurich, IL. for a total of \$345,000 and establish a project budget of \$395,000.

Roll was called with:

Ayes – Owen, Nesvacil, Gelinas

Nays – None

Absent – Leno

Ayes – 3; Nays – 0; MOTION CARRIED

#### Prairie Park Basketball Court Replacement

Dir. Rea presented to the Board that in the 2022/2023 Capital Improvement Plan, \$112,840 was budgeted for the replacement of the basketball court at Prairie Park.

Staff posted and released a bid for the basketball court replacement on April 28, 2022. A total of six contractors and six bid houses picked up the bid, with one contractor submitting a sealed bid for the opening on May 12, 2022. The table below summarizes the bid:

<b>Pavement Contractor</b>	<b>Base Bid Total</b>	<b>Alternate #1</b>	<b>Alternate #2</b>
<b>Accu-Paving Co.</b> Broadview, IL.	\$139,115	-\$14,370	\$4,900

The following information summarizes the bid results:

- The base bid included removal of the existing asphalt pavement, reuse of the existing basketball hoops, installation of concrete, color coating and striping, and a \$30,000 allowance for replacement of any path that is damaged as a result of the project or for undercuts
- Alternate #1 provides a \$14,370 deduction to pave the new court with asphalt in-lieu of concrete
- Alternate #2 is an add of \$4,900 for the geo-grid that would need to be installed with the asphalt alternate
- The allowance may or may not be utilized. If the allowance is not utilized, the \$30,000 will be credited back and bring the project under the budget of \$112,840
- Staff has also included an alternate to replace the Prairie Park Path in the Nickol Knoll Path Replacement bid
- Staff has worked with Accu-Paving on multiple projects with successful outcomes

Comr. Nesvacil moved, seconded by Comr. Owen, to approve the Prairie Park Basketball Court Replacement base bid as submitted by Accu-Paving Co., Broadview, IL. for a total of \$139,115.

Roll was called with:

Ayes – Nesvacil, Owen, Gelinas

Nays – None

Absent – Leno

Ayes – 3; Nays – 0; MOTION CARRIED

#### Administration Center Window Replacement

Dir. Rea presented to the Board that in the 2022/2023 capital budget, \$616,000 was budgeted to replace all of the windows at the Administration Center. The existing windows are from the last facility renovation that took place in 1988 when the park district acquired the facility.

Staff is proposing to mirror the appearance of the existing windows by providing wood window replacements (with a maintenance free white aluminum exterior shell) that can be stained on the interior to match the existing trim work. To keep expenses as low as possible, only a select number of windows in each office area will have the ability to open to the outside.

Staff originally included replacement of all window lintels in the bid package, but removed the work after determining the depth and scope of what was needed to complete the replacements. The possibility exists that a small number of lintels may need to be replaced at a later date.

The base bid includes the removal and disposal of the existing windows, cleaning up and painting the existing lintels, and installation of new windows.

In addition to the base bid, one alternate was solicited:

1. Fully Operable Windows- the alternate provides pricing for all windows to open to the outside

The bid was posted on May 6<sup>th</sup> and a pre-bid walk through was held on May 12<sup>th</sup> with five attendees. A total of seven contractors picked-up the bid. The following two bids were opened on May 20<sup>th</sup>:

<b>Bidder</b>	<b>Base Bid</b>	<b>Alt. 1- Fully Operable Windows</b>
Red Feather Group Glenview, IL	\$700,000	\$145,000
Lo Destro Construction Company Chicago, IL	\$810,000	\$75,000

The bid packages were reviewed by staff for accuracy. Unfortunately, both bid packages are substantially above the budget of \$616,000.

LoDestro Construction Company offered a voluntary product substitution of Andersen windows for Pella windows. The substitution would result in a deduct of \$175,000, however the project remains above the established budget.

Given the age of the building and the challenges that might be found with each window opening, staff does not recommend moving forward with the project at this time.

Comr. Owen moved, seconded by Comr. Nesvacil, to reject the base bid and alternate one as submitted by Red Feather Group and Lo Destro Construction Company and direct staff to rebid the project at a later date. On a voice vote the motion was approved 3-0.

#### PARK FOUNDATION

Dir. Myers shared that last weeks meeting has been rescheduled to May 25<sup>th</sup>, in which Exec. Dir. Fullerton will provide the Foundation with updates on the District.

#### EXECUTIVE DIRECTOR REPORT

Exec. Dir. Fullerton had Dir. Myers distribute the audit survey to the Commissioners and asked that it be completed in the next couple of weeks.

Exec. Dir. Fullerton reminded the Board about the Memorial Day Parade on May 30<sup>th</sup> and Picnic in the Park on June 3<sup>rd</sup>.

Exec. Dir. Fullerton announced that the NRPA Conference will be held in Phoenix, AZ on September 20-22, 2022. Please let us know if you are interested.

#### COMMISSIONER REPORTS

None.

#### 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) at 8:46 p.m.

Roll was called with:

Ayes – Nesvacil, Owen, Gelinas

Nays – None

Absent – Leno

Ayes – 3; Nays – 0; MOTION CARRIED

#### RECONVENED TO REGULAR MEETING

At 9:00 p.m. the Regular Meeting was reconvened and the following were present:

Board: Nesvacil, Owen, Gelinas



Staff: Fullerton, Myers, Rea, Maher

Resident: Cayer

For the June 28, 2022 meeting Commissioner's Gelinas and Nesvacil will not be available. On July 12, 2022 Commissioner Nesvacil will not be available.

ADJOURNMENT

Comr. Nesvacil moved, seconded by Comr. Owen, to adjourn at 9:01 p.m. On a voice vote the motion was approved 3-0.

\_\_\_\_\_  
Tim Gelinas, Vice President  
Board of Commissioners  
Arlington Heights Park District

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

\_\_\_\_\_  
Date Approved