

MINUTES OF THE REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS
ARLINGTON HEIGHTS PARK DISTRICT
Administration Center
410 N. Arlington Heights Road
June 14, 2022 at 7 p.m.

President Leno called the Regular Board Meeting to order at 7:05 p.m.

ROLL CALL OF COMMISSIONERS

Commissioners Present

R. Nesvacil
B. Owen
M. Leno

Commissioners Absent

T. Gelinas

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

Other Staff in attendance: Jennifer Rogers, Tyler Quattrocchi, Janna Witt, Pat Klawitter, Alli Siamis, Alex Giannikoulis, Tiffany Anderson, and Summer Krones.

Also in attendance: Melissa Cayer, resident.

RECOGNITION OF VISITORS & CITIZENS TO BE HEARD

Resident Melissa Cayer asked the Board to spend tax dollars cautiously, Cook County tax spending is in disarray.

MINUTES

No discussion.

Comr. Owen moved, seconded by Comr. Nescavil, to approve the May 24, 2022 Annual Meeting minutes. On a voice vote the motion was approved 3-0.

PRESENTATIONS & INFORMATIONAL REPORTS

New Staff Introductions

Supt. Jennifer Rogers introduced Alex Giannikoulis as the new Operations Supervisor Trades, from the Palatine Park District.

Supt. Janna Witt introduced Tiffany Anderson, who was promoted to a Membership Specialist, she had been working in Membership at ARC.

Dir. Meyer introduced Summer Krones the new Assistant Manager at Forest View Raquet & Fitness Club, from Schaumburg Park District and NWSRA.

Exec. Dir. Fullerton introduced Amy Seklecki, Director of Marketing and Community Engagement from the Village of Barrington and Wheaton Park District.

Comprehensive Plan & Community Survey Presentation and Discussion

Exec. Dir. Fullerton and Dir. Rea made a presentation to the Board on the importance of having a Comprehensive Plan and current survey.

ED Fullerton explained that a comprehensive plan allows the District to plan development, provide guidance for shaping the appearance of the park system, provides justification for decisions, and through public dialogue, residents can express a collective vision for the future of the District. The District's last community survey in 2017, top four initiatives have been completed: ARC, pickle ball expansion, Lake Arlington, and general infrastructure.

President Leno shared that timing of the survey is very important and should be implemented in planning the future of the District. Comr. Owen added that the survey has good information and was very helpful when he became a commissioner.

The Board inquired about the cost of the plan and survey, ED Fullerton will provide more information at the July 12th meeting outlining the cost.

Resident M. Cayer commented that staff can do the survey themselves, and just cut and paste.

OLD BUSINESS

None.

NEW BUSINESS

HR Information System

Dir. Myers explained that the District currently manually processes all stages of the employment process from hiring (new and re-hires), onboarding, training for new and re-hires, certification, and employment changes. This process is time consuming, inefficient, and burdensome for all involved. Staff budgeted \$50,000 for a Human Resources Information System (HRIS) that can handle the management and processing of human resources from job posting, onboarding, training, ongoing updates, and termination. The purpose of an HRIS is to automate key day-to-day general and administrative functions performed by HR like recruitment, applicant tracking, hiring, and training to enhance overall employee productivity and performance.

Supt. Klawitter explained that hiring/onboarding and training are two functions that require a significant amount of time. Currently, due to many work locations, the process of hiring an employee and circulating paperwork can take up to a month. An electronic HRIS will allow employees to upload documents directly to the District, which can be automatically routed electronically to all individuals needing to provide approval and added to employee files. This

will decrease processing time, eliminate double entry, improve verification of data, and improve the hiring experience for new employees.

The research completed by staff showed that BambooHR will best meet AHPD processing needs. All HRIS operate on a per-user cost. BambooHR does not require a contract, bills monthly based on the number of active employees, offers a government/non-profit discount, and offers a pre-pay discount. The price per employee varies based on the total number of employees and will be updated monthly. The proposal is estimated at 850 employees and a monthly per employee cost of \$3.99. The District anticipates that the annual cost for BambooHR will be \$40,728.60 depending on employee count with a one-time implementation fee of \$4,826.25 for a total estimated year one expense of \$45,554.85. Monthly cost will be higher in Spring through Fall and lowest in Winter. In addition, the District will end the relationship with NeoGov after implementation, an approximate \$4,900 savings and a net increase of \$35,829, which is within the budgeted amount of \$50,000.

President Leno expressed her support of this implementation.

Comr. Nesvacil moved, seconded by Comr. Owen to approve a three-year commitment to BambooHR for a Human Resources Information System (HRIS) not to exceed the budgeted \$47,500 in year one, \$43,100 in year two, and \$44,400 in year three as presented. On a voice vote the motion was approved 3-0.

Purchasing Policy Update to Board Policy Manual

Dir. Meyer shared with the Board that the Governor signed IAPD Platform Bill, SB 3050 / Public Act 102-0999 on May 27th. This bill raises the Park District Code bid limit from \$25,000 to \$30,000 and was effective immediately. The Board was given redlined and clean version of the Purchasing Policy of the District that reflects the increase in bid limit to \$30,000.

Comr. Owen moved, seconded by Comr. Nescavil, to approve Chapter III Finance, Section 1.00 Purchasing Policy of the Board Policy Manual as presented. On a voice vote the motion was approved 3-0.

Dryden Park Parking Lot Replacement

Dir. Rea explained to the Board that the 2022/2023 capital budget, staff budgeted \$94,600, which is 50% of the project (the remaining 50% is coming from School District #25), to complete the replacement of the parking lot at Dryden Park. The existing asphalt has failed and replacement is necessary to provide access to both park and Dryden School patrons. An intergovernmental agreement is in place with School District #25 to share the costs for the maintenance and replacement expenses.

The base bid includes the removal of the existing asphalt, stone base, undercuts (as needed), reinstallation and compaction of a stone base, installation of a new catch basin and underground volume control structures (MWRD code requirement), installation of a concrete perimeter curb, and installation of new asphalt pavement. There are additional concrete and drainage improvements that are included in the project, but are the financial responsibilities of School District #25 (SD #25).

The bid was posted on May 27th and a pre-bid walk through was held on June 3rd with three attendees. A total of twelve contractors and eight bid houses picked-up the bid. The following six bids were opened on June 10th:

Bidder	Base Bid
Martam Construction, Elgin, IL	\$374,775
Accu-Paving Company, Broadview, IL	\$385,465
Abbey Paving, Aurora, IL	\$388,575
Schroeder Asphalt, Huntley, IL	\$394,000
Chicagoland Paving, Lake Zurich, IL	\$400,000
ALamp Concrete, Schaumburg, IL	\$438,000

The bid packages were reviewed by staff for accuracy. Martam Construction provided the lowest qualified base bid.

The base bid totals \$385,465, which is over budget. The Arlington Heights Park District (AHPD) is financially responsible for 50% of the expenses associated with the parking lot. The total expected AHPD expense is \$187,387.50, which is \$92,787.50 over budget for each agency. Staff recommends establishing a construction contingency of \$10,000 to address any unforeseen conditions. Staff will update the Board on the final expense of the project upon completion.

President Leno shared multiple concerns:

- With SD #25's referendum vote at the end of the month, how do we know that this parking lot will not be part of their future expansion.
- This is a lot of money, and 50% of this cost is probably not equivalent to the District's use of the parking lot. SD#25 uses this lot for staff parking daily. Please consider discussing the percentage paid be equal to the percentage used.

Comr. Owen would like to hold off and re-bid when asphalt prices come back down, unless safety is an issue.

The Board directed staff to work with SD #25, discuss the questions asked and bring back to the Board answers to make a better decision on the bid presented.

Resident Cayer stated that the District should sod over the parking lot.

PARK FOUNDATION REPORT

Dir. Meyers shared that the Foundation participated in Picnic in the Park. Discussion continues on how to raise funds for inclusive playground at Rec Park, and the golf outing.

EXECUTIVE DIRECTOR REPORT

Exec. Dir. Fullerton reminded the Board about NRPA Conference – September 20-22, 2022

Exec. Dir. Fullerton mentioned that District will be represented in a booth at Frontier Days on Thursday and Friday of festival, and candy has been purchased for the 4th of July parade.

Exec. Dir. Fullerton shared that Friday, June 24th is National Bring Your Dog to Work Day and staff are participating. As summer begins and the weather is hot the pools are very busy with record high attendance. Also, Heritage Park and Rec Park tennis court condition complaints are coming in.

COMMISSIONER REPORTS

Comr. Nesvacil complimented the Memorial Day Parade and the Knights of Columbus presentation was very well done. Thank you to Frontier Park staff for the assistance with the Boy Scout event held in the picnic shelter, very nice, and also inquired about storm damage from the night before. Dir. Rea shared that some trees came down on the south end of town.

Comr. Owen thanked staff at ALGC for getting all the league play off the course during the storm, and to safety.

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) at 8:33 p.m.

Roll was called with:

Ayes – Nesvacil, Owen, Leno

Nays – None

Absent – Gelinias

Ayes – 3; Nays – 0; MOTION CARRIED

RECONVENED TO REGULAR MEETING

At 8:45 p.m. the Regular Meeting was reconvened and the following were present:

Board: Nesvacil, Owen, Leno

Staff: Fullerton, Meyer, Rea, Myers, Seklecki, and Maher

Resident: Cayer

ADJOURNMENT

Comr. Owen moved, seconded by, Comr. Nesvacil to adjourn at 8:46 p.m. On a voice vote the motion was approved 3-0.

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

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

Date Approved