

MINUTES OF THE REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS
ARLINGTON HEIGHTS PARK DISTRICT
Administration Center
410 N. Arlington Heights Road
April 12, 2022 at 7 p.m.

Vice President Gelinas called the Regular Board Meeting to order at 6:58 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; Ben Rea, Director of Parks and Planning; Jason Myers, Director of Finance and Personnel; and Kendra Maher, Recording Secretary.

Other Staff in attendance: Kristy McCann, Steve Neill, Jeff Lindstrom, Matt Turinsky, Peggy Monson, Jose Gutierrez, Sheila Cruz, Alli Siamis, Pat Klawitter, and Emma O'Meara.

Also in attendance: Dave Moore, Laner Muchin; Melissa Cayer, resident; Josh Nesvacil, Boy Scout Troop #37; and Laura, Anna, Michelle, & Eddie Lindstrom.

RECOGNITION OF VISITORS & CITIZENS TO BE HEARD

Vice President Gelinas welcomed Josh Nesvacil from South Middle School, attending the meeting to earn his Citizenship in the Community patch.

Resident Ms. Cayer stated she did not want park district labor and pension costs to be used to benefit the tennis programs in Buffalo Grove and Barrington.

MINUTES

No discussion.

Comr. Nesvacil moved, seconded by Comr. Owen, to approve the March 29, 2022 Special Meeting minutes. On a voice vote the motion was approved 3-0.

Vice President Gelinas asked the Board to consider making a motion to hear item 8.a. R-3-22 at this time to recognize Jeff Lindstrom.

Comr. Nesvacil moved, seconded by, Comr. Owen to approve the motion as stated. On a voice vote the motion was approved 3-0.

Resolution R-3-22

Vice President Gelinas read the resolution R-3-22 commending Jeff Lindstrom for his forty years of dedicated service to the District as a Golf Course Grounds Worker, Golf Course Supervisor II, Parks and Planning Supervisor II, and lastly Superintendent of Parks- Grounds Division.

Vice President Gelinas thanked Jeff Lindstrom for his tenure and commitment to the District for forty years of service.

Comr. Nesvacil moved, seconded by Comr. Owen, to approve R-3-22 for the recognition of service by Jeff Lindstrom to the Arlington Heights Park District. On voice vote the motion was approved 3-0.

PRESENTATIONS & INFORMATIONAL REPORTS

2021 Fall Seasonal Report

Dir. Meyer stated it is good to see a sense of normalcy returning with programs and revenue. In the future this report will mirror the budget format, and thanked staff for the contributions of photos at programs with the absence of the marketing department.

Comr. Owen inquired about the decrease in revenue at the museum, Dir. Meyer answered that the revenue doesn't always hit until the program starts, and staff will continue to monitor the revenue and expense ratio. It also depends on when tax dollars are applied to the fund.

OLD BUSINESS

FY22-23 Budget Discussion

Dir. Myers shared that based on the discussion that was brought up with the fund balance transfer, after discussions with Dan Berg, Partner at Sikich and Eric Anderson, Piper Sandler it has been suggested to (assign) the fund balance within the fund for future capital projects. This money would then be transferred once these monies are spent on a capital project. The primary benefit of leaving the money in the General and/or Recreation Funds is that it will look favorably at any future bond rating and is available for general use. This recommendation will most likely be made by June as staff prepares for the audit.

Dir. Myers shared that a footnote has been added so that ARC is supported within the Rec fund.

NEW BUSINESS

Wearing Apparel Bids

Supt. Neill presented the wearing apparel bids for recreation programs and facilities for participants and staff. An E-blast was sent to 40 vendors nationwide. Twelve vendors picked up the bid package. Three vendors returned bids. There are 49 items on the bid. In total the bid represented 4,780 individual pieces of apparel. The following bids were received:

Bidder	Bid Total
Sunburst Sportswear, Glendale Heights, IL	\$31,513.18
Express Press, Springfield, MS	\$35,644.21
J. Gardner Collaborations, Arlington Heights, IL	\$41,082.95

Lasts year's wearing apparel bid was awarded to Sunburst Sportswear in the amount of \$28,157.47. That bid was for 63 items with a total quantity of 4,333 items.

This year's bid does see an increase in the cost of goods. For example, a lifeguard t-shirt increased 25% from \$3.28 to \$4.36 per shirt.

Staff have budgeted in their individual supply accounts to pay for annual wearing apparel needs. Collectively staff budgeted \$48,000 for this year's wearing apparel. Most items are received in May and June. Youth basketball and some school year programs are received in August or September.

Comr. Nesvacil moved, seconded by, Comr. Owen to award the wearing apparel bid to Sunburst Sportswear, Glendale Heights, IL, in the amount of \$31,513.18.

Roll was called with:

Ayes – Nesvacil, Owen, Gelinax

Nays – None

Absent – Leno

Ayes – 3; Nays – 0; MOTION CARRIED

Personnel Policy Manual Update

Dave Moore, Laner Muchin addressed the Board on the review and changes have been worked on with the task force at AHPD lead by Alli Siamis.

Ms. Siamis took the Board through the highlighted changes:

- Classification of full-time employee was changed from 30 or more hours to 40 or more hours to be in line with how the District operates most efficiently and in line with industry standard.
- The District approved the Board Policy manual earlier this year which contained the newly-required Whistleblower policy. The updated Anti-Harassment policy references the Board Whistleblower Policy.
- Laner Muchin recommended updating the Nepotism policy to allow family members of Department Directors to work for the District but not family members of the Executive Director. Laner Muchin also recommended that, if a family member is hired to work for the District, they may not be under the line of the current family member. For example, family members of the Director of Recreation may not work anywhere in the Recreation Department but may work in the Department of Finance and Personnel or the Department of Parks and Planning. It also means that a family member of the Athletic Supervisor may not work in Athletics but may work in Aquatics, Cultural Arts, Golf or Tennis. This does not affect those currently employed by the District; they will be "grandfathered in".

- Compensatory time has been added as an option for non-exempt employees. Effective with the approval of the Personnel Policy Manual, hourly employees may choose to receive compensatory time rather than overtime pay. The choice would be in effect for the entire calendar year, the employee would not be permitted to accrue more than 40 hours of compensatory time, and unused compensatory time would be paid out at the end of the fiscal year. This is being offered as a benefit to employees because many villages and other comparable employers offer it to their staff and the parks department representatives on the Task Force recommended the addition of this policy. Also, due to ongoing turnover in staffing, there are many staff with limited vacation time that may be interested in earning additional vacation time rather than additional money. A well-managed compensatory time program is a win-win option for the District.
- Longevity/Anniversary Recognition – Upon review of District operations it was determined that the longevity program was not achieving the goal of rewarding all employees. By eliminating the longevity program for full-time employees and increasing the anniversary recognition funding, all employees can receive monetary recognition for achieving milestones in service years to the District.
- Recreation Benefits – The Board approved family ARC membership for full-time staff and individual ARC membership for ARC/fitness staff in January of 2020. Expanding the individual ARC membership to all part-time staff will allow the District to compete for much-needed part-time staff. The ability to offer a benefit that has no direct cost and it has a broad appeal to staff at all levels which is a big advantage for hiring supervisors and was the recommendation of the Part-Time Advisory Task Force (PTAC). Guidelines for minimum number of hours and tracking are being developed.

VP Gelinas asked specifically about if a nursing mother chooses to nurse their child beyond a year, are we open to extending the time allotted to the mother.

Comr. Nesvacil asked for clarification on the nepotism policy, which Supt. Klawitter clarified the decision is ultimately up to the supervisor, however it may become the decision between the related employees.

Comr. Nesvacil also inquired about the overtime hours being given back to the employee as complementary time in the fourth quarter. Ms. Siamis stated that HR is going to be proactive scheduling the employee(s) to grant this benefit.

Comr. Owen inquired about sick time being allocated to family members. Mr. Moore was able to clarify that this is covered by a State of Illinois statute that lists out family members that this applies to. Executive Dir. Fullerton shared this is a nice benefit for employees to assist their aging parents.

Comr. Owen moved, seconded by, Comr. Nesvacil to approve the updated Personnel Policy Manual as presented. On a voice vote the motion was approved 3-0.

Rotary Club – Bike Rack Proposal

Exec. Dir. Fullerton presented the request from the Arlington Heights Rotary club to install a themed and sponsored bike rack at Lake Arlington. The Rotary have also requested that the Park District install the rack once it has been purchased.

Comr. Owen moved, seconded by, Comr. Nesvacil to approve staff working with the Rotary Club of Arlington Heights to install a new Rotary themed/sponsored bike rack at Lake Arlington, on Windsor Drive, near the entrance to the park. This approval is contingent upon the Rotary Club receiving approval from the Village’s Sign Commission. On a voice vote the motion was approved 3-0.

EXECUTIVE DIRECTOR REPORT

Exec. Dir. Fullerton clarified that the proposal from Hitchcock for the Rec Park Master Plan is specific to Rec Park site planning, and the comprehensive plan will be site evaluation throughout the district. A presentation is forthcoming from Hitchcock.

Exec. Dir. Fullerton shared that work on the water bill continues to be a work in progress, we have received an excel spreadsheet and we are working through it. A future conference call will be scheduled with the village manager, more information to come.

Arbor Day is on April 29th and Comr. Owen, Comr. Nesvacil, and Vice President Gelinias are confirmed to attend.

Exec. Dir. Fullerton shared a copy of the return of the Spring brochure to be mailed to all households the last week of April. Dir. Meyer confirmed it is back to the original size, and will be sent to all residences, including condos and apartments.

COMMISSIONER REPORTS

Vice President Gelinias expressed that the parks look great and are spring ready, and expressed a patron’s appreciation of garbage cans being put back out at Melas.

Comr. Nesvacil shared that the outfield fences at Pioneer look great!

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), personnel matters involving specific employees of the AHPD – 5ILCS 120/2(c)(1), and potential pending litigation - 5 ILCS 120/2(c)(11) at 8:06 p.m.

Roll was called with:

Ayes – Nesvacil, Owen, Gelinias

Nays – None

Absent – Leno

Ayes – 3; Nays – 0; MOTION CARRIED

RECONVENED TO REGULAR MEETING

At 8:18 p.m. the Regular Meeting was reconvened and the following were present:

Board: Nesvacil, Owen, Gelinas

Staff: Fullerton, Meyer, Myers, Rea, Maher

Resident: Cayer

Comr. Nesvacil moved, seconded by Comr. Owen to authorize staff to enter into lease agreements for 21 S. Belmont, Apt. 1; Apt. 2; and Apt. 3 as presented. On a voice vote the motion was approved 3-0.

ADJOURNMENT

Comr. Owen moved, seconded by, Comr. Nesvacil to adjourn at 8:19 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