



MINUTES OF THE REGULAR BOARD MEETING  
BOARD OF PARK COMMISSIONERS  
ARLINGTON HEIGHTS PARK DISTRICT  
Administration Center  
410 N. Arlington Heights Road  
March 12, 2024 at 6:30pm

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

Vice President Gelinas led the Pledge of Allegiance.

**ROLL CALL OF COMMISSIONERS**

Commissioners Present

T. Gelinas  
B. Owen  
J. Supplitt

Commissioners Absent

M. Leno  
R. Nesvacil

Staff Present: Carrie Fullerton, Executive Director; Brian Meyer, Director of Recreation and Facilities; Jason Myers, Director of Finance and Personnel; John Kramer, Director of Parks & Planning; and Kathy Lydon, Recording Secretary.

Other Staff in Attendance: Jennifer Rogers, Steve Neill

Others in Attendance: None

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

None.

**APPROVAL OF MINUTES**

Commissioner Supplitt moved, seconded by Commissioner Owen, to approve the February 13, 2024 Regular Meeting minutes, the February 13, 2024 Closed Session Meeting minutes, the February 24, 2024 Joint Village of Arlington Heights Meeting minutes, and the February 27, 2024 Special Meeting minutes. On a voice vote, the motion was approved 3-0.

**PRESENTATIONS & INFORMATIONAL REPORTS**

**FISCAL YEAR 2024/25 BUDGET – CAPITAL PROJECT UPDATES**

Executive Director Fullerton gave further clarification on the Hasbrook RTU project that is included in the proposed 2024/25 capital projects list.

Executive Director Fullerton recommended adding Update ADA Transition Plan to the proposed 2024/25 capital projects list. Commissioner Supplitt inquired if staff would bid out a professional fee for the ADA Transition Plan update. Executive Director Fullerton replied since that would be a professional service, the District does not need to go out to bid for it.

## FALL SEASONAL REPORT

Commissioner Supplitt asked what months are included in the fall season. Director Meyer replied the fall season goes from September-December. Commissioner Owen questioned the loss of revenue in Senior Trips. Director Meyer explained that tickets are paid for in advance, and then the revenue is reported once the event takes place. Vice President Gelinias asked for bullet points to be added to the report for all substantial fluctuation to the revenue or expense numbers.

## JANUARY 2024 FINANCIAL REPORT

Director Myers said tax revenues have been coming in and are consistent with previous years now that Cook County is back on schedule with distributing property tax bills.

## **OLD BUSINESS**

### APPROVAL OF SEMI-ANNUAL REVIEW OF CLOSED SESSION MINUTES

Commissioner Owen moved, seconded by Commissioner Supplitt, that the Board has conducted the semi-annual review of closed session records, and that the verbatim (audio) recordings from February 3, 2022, February 8, 2022, February 22, 2022, March 29, 2022, April 12, 2022, May 10, 2022, May 24, 2022, June 14, 2022, July 12, 2022 and July 26, 2022 be destroyed.

Roll was called with:

Ayes –Owen, Supplitt, Gelinias

Nays – None

Absent – Nesvacil, Leno

Ayes – 3; Nays – 0; MOTION CARRIED

Commissioner Owen moved, seconded by Commissioner Supplitt, to not release the approved Closed Session minutes of November 13, 2018, December 11, 2018, July 16, 2019, August 13, 2019, August 27, 2019, October 2, 2019, October 8, 2019, October 22, 2019, April 12, 2022, May 10, 2022, May 24, 2022, June 14, 2022, July 12, 2022, July 26, 2022, August 23, 2022, September 13, 2022, October 11, 2022, October 25, 2022, November 22, 2022, January 10, 2023, May 9, 2023 and July 18, 2023 due to personnel, and unfinished business.

Roll was called with:

Ayes –Owen, Supplitt, Gelinias

Nays – None

Absent – Nesvacil, Leno

Ayes – 3; Nays – 0; MOTION CARRIED

Commissioner Owen moved, seconded by Commissioner Supplitt, to release the approved Closed Session minutes of December 13, 2022, January 24, 2023, February 21, 2023, March 21, 2023, April 11, 2023, April 25, 2023 and June 13, 2023.

Roll was called with:

Ayes –Owen, Supplitt, Gelinias

Nays – None

Absent – Nesvacil, Leno

Ayes – 3; Nays – 0; MOTION CARRIED

### APPROVAL OF FINAL CHANGE ORDER FOR ADMINISTRATION WINDOW PROJECT

Executive Director Fullerton stated this is the final change order for the Administration Center Window Replacement project to repair a few leaks in the lintels.

Commissioner Supplitt moved, seconded by Commissioner Owen, to approve the change order to the Administration Center Window Replacement project in the amount of an additional \$14,283.50 to LoDestro Construction Company for additional repairs not included in the original scope of work.

Roll was called with:

Ayes –Supplitt, Owen, Gelinas

Nays – None

Absent – Nesvacil, Leno

Ayes – 3; Nays – 0; MOTION CARRIED

### APPROVAL OF PERSONNEL POLICY UPDATE

Executive Director Fullerton said it was determined that staff benefit discount rates for room rentals at Arlington Lakes Golf Course were not included in the personnel policy manual. Director Meyer shared the proposed prime time and non-prime time rates for employees wishing to reserve a room at Arlington Lakes Golf Course. Commissioner Supplitt wants the verbiage in the policy to state a timeframe in which staff can reserve a room during prime time. Director Meyer replied that if the Board approves the proposed employee rental rates, then an operational procedure can be formulated by Executive Director Fullerton.

Commissioner Owen moved, seconded by Commissioner Supplitt, to approve the staff benefit discounts on room reservations at Arlington Lake Golf Course as presented for inclusion in the Personnel Policy manual. On a voice vote, the motion was approved 3-0.

### APPROVAL / UPDATE ON 2023/24 SPORT COURT/PATH REPLACEMENT PROJECT

Director Kramer stated this request is to extend the dollar amount of the previously approved contract with Chicagoland Paving by an additional \$30,000. This amount will cover additional work that was needed and unforeseen circumstances to finalize the work for this project.

Commissioner Owen moved, seconded by Commissioner Supplitt, to approve an additional \$30,000 in expenditures for 2023/24 Sport Court Replacement Project to Chicagoland Paving Contractors in not-to-exceed amount of \$1,100,000.

Roll was called with:

Ayes –Owen, Supplitt, Gelinas

Nays – None

Absent – Nesvacil, Leno

Ayes – 3; Nays – 0; MOTION CARRIED

### NEW BUSINESS

#### APPROVAL ADMINISTRATION CENTER ELEVATOR MODERNIZATION

Director Kramer explained what maintenance parts of the elevator would be replaced, and said the inside of the cab will be updated.

Commissioner Owen moved, seconded by Commissioner Supplitt, to approve the purchase and installation of elevator equipment from Otis Elevator Company, Lombard, IL, through Omnia Partners contract #2019001563 for \$181,842 with a project budget of \$190,934.

Roll was called with:

Ayes –Owen, Supplitt, Gelinas

Nays – None

Absent – Nesvacil, Leno

Ayes – 3; Nays – 0; MOTION CARRIED

#### APPROVAL OF FOREST VIEW ELEVATOR MODERNIZATION

Director Kramer said the same upgrades will be done to the Forest View elevator as the Administration Center elevator.

Commissioner Owen moved, seconded by Commissioner Supplitt, to approve the purchase and installation of elevator equipment from Otis Elevator Company, Lombard, IL, through Omnia Partners contract #2019001563 for \$156,568 with a project budget of \$172,224.

Roll was called with:

Ayes –Owen, Supplitt, Gelinas

Nays – None

Absent – Nesvacil, Leno

Ayes – 3; Nays – 0; MOTION CARRIED

#### APPROVAL OF FIRE ALARM PROPOSAL

Superintendent Rogers stated due to the age of the current fire alarm system in the Administration Center, it would need to be upgraded to meet the requirements of the upgrades being made to the elevator.

Commissioner Owen moved, seconded by Commissioner Supplitt, to approve the installation and expansion of fire alarm systems at the Administration Center by World Security and Control, Inc. in the amount of \$82,105 with a project budget of \$86,210.

Roll was called with:

Ayes –Owen, Supplitt, Gelinas

Nays – None

Absent – Nesvacil, Leno

Ayes – 3; Nays – 0; MOTION CARRIED

#### APPROVAL OF JANUARY 2024 VOUCHERS

Commissioner Owen moved, seconded by Commissioner Supplitt, to approve the Voucher Listing for the month of January, 2024, in the amount of \$1,171,433.59 and the payroll and payroll related expense distribution for the month of January, 2024 for \$965,507.35.

Roll was called with:

Ayes –Owen, Supplitt, Gelinas

Nays – None

Absent – Nesvacil, Leno

Ayes – 3; Nays – 0; MOTION CARRIED

#### APPROVAL OF POOL PUMP REPLACEMENTS

Director Kramer stated Camelot, Frontier and Heritage all use the same circulation pump. Due to the extended lead time of these pumps, staff is seeking approval to order two pumps to keep on hand in case a pump goes down during the swim season.

Commissioner Owen moved, seconded by Commissioner Supplitt, to approve the purchase of two (2) Floway replacement pumps from Flow-Technics, Inc., Frankfort, IL, for \$61,110 plus estimated freight of \$6,000.

Roll was called with:

Ayes –Owen, Supplitt, Gelinas

Nays – None

Absent – Nesvacil, Leno

Ayes – 3; Nays – 0; MOTION CARRIED

## APPROVAL OF RESOLUTION R-1-24: ARLINGTON LAKES GOLF CLUB COURSE REPAIR

This agenda item was tabled.

## REJECTION OF 2024 ADA CONCRETE RESURFACING IMPROVEMENTS BID

Director Kramer said only one bid was received for this project and the bid packet was not complete. therefore, the bid would have to be rejected. Director Kramer is looking at options such as rebidding the project, or possibly piggy backing on existing Village concrete contracts.

Commissioner Supplitt moved, seconded by Commissioner Owen, to reject the bid from Design Developers and Rehab incorporated for the 2024 ADA Concrete Resurfacing Improvements.

On a voice vote, the motion was approved 3-0.

## PARK FOUNDATION REPORT

Executive Director Fullerton said the Foundation is working on the pickleball tournament and collecting sponsors for this event that takes place in May.

## EXECUTIVE DIRECTOR REPORT

Executive Director Fullerton updated the Board on the following:

- The Gold Medal application was submitted. Director Lewandowski put a great deal of work into it. The winners will be announced at the NRPA conference in October.
- Executive Director Fullerton attended the Cook County Board Meeting today regarding the Paid Leave for All Workers Act.
- Executive Director Fullerton had a meeting today with Hitchcock Design to discuss the Phase 1 Design Phase of Rec Park. The proposed design is approximately \$1 million over the original OSLAD budget. Some items were proposed to be eliminated from the project, bringing the cost down. Executive Director Fullerton would like the Board and staff to review what may be removed to determine if that is acceptable, or if more money should be allocated into the project.

## COMMISSIONER REPORTS

No reports

## MOVED INTO CLOSED SESSION

Vice President Gelinis moved, seconded by Commissioner Owen, to hold Closed Session for personnel matters involving specific employees of the AHPD – 5ILCS 120/2(c)(1) and 5ILCS and potential acquisition of real estate 5 ILCS 120/2(c)(5) and 5 ILCS 120/2(c)(6), and 120/2(c)(2) at 7:35 p.m.

Roll was called with:

Ayes –Owen, Supplitt, Gelinis

Nays – None

Absent – Nesvacil, Leno

Ayes – 3; Nays – 0; MOTION CARRIED

## RECONVENED TO REGULAR MEETING

At 7:44 p.m. the Regular Meeting was reconvened and the following were present:

Board: Gelinis, Owen, Supplitt

Staff: Fullerton, Meyer, Myers, Kramer, Lydon

## ADJOURNMENT

Commissioner Owen, moved, seconded by Commissioner Supplitt, to adjourn the Regular Meeting at 7:46 p.m. On a voice vote, the motion was approved 3-0.

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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