



MINUTES OF THE SPECIAL BOARD MEETING
BOARD OF PARK COMMISSIONERS
ARLINGTON HEIGHTS PARK DISTRICT
Administration Center
410 N. Arlington Heights Road
September 26, 2023 at 6:00pm

President Leno called the Special Board Meeting to order at 6:00pm

ROLL CALL OF COMMISSIONERS

Commissioners Present

M. Leno
T. Gelinas (arrived 6:15pm)
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 Lewandowski, Director of Marketing and Community Engagement; and Kathy Lydon, Recording Secretary.

Other Staff in Attendance: None

Others in Attendance: Steve Konters and Jenna Beck from Hitchcock Design Group; and John Dzarnowski from FGM Architects

RECOGNITION OF VISITORS & CITIZENS TO BE HEARD

None

PRESENTATIONS & INFORMATIONAL REPORTS

DRAFT RECOMMENDATION FOR COMPREHENSIVE PLAN

Executive Director Fullerton started the discussion by saying the main purpose tonight was to discuss the capital planning component of the comprehensive plan, with the focus on the first seven years. Executive Director Fullerton said staff estimate that the projects included through Year 7 can be funded without going to referendum. These projects were selected based on results from the community survey, board input, and staff input.

Vice President Gelinas joined the meeting at 6:15pm.

Steve Konters, of Hitchcock Design Group, led the presentation. He prepared a memo and action plan for the Board and staff to refer to. He stated the process was divided into three categories; objectives, justification and strategies. The objectives consist of what the District is trying to accomplish. The justifications are the results that came from board discussions, survey input, and the planning consultant's assessment. The strategies, which resulted from the objectives and justifications, was the focus of tonight's presentation.

Mr. Konters described the phases of the comprehensive planning process. The first phase was an inventory analysis of all of the District's parks, facilities and programs. That was completed last fall/winter. The community engagement phase took place in the spring of 2023; followed by the envision phase. In April, 2023, a presentation was shared with the Board on the needs that came out of the analysis phase. Tonight's presentation is the next phase, which is to prioritize the strategies. After tonight's discussion, Hitchcock Design Group will use the input from the Board to update and finalize the strategies into a final report.

Mr. Konters said the information gathered from the assessments and the community engagements were used as the foundation to build the needs assessment. Key items that came out of this process were as follows:

Parks

- Some aging park amenities such as playgrounds, shelters, and sports fields.
- Distribution gaps of parks. This is common due to lack of open space available in certain areas, but worth noting in case an opportunity to purchase land becomes available.
- A small percentage of deficiency in park acreage.
- An interest in having additional trails.
- Consideration of another dog park.
- Increase diversity of playgrounds and experiences.
- Conversion of natural grass to turf fields.
- New park amenities such as challenge courses, outdoor ice rinks, etc.

Facilities

- Maintenance needs at all facilities.
- Improving utilization of some key facilities.
- Evaluate centralizing the location of the Senior Center.
- Additional storage space in facilities.
- Minor pool renovations, and creating a diversity of pool offerings.

Programs

- Continue to improve the registration process.
- Evaluate the accessibility of programs for seniors.
- Evaluate opportunities to expand programs in the parks.
- Increase cultural and diversity programs and event offerings to target key demographics in the community.
- Evaluate improvements for preschool and early childhood programs.

Mr. Konters explained the organization and color-coded format of the action plan. He said the first seven years are the most detailed, and are broken out by quarters. Tonight's discussion focused on facility related strategies and park related strategies because those are the capital projects. Mr. Konters stated the dollar amount attached to each item is an estimate for planning purposes. Commissioner Nesvacil asked if the dollar amounts listed for projects in the later years of the action plan would increase with inflation. Mr. Konters replied that estimated inflation was built into some of the dollar amounts listed.

President Leno asked Director Myers how much is budgeted for general capital projects every year in addition to the amounts listed per year for projects on the action plan. Director Myers replied it is around \$2 million dollars annually.

Vice President Gelinas questioned the dollar amount listed on the action plan for implementing "Sport Court Priority Group A". Mr. Konters explained that every year, a dollar

amount is set aside for three categories of park related improvements to. Those categories are playgrounds, sport courts, and sport fields. Vice President Gelinis said those items that are included in the action plan should be a different color. President Leno would like the annual dollar amount for projects crossing over years to be written in the boxes on the action plan rather than an arrow across from the previous year. Mr. Konters said he will add the annual dollar amount in the boxes for each year instead of arrows. He will also identify projects that are more of a capital replacement project in a different color.

Commissioner Nesvacil is concerned that staff is not escalating the dollar amount for playground replacement. Director Rea explained that those dollar amounts are just placeholders to acknowledge that one or two playgrounds need to be addressed each year. Director Rea stated that as staff moves forward with these projects, the numbers will be adjusted. Mr. Konters said he can put an escalator in the later years of the action plan for playground replacement.

Commissioner Owen said the total dollar amount for Year 1 through Year 3 is higher than the reserve, and he is concerned about the District's bond rating in Year 4. Director Myers replied with the ten-year plan, the 2026-27 fiscal year fund balance estimate would still be above the threshold.

Mr. Konters gave a recap of projects in progress for the current year, and then reviewed the action plan starting with Year 1.

Action Plan – Year 1 (beginning May 2024, with the upcoming budget)

Facilities:

- Feasibility study on Forest View Fitness and Racquet Club to potentially repurpose some of the space in that facility.
- Program analysis and assessment of early childhood program needs. Establishing needs in Year 1 will help with informed decision making on laying out facility projects. President Leno inquired if the assessment would include CAP. Executive Director Fullerton responded that CAP could be included in the study.

Parks:

- Lake Terramere shoreline improvements. President Leno is glad to see this project in Year 1.
- Identifying potential locations for trending amenities such as a dog park, a permanent outdoor ice rink, or a new amenity that doesn't exist yet in the community. Identifying these early on may help with the decision making of future park improvements.
- Evaluate sport court replacements.

Action Plan – Year 2

Facilities:

- Evaluate Lake Arlington Facility. The purpose of evaluating this facility early on is to have an understanding of the projects that are desired to be accomplished in the future, and how they would impact the master planning and improvements of the park itself. This evaluation would also help with the master planning of new amenities at other parks. Vice President Gelinis questioned the consulting fee associated with the improvements at Lake Arlington that staff and the Board already know are needed. Director Rea explained that this fee includes looking at the building as a whole, and the potential of what it could become with the given space and restraints on the property. Vice President Gelinis does not think the evaluation of the facility needs to be in Year 2 if renovating the facility is not going to be implemented for at least ten years.

Mr. Konters explained that the reason it is being evaluated now is because projects that happen in between those years will influence the Lake Arlington site plan project, which may lead to modifying other improvements around the park. President Leno reminded the Board that they can move projects on the action plan to different years. A discussion followed on potential improvements to the trail around the lake. Commissioner Supplitt said this discussion should continue at another board meeting. The consensus was to move up the evaluation of Lake Arlington, and make it more comprehensive to include the facility, the site, and the trails.

- Melas Park sports complex restrooms and concessions. President Leno asked about getting a water source to the dog park. Mr. Konters said he can add that to the detailed description. Vice President Gelinis asked about adding shade structures to the ballfields. Executive Director Fullerton replied that can be looked into at the same time.
- Concept plan for existing Recreation Park bath house. What is done with this building will influence other projects down the road.
- Commissioner Nesvacil had a question regarding programs and events. He would like to move up "Increase cultural diversity offerings" and "Increase programming for active adults and seniors"

Parks:

- Heritage Park master plan study. This was moved up in response to comments from the community. President Leno said since Heritage Park is currently getting new tennis courts, has basketball courts, and a playground that is only 10-12 years old, she would prefer to spend that money on an improvement at the park instead of on a study. Executive Director Fullerton responded that the point of a study is to see what else a facility can be used for to utilize its full potential. Commissioner Supplitt said that is a brainstorming, not a plan. He said the Directors can brainstorm ideas and then bring their recommendations to the Board to decide if a study is needed to move forward.
- Evaluation of turf fields. The purpose is to identify potential locations to install a turf field. Commissioner Supplitt suggested taking the dollar amount off this item.

Action Plan – Year 3

Facilities:

- Evaluate Hasbrook Park building for renovation or removal. Commissioner Supplitt is in favor of this, and does not want to wait three years stating it is a large property that is underused, yet has a lot of potential. President Leno thinks the evaluation of Hasbrook Park should be at the same time as Frontier Park because they go hand in hand. Staff agreed that the study should be done together. However; the actual projects should be completed in separate years.
- The Senior Center study was already discussed internally and should be moved up one year because it would influence what is done with the Recreation Park building. President Leno stated she wants the District to participate in a joint study with the Village on this to prevent duplication of services the Park District already provides.

Parks:

- Implement improvements at Nickol Knoll Golf Course, particularly Payton's Hole because it is not accessible to many golfers. President Leno suggested moving this up to 2024.
- Brief discussion on when a second dog park would be implemented. Mr. Konters said there is not a defined year to implement a second dog park in the action plan, but a place holder can be added in 2024-25 to evaluate.

Action Plan – Year 4

Facilities:

- Implementation of what was decided after the previous evaluation of Hasbrook Park.
- Feasibility study for nature center space. This does not include building a nature center facility, but rather using existing space for nature center programming. The dollar amount will be removed, and the wording will be changed to staff assessment.
- Implement the renovation/updates of Heritage Pool. President Leno asked why Pioneer Pool improvements was scheduled for beyond 10 years when it is the oldest pool in the community. Director Rea explained the order of the pool renovations is not determined from a mechanical standpoint, but rather to add different water features to each of the pools. President Leno feels that the Frontier Pool improvements should align with the Frontier Community Center improvements.

Action Plan – Year 5

Facilities:

- Previous discussion was to move the Frontier Community Center back to align with the Frontier Pool improvements..

Action Plan – Year 6

Facilities:

- Replace existing Recreation Park bath house with a recreation facility. President Leno would like to move this back to be able to do other projects first. Director Rea said to keep in mind that when the building is turned back into a bath house, it will take away early childhood, day camps and CAP, so there is still a value to exploring what that building could become. Director Myers said Frontier Park can be moved up one to Year 7 and Year 8, and the Recreation Park Bath House can be moved back to Year 9 or Year 10.
- Evaluate Sunset Meadows Driving Range maintenance building.

Mr. Konters recapped Year 5 and Year 6 by stating there will be some shifting of items to align Frontier Community Center and with the Frontier Pool improvements, and to push out the possible new Recreation Park building. President Leno said she would be in favor of moving the Heritage Pool improvements back to allow everything for Frontier Park to be done sooner. The Board agreed with President Leno to move the Heritage Pool improvements back and move up the Frontier Pool improvements.

Parks:

- Begin looking for opportunities to add mini parks. This will carry through Year 10. There is no budget amount at this time since it is unknown what opportunities may come up. Director Myers said right now, the only grant taken into consideration is the first OSLAD grant that was received.

Action Plan – Year 7

- This year is a continuation of projects from previous years, as well as second round of renovations or replacements.

Action Plan – Year 8 through Year 10

- Brief discussion on items listed in Years 8–10 knowing that these projects could change over the years based on need or funding.

Mr. Konters said the items included in the section “Beyond 10 years” are things that were identified in the process as needing to be addressed eventually.

NEW BUSINESS

APPROVAL OF RESOLUTION R-9-23 LWCF GRANT APPLICATION

Director Rea explained this is a matching grant. If awarded, the District would receive one half of the amount of the purchase price of the parcel of land.

Commissioner Supplitt moved, seconded by Commissioner Nesvacil, to adopt and sign Resolution R-9-23 (Resolution of Authorization) as presented, in support of the LWCF grant application for property acquisition. On a voice vote, the motion was approved 5-0.

PARK FOUNDATION REPORT

Director Lewandowski said the Annual Park Foundation Golf Outing is set for Thursday, September 28.

EXECUTIVE DIRECTOR REPORT

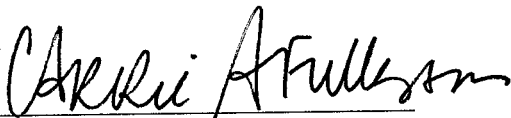
Executive Director Fullerton said the Best of the Best Awards Gala is on October 20.

COMMISSIONER REPORTS

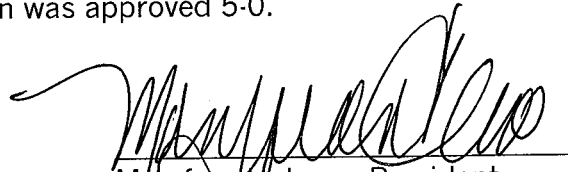
President Leno thanked the consultants for their time and effort that went into tonight's presentation.

ADJOURNMENT

Vice President Gelinis moved, seconded by Commissioner Owen, to adjourn the Special Meeting at 9:41pm. On a voice vote, the motion was approved 5-0.



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



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

10/24/23

Date Approved