



MINUTES OF THE REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS
ARLINGTON HEIGHTS PARK DISTRICT
Administration Center
410 N. Arlington Heights Road
November 28, 2023 at 6:30pm

President Leno called the Regular Board Meeting to order at 6:42pm

ROLL CALL OF COMMISSIONERS

Commissioners Present

M. Leno
T. Gelinas
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 (remote); Amy Lewandowski, Director of Marketing and Community Engagement; and Kathy Lydon, Recording Secretary.

Other Staff in Attendance: Janna Witt, Sue Rohner, Steve Neil, Brian Cox, David Bibler, and Jennifer Rogers

Others in Attendance: Eric Anderson, and Brett Knorr, Piper Sandler & Co; Mike Benkusky, Michael J Benkusky, Inc. Golf Course Architect; and James Kim, Resident

RECOGNITION OF VISITORS & CITIZENS TO BE HEARD

Resident James Kim, 1245 S Walnut, thanked Director Rea for everything he has done for the community during his time working for the Park District.

APPROVAL OF MINUTES

Commissioner Supplitt moved, seconded by Commissioner Nesvacil, to approve the November 14, 2023 Regular Meeting Minutes. On a voice vote, the motion was approved 4-0, with Vice President Gelinas abstaining.

Commissioner Supplitt moved, seconded by Commissioner Owen, to approve the November 14, 2023 Closed Session Minutes. On a voice vote, the motion was approved 4-0, with Vice President Gelinas abstaining.

PRESENTATIONS & INFORMATIONAL REPORTS

DEBT ISSUANCE / ERIC ANDERSON

Superintendent Witt said the District will be issuing approximately \$1.7 million dollars in new debt. The District is planning on purchasing the debt at an interest rate of 6%.

Brett Knorr, from Piper Sandler & Co., gave an overview on the District's bond issuance. Mr. Knorr stated the total amount of \$3.5 million is for three years of authorization, with this

year's amount being \$1.7 Million. The funds will be used to finance capital projects throughout the District. Mr. Knorr answered questions the Board had regarding the bonds being issued.

Eric Anderson, from Piper Sandler & Co. addressed the Board and staff to thank them for the 27 years of partnership and trust. Mr. Anderson is retiring and President Leno thanked Mr. Anderson for all of his guidance over the years.

DISCUSSION ON NICKOL KNOLL GOLF COURSE MASTER PLAN

Director Meyer stated the District signed a contract with Mike Benkusky, Inc. Golf Course Architect in the 2022-23 fiscal year to prepare a conceptual master plan for Nickol Knoll.

Mr. Benkusky shared pictures of the existing golf course, and then shared four plans of proposed improvements to the course.

Director Meyer said the focus tonight is to come up with a potential plan combining ideas from all four options. Director Meyer said if funds are not available for the entire project, he would like consideration to have improvements done on Payton's Hole in the near future.

Commissioner Owen expressed concerns on the District spending \$2.2 million dollars on renovating a Par-3 golf course but agreed that the irrigation system needs to be replaced. Commissioner Supplitt agreed with Commissioner Owen but would also like to see improvements on Payton's Hole. Commissioner Supplitt would like to hear more about the potential of extending the greens.

President Leno directed staff to come back with a prioritized list of the proposed work for this project.

Mr. Benkusky will work on getting the four plans down to one plan.

RECREATION PLAYGROUND DESIGN REVIEW

Park Planner Rohner shared two options and four color schemes of playground equipment for the Recreation Park playground. Park Planner Rohner stated both designs are highly accessible for people with disabilities. President Leno said likes that this playground will be inclusive, but wants to make sure there will be enough regular swings. She also wanted to make sure the new slide will not be lower than the slide that is currently there.

Commissioner Supplitt questioned if the Library was going to help support the proposed story boards. Executive Director Fullerton replied that she has been in contact with the Executive Director of the Library to potentially partner on the story boards.

The consensus of the Board was to move forward with option #1 with additional swings and a higher slide. Commissioner Owen asked if the sensory tunnel could be added to option #1. Park Planner Rohner will look into that.

Park Planner Rohner said after a design is finalized, a survey will be put online to vote on the colors.

OCTOBER, 2023 FINANCIAL REPORT

Superintendent Witt gave an update of where the District is at with the tax revenues.

OLD BUSINESS

None

NEW BUSINESS

IMRF ADDITIONAL PAYMENT AUTHORIZATION

Superintendent Witt stated currently the District has \$450,000 budgeted, and is working closely with IMRF to monitor what is in the best interest of the District. Staff is looking for approval to authorize that payment should it be in the best interest. Staff will follow up with the Board in January should that payment be made.

Commissioner Nesvacil moved, seconded by Commissioner Owen to approve the District making and additional payment to IMRF in the amount not to exceed \$450,000 prior to December 26, 2023 if staff determines it is advantageous to the District to make such payment as presented.

Roll was called with:

Ayes – Nesvacil, Owen, Gelinias, Supplitt, Leno

Nays – None

Absent – None

Ayes – 5; Nays – 0; MOTION CARRIED

APPROVAL OF SPONSORSHIP/ADVERTISING POLICY

Director Lewandowski said over the past few years there has been interest from the Board to expand sponsorships and advertisement efforts to offset District expenses. Director Lewandowski said she is not anticipating Board approval tonight, but asked for thoughts on the draft policy presented.

President Leno led a lengthy discussion on whether Sponsorship/Advertising Policy and the Naming Policy should be separate documents, and what guidelines should be included in the policy. Executive Director Fullerton suggested potentially hiring a consultant to evaluate the assets of the entire agency to determine the value of advertisements.

APPROVAL OF UKG/NOVA-TIME CONVERSION

Superintendent Witt shared the District was recently notified that UKG purchased Andrews Technology, and Nova-Time will be nearing the end of life. As an existing customer, UKG is offering the District a migration to the new platform and will waive the implementation fee if a new agreement is signed by the end of 2023.

Vice President Gelinias moved, seconded by Commissioner Nesvacil to approve and authorize the appropriate District representative to enter into an agreement with UKG for the provision of Time Management services to be incorporated in the 2024/25 Annual Budget. The agreement will be for a period of three-years with a two-year auto renewal, at an annual cost of \$50,681, and to purchase the identified time clocks as presented in an amount not to exceed \$78,260 and upon final attorney review.

Roll was called with:

Ayes – Gelinias, Nesvacil, Owen, Supplitt, Leno

Nays – None

Absent – None

Ayes – 5; Nays – 0; MOTION CARRIED

APPROVAL OF ORDINANCE 728 – TAX LEVY

Director Myers stated the 2023 tax levy is an 8.06% increase over the 2022 tax extensions. The Property Tax Extension Limitation Law limits the amount of the increase to 5% or the CPI, whichever is less. The CPI increase for December 2022 was 6.5% (maximum of 5% under PTELL); this is lower than 2021, which was 7.0%.

Adjustments have been made in the Corporate, Recreation, Museum, Social Security, and Pension Fund levies in an effort to bring their fund balances closer to the desired fund balance goal.

The Debt Service Fund is based on the debt maturity schedule.

The total tax rate generated for 2023 is estimated to be \$.494 per \$100 equalized assessed valuation.

The following procedures were followed to be in compliance with the provisions of the act:

- The levy estimate was approved on October 24, 2023.
- Public Notice printed on November 17 and posted on District's website
- The 2023 Tax Levy Ordinance No. 728 has been available for public inspection in tentative form at the Park District Administration Offices.
- Ordinance No. 728 has been prepared in final form for adoption at the November 28, 2023 Regular Board Meeting.

Vice President Gelinias moved, seconded by Commissioner Owen that the Ordinance No. 728, "An Ordinance Levying Taxes for the Arlington Heights Park District, County of Cook and State of Illinois for the Year 2023", be adopted and passed.

Roll was called with:

Ayes – Gelinias, Owen, Nesvacil, Supplitt, Leno

Nays – None

Absent – None

Ayes – 5; Nays – 0; MOTION CARRIED

APPROVAL OF ORDINANCE 729 – PTELL REDUCTION FORMULA

In the PTELL (Property Tax Extension Limitation Law) calculation, if the preliminary aggregate rate for the funds subject to the PTELL is greater than the limiting rate, then the preliminary aggregate rate is reduced to the limiting rate.

If the park district does not want rates reduced proportionately for each fund subject to the PTELL, it should pass an ordinance that gives specific instructions to the clerk to reduce the rates by a specific dollar amount or percentage of the levy. Staff recommends that the following formula be used if the levy needs to be reduced under the PTELL calculation.

Corporate Fund	100%
Recreation Fund	0%
Museum Fund	0%
Audit Fund	0%
Pension Fund	0%
Social Security Fund	0%
Insurance Fund	0%

Commissioner Nesvacil moved, seconded by Commissioner Owen, that the Ordinance No. 729, "An Ordinance Determining The Formula To Be Used To Reduce The Levy Of Each Fund On The Event The Levy And Assessment Of Taxes Levy Year 2023 If It Exceeds The Tax Cap Limitations, be adopted and passed.

Roll was called with:

Ayes –Nesvacil, Owen, Supplitt, Gelin, Leno

Nays – None

Absent – None

Ayes – 5; Nays – 0; MOTION CARRIED

APPROVAL OF FGM CONTRACT – ARC LOCKER ROOMS

Executive Director Fullerton said this potential project includes flip flopping the men's and women's locker rooms and adding a passthrough to enable patrons to go directly out to the pool deck. This project also includes making six wet locker rooms in the existing fitness Studio B. Staff is also looking into adding additional unigender changing rooms, and other potential options that could address services that are currently offered at Rec Park.

Commissioner Nesvacil moved, seconded by Commissioner Supplitt to approve and sign the agreement for Architectural Services for the ARC Locker Room Remodel, as presented. On a voice vote, the motion was approved 5-0.

APPROVAL OF SCHOOL DISTRICT 25 CAP AGREEMENT

Vice President Gelin, moved, seconded by Commissioner Nesvacil to approve the Joint Recreational Intergovernmental Agreement for the CAP program, as presented. On a voice vote, the motion was approved 5-0.

APPROVAL OF OCTOBER, 2023 VOUCHER LISTING

Vice President Gelin, moved, seconded by Commissioner Owen, to approve the Voucher Listing for the month of October, 2023, in the amount of \$1,039,645.03 and the payroll and payroll related expense distribution for the month of October, 2023 for \$1,045,127.85.

Roll was called with:

Ayes – Gelin, Owen, Nesvacil, Supplitt, Leno

Nays – None

Absent – None

Ayes – 5; Nays – 0; MOTION CARRIED

APPROVAL OF 2024 HOLIDAY CALENDAR

Vice President Gelin, moved, seconded by Commissioner Owen, to approve the 2024 Holiday Calendar. On a voice vote, the motion was approved 5-0.

PARK FOUNDATION REPORT

Director Lewandowski had no report.

EXECUTIVE DIRECTOR REPORT

Executive Director Fullerton updated the Board on the following:

- The final Board meeting of the year will be December 12 at Arlington Lakes starting at 6:00pm.

- Tonight, was Director Rea's last meeting.

COMMISSIONER REPORTS

- Commissioner Nesvacil stated this year's Tree Lighting event was fabulous.
- President Leno asked Superintendent Rogers to pass on to her staff a thank you for all the work they did preparing for the Tree Lighting.
- On behalf of the Board, President Leno thanked Director Rea for his contributions to the District over the years.

ADJOURNMENT TO CLOSED SESSION

Commissioner Supplitt moved, seconded by Vice President Gelinas, to adjourn the Closed Session for the purpose of discussing personnel matters involving specific employees of the AHPD-5 ILCS 120/2(c)(1)&(2) and potential acquisition of Real Estate- 5ILCS 120/2(c)(5)&(6) at 9:15pm.

Roll was called with:

Ayes – Supplitt, Gelinas, Nesvacil, Owen, Leno

Nays – None

Absent – None

Ayes – 5; Nays – 0; MOTION CARRIED

RECONVENE TO OPEN SESSION

Commissioner Supplitt moved, seconded by Commissioner Nesvacil to reconvene to the Regular Meeting at 9:20pm. On a voice vote, the motion was approved 5-0.

The following were present:

Board: Leno, Gelinas, Nesvacil, Owen, and Supplitt

Staff: Fullerton, and Lydon

The Board took no formal action from Closed Session.

ADJOURNMENT

Vice President Gelinas moved, seconded by Commissioner Owen, to adjourn the Regular Meeting at 9:21pm. On a voice vote, the motion was approved 5-0

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

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

Date Approved