



MINUTES OF THE REGULAR BOARD MEETING  
BOARD OF PARK COMMISSIONERS  
ARLINGTON HEIGHTS PARK DISTRICT  
Administration Center  
410 N. Arlington Heights Road  
May 28, 2024 at 6:30pm

President Leno called the Regular Board Meeting to order at 6:31 p.m.

President Leno led the Pledge of Allegiance.

### **ROLL CALL OF COMMISSIONERS**

Commissioners Present

M. Leno  
T. Gelinas  
B. Owen  
R. Nesvacil

Commissioners Absent

J. Supplitt

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

Other Staff in Attendance: Rosie Gallina; Jared Heichman, Intern

Others in Attendance: Brian Forrest, Resident

### **NEW STAFF INTRODUCTION**

Superintendent Gallina introduced HR Intern, Jared Heichman. Jared is attending Michigan State University where he is earning a double major Human Capital and Society with along with a triple minor in Human Behavior and Social Services, Organizational Leadership Business. He will be assisting HR in all aspects of the department.

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

None

### **APPROVAL OF MINUTES**

Vice President Gelinas moved, seconded by Commissioner Nesvacil, to approve the May 14, 2024 Public Hearing minutes, the May 14, 2024 Regular Meeting minutes, and the May 14, 2024 Closed Session minutes. On a voice vote, the motion was approved 4-0.

### **ANNUAL MEETING - ELECTION OF OFFICERS**

#### **PRESIDENT**

Commissioner Gelinas nominated Commissioner Leno for the office of President for the Fiscal Year 2024/25.

Commissioner Gelinis moved, seconded by Commissioner Owen, that the nominations be closed and the Secretary be directed to cast a unanimous ballot. On voice vote, the motion was approved 4-0.

## VICE PRESIDENT

Commissioner Nesvacil nominated Commissioner Gelinis for the office of Vice President and Assistant Secretary for the Fiscal Year 2024/25.

Commissioner Nesvacil moved, seconded by Commissioner Owen, that the nominations be closed and the Secretary be directed to cast a unanimous ballot. On voice vote, the motion was approved 4-0.

## APPOINTMENT OF OFFICERS

Commissioner Nesvacil moved, seconded by Commissioner Owen, that Carrie Fullerton be reappointed to the offices of Executive Director, Secretary of the Board, and NWSRA Representative.

Jason Myers be reappointed to the office of Assistant Secretary, Treasurer, Representative to the Park District Risk Management Agency, Freedom of Information Act Officer, Open Meetings Act Officer and Principal Authority for the Illinois Funds.

Brian Meyer be reappointed as NWSRA Alternate and ADA Compliance Officer.

Rosie Gallina be appointed as ADA Compliance Officer, Freedom of Information Act Officer, and Open Meetings Act Officer.

John Kramer be appointed as ADA Compliance Officer.

Janna Witt be reappointed as Assistant Treasurer.

Kathy Lydon be reappointed and Troy Lukas be appointed as Freedom of Information Act Officers and Open Meetings Act Officers.

All of the above for the Fiscal Year 2024/25. On a voice vote the motion was approved 4-0.

## **PRESENTATIONS & INFORMATIONAL REPORTS**

### **DISCUSSION ON DRAFT LIBRARY MOU – PARKING LOT / STORY WALK**

Executive Director Fullerton shared a draft of the Memorandum of Understanding (MOU) that she will be proposing to the library. This MOU outlines the cost sharing for the design, engineering, and construction of the parking lot, as well as the cost sharing for the purchase, construction, and installation of the Story Walk storybook signs at Recreation Park. The draft MOU proposes that the park district will cover all maintenance costs of the parking lot going forward, and to share the cost of any major repair or replacement of the Story Walk amenities with the library.

### **DISCUSSION ON PHASE I RECREATION PARK TREE REMOVALS**

Director Kramer shared a chart of Recreation Park with the trees color coded to identify the memorial trees located in the park, and the trees that are slated for removal. There are a total of 156 trees on the property. Eighteen trees will be removed as a part of phase 1 of the project. Of the eighteen trees, six are in poor condition. The District is required to plant 51 new trees, but will plant a total of 71 new trees in the park. President Leno asked if any of the trees slated for removal were memorial trees. Director Kramer responded no.

The Board requested a sign be posted identifying what trees will be removed. Commissioner Owen suggested posting the signs prior to Frontier Days for the residents to see while attending the festival.

## **OLD BUSINESS**

### **APPROVAL OF 2024-2031 COMPREHENSIVE PLAN**

Executive Director Fullerton said staff worked with Hitchcock Design Group on the comprehensive plan for over a year. She presented the final draft and said a formal document will be given to the Board once it has been approved.

Steve Konters, of Hitchcock Design Group, explained the process that went into preparing the 2024-2031 Comprehensive Plan. Executive Director Fullerton emphasized that this plan is fluid and could change as opportunities such as grants or donations may arise.

Vice President Gelinis moved, seconded by Commissioner Nesvacil, to approve the Arlington Heights Park District 2024-2031 Comprehensive Plan, as presented. On a voice vote the motion was approved 4-0.

## **NEW BUSINESS**

### **APPROVAL OF MUNICIPAL ADVISOR RECOMMENDATION**

Executive Director Fullerton thanked Commissioner Owen and President Leno for sitting on the panel to select the District's new municipal advisor.

Director Myers gave an overview of the interview process to select a new municipal advisor. Director Myers then introduced Anthony Miceli of Speer Financial, Inc. Mr. Miceli stated he has been in public finance for eighteen years, eleven of which are with Speer Financial as a municipal advisor for cities, villages and park districts throughout the state of Illinois. Mr. Miceli answered questions the Board had relating to his role and how he will continue to execute funding future projects that were in place prior to his firm coming on as the municipal advisor, and the importance of keeping the district's Aaa bond rating.

Commissioner Owen moved, seconded by Commissioner Nesvacil, to authorize staff to work with Speer Financial, Inc. as the new municipal advisor for the District. On a voice vote the motion was approved 4-0.

### **APPROVAL OF FOUNDATION BOARD OFFICERS**

Director Lewandowski recommended that she serve as the Secretary for one year, and the discontinuation of service of several Foundation members.

Vice President Gelinis moved, seconded by Commissioner Owen, to appoint Amy Lewandowski as the new Secretary for a one-year term and the discontinuation of service for Sarah Svoboda, Tom McDonnell and Mark Frighetto of the Arlington Heights Park Foundation. On a voice vote the motion was approved 4-0.

### **APPROVAL OF 2024-2025 ASPHALT SEALCOATING BID**

Director Kramer shared the bid results for the 2024-2025 Asphalt Sealcoating bid. This work is for previously approved projects at Melas Park and Prairie Park, and also includes a portion of the cart path at Arlington Lakes. Director Kramer said that by doing this portion of the cart path now, rather than at the same time as the parking lot, it would be less disruptive to the golf course operations.

**BID TABULATION SHEET**

2024 Asphalt - Various Sites			
Bid Opening May 16, 2024 @ 1 PM	Pavement Systems, Inc.	Patriot Pavement Maintenance	Hastings Asphalt Services, Inc.
Witness: Sue Rohner			
Witness: Sheila Cruz			
BOND	Y	Y	Y
ADDENDA ACKNOWLEDGED	Y	Y	Y
Arlington Lakes Golf Club Paths	30,481.00	37,321.02	46,021.00
Melas Park Paths	10,395.00	13,000.30	15,931.40
<b>TOTAL BASE BID</b>	<b>\$ 40,876.00</b>	<b>\$ 50,321.32</b>	<b>\$ 61,952.40</b>
ALT. # 1 - Prairie Park Paths (ADD)	\$ 1,319.30	\$ 1,657.42	\$ 2,324.00
ALT. # 2 - Prairie Park Park Lot (ADD)	\$ 4,700.00	\$ 4,900.00	\$ 3,880.00

Vice President Gelinas moved, seconded by Commissioner Nesvacil, to approve Pavement Systems, Inc., out of Blue Island, IL, in the amount of \$46,895.30, not to exceed \$51,585.00 for the 2024/25 Asphalt Sealcoating Improvements.

Roll was called with:

Ayes –Gelinas, Nesvacil, Owen, Leno

Nays – None

Absent – Supplitt

Ayes – 4; Nays – 0; MOTION CARRIED

Vice President Gelinas had asked Director Kramer to look into working with the Mt. Prospect Park District in the future on bidding for projects at Melas Park.

**EXECUTIVE DIRECTOR REPORT**

Executive Director Fullerton updated the Board on the following:

- Picnic in the Park is Friday, June 7, from 5:30-8:00 p.m. Commissioners Nesvacil and Owen said they are planning on attending.
- The services for Foundation Board member, Mark Frighetto will be held on May 29, from 3:00-8:00 p.m. at Glueckert Funeral Home.
- The first Local Government Efficiency meeting is scheduled for June 25, at 5:00 p.m.
- The District’s first ever All Staff meeting will take place on Saturday, June 1 at the ARC.
- A meeting was held today with FGM Architects to discuss the Recreation Park building. FGM Architects estimated the cost of installing an elevator at \$1.5 million. They are still investigating the potential of having some program space in the basement. The Aquatics staff recommended switching the location of the concessions and the pool manager office so the office will be closer to the shallow end and the children’s area. Meetings will be scheduled with FGM Architects for every two weeks.

**COMMISSIONER REPORTS**

- Commissioner Nesvacil said there were several great recent events such as the Happiness Park playground ribbon cutting, and the pickleball tournament that was held at Dryden Park. He gave Kudos to Director Lewandowski for running the tournament.
- Vice President Gelinas also commented on how nice the Happiness Park event was. He asked how the opening of the pools went this past weekend. Director Meyer said there was one incident on Saturday, and the low attendance on Sunday and Monday was due to the inclement weather.

- Commissioner Owen attended the Memorial Day Golf Tournament. He said it was well attended, and the golf staff did a wonderful job.
- President Leno gave kudos to the Rec staff and Parks staff for preparing the pools for the openings.
- On behalf of the Park Board, President Leno gave condolences to the Frighetto family stating Mark was not only involved in the Park Foundation, he was also instrumental in assisting in the referendum years ago. Executive Director Fullerton stated she will work with the Foundation on a memorial bench or tree for Mark.
- President Leno and Commissioner Nesvacil are unavailable to attend the June 11 Board meeting.

### **ADJOURNMENT**

Commissioner Owen moved, seconded by Commissioner Nesvacil, to adjourn the Regular Meeting at 7:23 p.m. On a voice vote, the motion was approved 4-0.

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

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

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Date Approved