



MINUTES OF THE REGULAR BOARD MEETING  
BOARD OF PARK COMMISSIONERS  
ARLINGTON HEIGHTS PARK DISTRICT  
Administration Center  
410 N. Arlington Heights Road  
February 24, 2025 at 6:30 p.m.

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

President Leno led the Pledge of Allegiance.

**ROLL CALL OF COMMISSIONERS**

Commissioners Present

M. Leno  
T. Gelinas  
J. Supplitt  
R. Nesvacil (remotely at 6:32 p.m.)

Commissioners Absent

B. Owen

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 and Planning; Marco Galassini, Digital Content & Graphic Supervisor; and Kathy Lydon, Recording Secretary.

Staff in Attendance: Matt Turinsky, Rich Bolden, Josie Finney, Rosie Gallina, Troy Lukas and Lindsey Robertson

Others in Attendance: Tom McGrath, Lamp Inc.; John Dzarnowski and Maggie Krieger, FGM Architects

Residents in Attendance: Cathy Jo Townsend Horan, Terry and Kathy Loch, Jeff Van Buren and Steve Neill

President Leno asked for a motion to allow Commissioner Nesvacil to participate in the meeting remotely.

Commissioner Supplitt moved, seconded by Vice President Gelinas to allow Commissioner Nesvacil to participate in the Board Meeting remotely. On a voice vote, the motion was approved 3-0.

**NEW STAFF INTRODUCTIONS**

Marco Galassini introduced Josie Finney as the new Customer Care Supervisor. Josie's previous positions at the District include part time at CAP, Day Camps, and most recently, as the Marketing Intern. President Leno welcomed Josie and congratulated her on her full time position at the District.

Superintendent Turinsky introduced Rich Bolden as the new Fleet Supervisor. Previously, Rich worked for Brinks Security on their trucks. Superintendent Turinsky said Rich has a lot of experience with dual engines and electrical, and has hit the ground running. President Leno congratulated Rich and welcomed him to the District.

**APPROVAL OF MINUTES**

Commissioner Supplitt, moved, seconded by Vice President Gelinas to approve the February 11, 2025 Regular Meeting minutes. On a voice vote, the motion was approved 4-0.

**PRESENTATIONS AND INFORMATIONAL REPORTS**

**DECEMBER 2024 AND JANUARY 2025 FINANCIALS**

The Board did not have any questions regarding either financial report, but Director Myers stated tax proceeds should be coming in this week since the tax bills are due on Monday.

**OLD BUSINESS**

None

**NEW BUSINESS**

**APPROVAL OF BIDS FOR ARC RENOVATION PROJECT**

Executive Director Fullerton said the bid opening was held on Thursday, February 13. The bids all came in within budget, and the district should be able to accept all of the alternates, if they choose to do so. If Board approved, the project will begin at the beginning of summer with a hopeful completion date of fall 2025. Once approved, communication will go out to the community and drawings will be displayed inside the ARC.

President Leno inquired if the Aquatics locker rooms will be closed all summer. Tom McGrath, Lamp Inc., replied yes, that all interior work will be done from June through August. Both the men’s and women’s locker rooms are being gutted at the same time with an estimated completion of 12 weeks. Executive Director Fullerton added that they discussed completing in the new locker rooms first so they are available for use while the other locker rooms are shut down.

Tom McGrath answered all other questions the Board had regarding this project.

***Staff Recommends accepting the base bid with the three (3) alternates listed below:***

- 1. Alt 1 – Lobby Carpet Repl \$9,480***
- 2. Alt 2 – Floor Tile Repl \$10,520***
- 3. Alt 3 – Electric Vehicle Rough-In \$28,185***

- The approved budget for the project is \$5,000,000***
  - The base bid, plus alternates total \$3,063,844***
- Construction Management Fee \$87,053 (2.5%)***
- Contingency \$337,023***
- The Guaranteed Maximum Price (GMP) shall be \$3,932,786***
- With all hard and soft costs, direct purchase items, contingency, and fees the project total with all costs shall be \$4,827,442***

<b><i>Budget</i></b>	<b><i>\$5,000,000</i></b>
<b><i>All Costs</i></b>	<b><i>\$4,827,442</i></b>
<b><i>Difference</i></b>	<b><i>(\$172,558)</i></b>

Vice President Gelinas moved, seconded by Commissioner Supplitt, to approve and authorize Executive Director Fullerton to enter into an agreement with Lamp Incorporated for the Guaranteed Maximum Price Amendment for Construction Manager as Constructor Services in the total not-to-exceed amount of \$3,932,786.00 with a total project budget of \$5,000,000 for the Arlington Ridge Center Renovations as presented and upon attorney review.

Roll was called with:  
Ayes – Gelinas, Supplitt, Nesvacil, Leno  
Nays – None

Absent – Owen

Ayes – 4; Nays – 0; MOTION CARRIED

### APPROVAL OF PERSONNEL POLICY MANUAL UPDATES

President Leno stated this document contains a lot of information. Since the Board did not have sufficient time to review it, one of the Commissioners suggested pushing back the approval to the next Board meeting. Executive Director Fullerton said much of the updates are “housekeeping” updates from Attorney Moore, but this item can certainly be moved to the March 11 Board meeting.

Director Myers said there are seven non-legal changes that he would like Superintendent Gallina to review with the Board tonight. Commissioner Supplitt asked for these items to be listed separately for the next meeting.

Superintendent Gallina reviewed the seven non-legal revisions.

1. Section 3.4 Compensatory Time Policy: Non-Exempt Employees: Currently, this is the only policy that did not have a purpose of determining overtime, so the proposed changes are to mirror other areas of time off such as vacation and sick time. The new verbiage will state that “The use of compensatory time hours will not be counted as additional hours worked for purposes of determining overtime”.
2. Section 5.1: Anniversary Recognition: The proposed change will award part-time staff with \$25 in recognition of their five year anniversary with the District. Currently, part-time staff do not receive any monetary award for five years of service.
3. Section 5.3 IMRF Eligible Paid Leave Benefits: This was previously approved by the Board and will be retroactive to April 2024.
4. Section 5.5 Floating Holidays: The proposed change to this section is to remove the introductory thirty day period to start accruing floating holidays to mirror other benefits that begin on the first day of employment. President Leno and Vice President Gelinis would like more discussion on this proposed change before deciding on whether to approve it.
5. Section 5.8 Bereavement Leave: Currently, the Executive Director can approve up to five days of bereavement leave. The District would like to remove that line from the policy and keep it at “Not to exceed three days of paid bereavement leave”, and then follow the FMLA regulations accordingly.
6. Section 5.13 Recreational Benefits: In order to keep consistent with other benefits, staff is proposing that a new full time employee, and their eligible family, can begin using their ARC pass on their first day of employment, instead of having to wait thirty days.
7. Section 7.1 Punctuality and Attendance: Staff is proposing to increase the timeframe of calling off work from thirty minutes to one hour prior to the start of shift. This change falls in line with the IMRF paid leave benefits.

Commissioner Supplitt inquired what the process was for an employee who agrees to a drug test but does not agree to be transported in the supervisor’s vehicle. Director Myers explained that person would be sent in an Uber or taxi, not a staff vehicle.

Commissioner Supplitt also asked for an explanation of the Last Chance Agreement. Superintendent Gallina explained that is something new that Laner Muchin asked to be included in the policy manual. It refers to the District being able to choose to write up a one-time last chance agreement for an employee before being terminated. The reasons depend on various circumstances based not only on substance abuse, but could also be related to staff performance.

### APPROVAL OF SAFETY MANUAL UPDATES

Director Myers said the only new section added is information on Ergonomics.

Troy Lukas, Training and Safety Supervisor, said that recently PDRMA came out with a “Core 6” and one of the Core 6 values is Ergonomics. This has to do with decreasing the number of employee injuries that occur during the workplace. Troy said this mainly pertains to the Grounds, Maintenance and Trades departments. The District already has a statement on ergonomics, so

this is putting something that is already in place into the Safety Manual document. Other minor changes include updating staff titles, tweaking facility names, and updating the table of contents.

Commissioner Supplitt moved, seconded by Vice President Gelinas, to approve the revisions to the Safety Manual as presented. On a voice vote, the motion was approved 4-0.

#### APPROVAL OF DECEMBER 2024 VOUCHERS

Vice President Gelinas moved, seconded by Commissioner Supplitt, to approve the Voucher Listing for the month of December, 2024, in the amount of \$3,365,574.78 and the payroll and payroll related expense distribution for the month of December, 2024 for \$ 1,578,356.28.

Roll was called with:

Ayes – Gelinas, Supplitt, Nesvacil, Leno

Nays – None

Absent – Owen

Ayes – 4; Nays – 0; MOTION CARRIED

#### APPROVAL OF JANUARY 2025 VOUCHERS

Vice President Gelinas moved, seconded by Commissioner Supplitt, to approve the Voucher Listing for the month of January, 2025, in the amount of \$1,672,311.02 and the payroll and payroll related expense distribution for the month of January, 2025 for \$ 1,022,973.08.

Roll was called with:

Ayes – Gelinas, Supplitt, Nesvacil, Leno

Nays – None

Absent – Owen

Ayes – 4; Nays – 0; MOTION CARRIED

#### PARK FOUNDATION REPORT

Executive Director Fullerton said at the recent meeting, the Foundation members discussed the upcoming Pickleball Tournament, Golf Outing, and the new large Adirondack chair.

#### EXECUTIVE DIRECTOR REPORT

Executive Director Fullerton shared the following information:

- Director Kramer attended a Solar Seminar in Skokie today.
- Executive Director Fullerton will be attending the Schaumburg Legislative Breakfast on Saturday. She invited the Board to join them.
- Executive Director Fullerton shared two reports that she received from the Village regarding the design for the Recreation Park Pool and Bathhouse project. The first report is from the Design Commission and the second report is Village Staff comments. Executive Director Fullerton shared the timeline of events that have led up to where the current design of the bathhouse is today. She stated, while the Village staff felt the new design was an improvement from the original, there are still some areas that would like to see changed. She read a statement from the Village staff indicating what they do not approve of, and would they would like to see changed.
  - President Leno passed out the drawings to the audience to follow along with the discussion, and encouraged them to attend the Design Commission meeting tomorrow night.
  - As John Dzarnowski reviewed the Village's proposed changes to the design, the Board voiced their opinions on each of their suggestions.
  - After a lengthy discussion, President Leno asked the residents for their comments. All the residents that spoke supported the Board's decisions on each of the Village staff's recommendations.
  - Commissioners Supplitt, Gelinas and Nesvacil voiced their opinion on how the Village staff conducted this process with Commissioner Supplitt stating he finds it

offensive and disrespectful to the Park Board and Park District, and Commissioner Nesvacil saying he is beyond livid at how poorly the Village staff handled the process. President Leno added that it was made very clear to the Village Trustees and Mayor at the Joint Board meeting on Saturday morning how the District felt about how this has been handled by the Village staff.

### **COMMISSIONER REPORTS**

- Vice President Gelinas thanked the staff that arranged the joint meeting with the Village on Saturday.
- Commissioner Supplitt said the Foundation Meeting was very productive outlining all the activities that are going to take place throughout the calendar year.
- Commissioner Nesvacil thanked staff for the ice rinks and sled hills that kids of all ages were able to enjoy.
- President Leno said the meeting on Saturday with the Village went very well, and she appreciates everyone that attended. She also thanked John and Maggie from FGM Architects for all the work they put into the Recreation Park project.

### **ADJOURN TO CLOSED SESSION**

At 8:03 p.m., Commissioner Supplitt moved, seconded by Vice President Gelinas to hold Closed Session for the Semi-Annual review of Closed Session minutes – 5 ILCS 120/2 (2)(21).

Roll was called with:

Ayes – Supplitt, Gelinas, Nesvacil, Leno

Nays – None

Absent – Owen

Ayes – 4; Nays – 0; MOTION CARRIED

### **RECONVENE TO OPEN SESSION**

Vice President Gelinas moved, seconded by Commissioner Supplitt to reconvene to Open Session at 8:10 p.m. On a voice vote, the motion was approved 4-0.

#### Commissioners Present

M. Leno

T. Gelinas

J. Supplitt

R. Nesvacil (remote)

### **APPROVAL OF SEMI-ANNUAL REVIEW OF CLOSED SESSION MINUTES FOR DESTRUCTION / RELEASE**

Commissioner Supplitt moved, seconded by Vice President Gelinas that the Board has conducted the semi-annual review of closed session records, and that the verbatim (audio) recordings from February 21, 2023, March 21, 2023, April 11, 2023, April 25, 2023, May 9, 2023, June 13, 2023, and July 18, 2023 be destroyed. On a voice vote, the motion was approved 4-0.

Commissioner Supplitt moved, seconded by Vice President Gelinas 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, July 18, 2023, April 23, 2024 and July 9, 2024 due to personnel, and unfinished business. On a voice vote, the motion was approved 4-0.

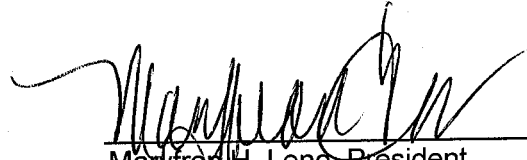
Commissioner Supplitt moved, seconded by Vice President Gelinas to release the approved Closed Session minutes of March 12, 2024 and May 14, 2024. On a voice vote, the motion was approved 4-0.

**ADJOURNMENT**

Commissioner Supplitt moved, seconded by Vice President Gelinas, to adjourn the Regular Meeting at 8:13 p.m. On a voice vote, the motion was approved 4-0.



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



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

4/8/25

Date Approved