



MINUTES OF THE REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS
ARLINGTON HEIGHTS PARK DISTRICT
Administration Center
410 N. Arlington Heights Road
April 8, 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
B. Owen
J. Supplitt
R. Nesvacil (arrived at 6:33 p.m.)

Commissioners Absent

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: Rosie Gallina, Lindsey Robertson, Matt Healy, Janna Witt, Kristy McCann, Cari Boyle and Kate Schwarz

Others in Attendance: Steve Konters, Hitchcock Design Group

APPROVAL OF MINUTES

Vice President Gelinas moved, seconded by Commissioner Supplitt, to approve the February 24, 2025 Regular Meeting minutes. On a voice vote, the motion was approved 3-0, with Commissioner Owen abstaining.

Commissioner Nesvacil moved, seconded by Commissioner Owen to approve the February 24 2025 Closed Session Meeting minutes. On a voice vote, the motion was approved 3-0, with Commissioner Owen abstaining.

President Leno asked for a motion to move up New Business agenda item 8a.

Vice President Gelinas moved, seconded by Commissioner Supplitt, to move up agenda item 8a. On a voice vote, the motion was approved 4-0.

APPROVAL OF OSLAD CENTENNIAL PARK DESIGN PROPOSALS

Director Kramer stated the next phase of being awarded the 2025 OSLAD grant is to enter into a design service agreement with Hitchcock Design Group for the improvements to Centennial Park. Director Kramer said staff reviewed the fees presented by Hitchcock and they fall within budget.

Vice President Gelinas moved, seconded by Commissioner Owen, to approve the proposal from Hitchcock Design Group for Centennial Park OSLAD final design services for a not-to-exceed total of \$161,100.

Roll was called with:

Ayes – Gelinas, Owen, Nesvacil, Supplitt, Leno

Nays – None

Absent – None

Ayes – 5; Nays – 0; MOTION CARRIED

PRESENTATIONS AND INFORMATIONAL REPORTS

FALL SEASONAL REPORT

The Board had no questions or comments.

ARC ELECTRONIC SIGN

Director Kramer said that the electronic sign has been approved by the Village Design Commission, the Village Plan Commission, and as of last night, the Village Board. Director Kramer explained how the orientation of the sign was changed slightly to capture as much traffic as possible at that intersection. He answered questions the Board had regarding this electronic sign project.

2025/26 BUDGET PRESENTATION

Director Myers presented the proposed 2025/26 budget. Director Myers reviewed the major budget goals, highlights and achievements, additions to the budget, revenues, expenditures, summary of funds, five-year forecast, as well as salaries and wages, insurance, unemployment, pension expenses, utilities and capital projects. After Director Myers presentation, Executive Director Fullerton and Marco Galassini presented the Marketing budget goals; Director Kramer presented the Parks & Planning budget goals; and Director Meyer presented the Recreation budget goals.

Director Myers said the next step is to put the budget on public display at the office, on the website and publish a Public Hearing notice in the newspaper. Director Myers would like the Board to approve the working budget at the April 22 Board meeting. This would allow the district to go into the new fiscal year beginning on May 1 with the budget approved so staff can begin working on capital projects. The actual budget and approval ordinance would be on the May 13 meeting agenda for approval.

OLD BUSINESS

APPROVAL OF UPDATED PERSONNEL POLICY MANUAL

Superintendent Gallina reviewed the eight proposed District recommended updates to the Personnel Policy Manual, and explained why the changes are being proposed. Superintendent Gallina answered questions the Board had regarding these proposed changes.

Director Myers said the remaining changes are legal requirements and asked the Board if they wanted to review them as well. President Leno suggested that that since these are legal requirements, reviewing each one is not necessary unless any Board member needs clarification on any of the topics. There were no clarifications needed.

Commissioner Supplitt moved, seconded by Commissioner Nesvacil, to approve the revisions to the Personnel Policy Manual, including new laws that went into effect on January 1, 2025, to be effective immediately and update the Table of Contents following approval. On a voice vote, the motion was approved 5-0.

NEW BUSINESS

APPROVAL OF RECREATION PARK PHASE I CHANGE ORDERS

Director Kramer stated the next three change orders relate back to this agenda item. Director Kramer said if all three of these items are approved, there will still be a surplus of \$108,000 in allowances and \$149,000 in contingency. The Board previously gave Executive Director authorization to approve these change orders, but still needed to be brought to the Board for final approval.

Commissioner Nesvacil moved, seconded by Vice President Gelinas, to approve Recreation Park Phase 1 Change Orders as presented. On a voice vote, the motion was approved 5-0.

APPROVAL OF RECREATION PARK ELECTRICAL PANEL PROJECT CHANGE ORDER

Director Kramer stated by definition; this change order was approved in the Recreation Park Phase I change order. There was no further discussion.

Commissioner Nesvacil moved, seconded by Commissioner Owen, to approve Recreation Park Electrical Project Change Orders. On a voice vote, the motion was approved 5-0.

APPROVAL OF 750 W NORTHWEST HIGHWAY CHANGE ORDER

Director Kramer said we are over budget on this project. The demolition of the building was budgeted for \$57,000. With this change order, it will equate to \$69,000.

Commissioner Supplitt moved, seconded by Commissioner Owen, to approve Recreation Park Building Demolition Change order for 750 W. Northwest Highway. On a voice vote, the motion was approved 5-0.

APPROVAL OF WEARING APPAREL BID

Superintendent Robertson said the bid packet went out to 43 vendors, was posted on our website and was also published in the newspaper. Twenty vendors picked up a bid packet, with four submitting a proposal. Sunburst Sportswear was the lowest bidder. The District has used Sunburst Sportswear in the past, and has been pleased with their product and service.

Commissioner Nesvacil moved, seconded by Commissioner Owen, to award the wearing apparel bid to Sunburst Sportswear, Glendale Heights, IL, in the amount of \$56,513.68. On a voice vote, the motion was approved 5-0.

PARK FOUNDATION REPORT

No Report.

EXECUTIVE DIRECTOR REPORT

Executive Director Fullerton shared the following information:

- Today is Director Kramer's birthday.
- The Arbor Day celebration is April 25 at Carriage Walk Park beginning at 9:30 a.m.
- Don't forget to file your Statement of Economic Interest.
- There are two upcoming Easter Egg Hunt events. One at the Museum and the other at ARC.
- The new playground and tennis courts at Recreation Park are expected to be ready to open by late-May. The path and center area are expected to be done by June 2, and the expected opening of the skate park is June 20. The grand opening is tentatively scheduled for June 7, Executive Director Fullerton questioned if it should it be moved to June 21 so all the amenities will be open. There was a discussion on when to have the grand opening of Recreation Park phase I. President Leno would like it to be on June 9, the District's official 100th anniversary date.
- Director Meyer asked if any Board members would be available be the first to hit off the newly renovated Payton's Hole on Monday, April 14. Director Meyer said the resident that has the most rounds play at Nickol Knoll will also be invited.
- Director Kramer gave an update on the Village Storm Water project at Klehm Park.
- The Prairie Park playground opening in on April 26.
- Several ARC diagrams were shared to show how the project is going to be phased.
- At a previous Board meeting, Commissioner Supplitt shared an article from an IPRA/IAPD magazine on Indigenous people, and asked that the District consider creating a statement acknowledging Indigenous tribes that may have lived on our property. Executive Director Fullerton reviewed the article, and did some research on the website in which the article came from. Executive Director Fullerton asked the Museum staff to look into this as well and

they found out that the Chippawa, Ottawa and Potawatomi tribes lived in the area but could not determine if they lived in Arlington Heights or on Park District property. Commissioner Supplitt thinks it important to have a land acknowledgement stating our property was also home to Indigenous tribes. He believes such a statement aligns with the mission of the Historical Society and Museum. Superintendent McCann will bring this topic up at the next Historical Society to see if any members would be interested in continuing the research. Executive Director Fullerton will reach out to the Library as well.

COMMISSIONER REPORTS


- Commissioner Nesvacil commented on the number of photos he saw from the demonstration at North School Park over the weekend.
- Vice President Gelinas said it is nice to see construction activity pick back up at Recreation Park.
- Commissioner Supplitt attended the "What's In A Name" event at the Museum, and said the exhibits and graphics were phenomenal.
- Commissioner Owen and Vice President Gelinas attended the 3-Club outing at Arlington Lakes Golf Course on Saturday.
- President Leno asked to look into changing the summer registration time stating 10:00a.m. on a Tuesday is not a good time for working parents. Commissioner Supplitt suggested changing it to a lottery system. Executive Director Fullerton responded that question was asked in the last survey done and that was still the number one time preferred, but can ask the residents again.
- President Leno asked about the potential for another OSLAD grant. Executive Director Fullerton replied that staff are already looking into it.
- President Leno suggested planning a gathering for the past Board members and Executive Directors that will be attending the 4th of July parade.

ADJOURNMENT

Commissioner Nesvacil moved, seconded by Commissioner Owen, to adjourn the Regular Meeting at 8:42 p.m. 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

4/22/25
Date Approved