



MINUTES OF THE REGULAR BOARD MEETING  
BOARD OF PARK COMMISSIONERS  
ARLINGTON HEIGHTS PARK DISTRICT  
Administration Center  
410 N. Arlington Heights Road  
January 23, 2024 at 6:30pm

President Leno called the Regular Board Meeting to order at 6:30pm

President Leno led the Pledge of Allegiance.

**ROLL CALL OF COMMISSIONERS**

Commissioners Present

M. Leno  
T. Gelinis  
R. Nesvacil  
B. Owen  
J. Supplitt

Commissioners Absent

None

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 & Planning; and Kathy Lydon, Recording Secretary.

Other Staff in Attendance: Bryan Cox, Steve Neill, Nancy Alfonso, Angela Neill, Emma O'Meara, Katie Waszak, Kate Schwarz, Kristy McCann, Jennifer Rogers, Matt Turinsky, Troy Lukas, Sue Rohner, Matt Healy, Rob Gussy, Bret Woodside (Intern)

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

None

**NEW STAFF**

Executive Director Fullerton introduced John Kramer as the new Director of Parks & Planning. John comes to the Arlington Heights Park District with years of experience having previously worked for the Fox Valley Park District, Brookfield Zoo, and the Village of Wood Dale.

Director Meyer introduced Bret Woodside. Bret is a graduate level intern from Western Illinois University. His focus will primarily be athletics, but will also spend some time in other areas as well.

**APPROVAL OF MINUTES**

Commissioner Nesvacil moved, seconded by Commissioner Owen, to approve the January 9, 2024 Regular Meeting minutes. On a voice vote, the motion was approved 5-0.

## **PRESENTATIONS & INFORMATIONAL REPORTS**

### **NOVEMBER & DECEMBER 2023 FINANCIAL REPORT**

Commissioner Supplitt requested that the percentage of the fiscal year be included in the header of the documents next to the month. Director Myers explained that the first column is the percentage of year to date for the budget year, and the second column is a percentage compared to previous year to date.

President Leno asked for a motion to move up New Business items 8a, and items 8c-8h.

Vice President Gelinas moved, seconded by Commissioner Nesvacil to move up agenda items under New Business 8a, and agenda items 8c – 8h. On a voice vote, the motion was approved 5-0.

## **NEW BUSINESS**

### **CONSIDERATION AND ACTION ON ORDINANCE 730 – TAX PARK BONDS**

Vice President Gelinas moved, seconded by Commissioner Nesvacil to approve Ordinance No. 730: An ordinance providing for the issue of \$1,424,000 Taxable General Obligation Limited Tax Park Bonds, Series 2024, of the Arlington Heights Park District, Cook and Lake Counties, Illinois, for the purpose of providing for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District and for the payment of expense incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds and authorizing the sale of said bonds to the District's General Fund.

Roll was called with:

Ayes – Gelinas, Nesvacil, Owen, Supplitt, Leno

Nays – None

Absent – None

Ayes – 5; Nays – 0; MOTION CARRIED

### **APPROVAL OF ORDINANCE 73 – DISPOSAL OF EQUIPMENT**

Superintendent Rogers explained this is for equipment that is no longer working and/or due to be replaced. Commissioner Supplitt asked President Leno if it was necessary to have an ordinance approved for the disposal of equipment as opposed to allowing the Executive Director to make these decisions. President Leno replied that it is stated in the Park District code that park districts are required to pass an ordinance listing the equipment that is going to be disposed of.

Commissioner Owen moved, seconded by Commissioner Nesvacil to approve Ordinance #731, an ordinance authorizing the disposal of personal property owned by the Arlington Heights Park District. On a voice vote, the motion was approved 5-0.

### **APPROVAL OF CLOUD-BASED SYSTEM FOR BS&A SOFTWARE**

Director Myers said the District transitioned to BS&A ten years ago. Since then, the company has developed a web based product. Staff researched and determined it was competitive pricing so they would like to move forward with switching over to the BS&A Cloud based system. Director Myers would like approval to enter into a contract with BS&A to convert the current platform into the Cloud based platform, and then include it in the 2024/25 budget. Vice President Gelinas moved, seconded by Commissioner Nesvacil to approve and authorize the appropriate District representative to enter into an agreement with BS&A to convert the financial software to the Cloud based platform of BS&A for an implementation

cost of \$30,900, a total annual maintenance and hosting cost of \$34,585, and upon final attorney review.

Roll was called with:

Ayes – Gelinas, Nesvacil, Owen, Supplitt, Leno

Nays – None

Absent – None

Ayes – 5; Nays – 0; MOTION CARRIED

#### APPROVAL OF ADMINISTRATION BUILDING WINDOW CHANGE ORDER

President Leno asked if the Commissioners had any questions regarding this change order. They did not. Executive Director Fullerton said this approval is just a formality, but shared with the Board that some other potential lintel issues may need to be addressed in the future.

Commissioner Nesvacil moved, seconded by Vice President Gelinas to approve a change order to the window replacement project in the amount of \$6,000 to LoDestro Construction Company for additional repairs not included in the original scope of work.

Roll was called with:

Ayes – Nesvacil, Gelinas, Owen, Supplitt, Leno

Nays – None

Absent – None

Ayes – 5; Nays – 0; MOTION CARRIED

#### APPROVAL OF IAPD/IPRA CONFERENCE EXPENSES

Commissioner Nesvacil moved, seconded by Commissioner Owen to approve \$968.91 in expenses associated with Vice President Gelinas' travel to the 2024 IAPD/IPRA Soaring to New Heights Conference to obtain professional development and training opportunities; \$968.91 in expenses associated with Commissioner Nesvacil's travel to the 2024 IAPD/IPRA Soaring to New Heights Conference to obtain professional development and training opportunities; \$968.91 in expenses associated with Commissioner Owen's travel to the 2024 IAPD/IPRA Soaring to New Heights Conference to obtain professional development and training opportunities; and \$433.00 in expenses associated with Commissioner Supplitt's travel to the 2024 IAPD/IPRA Soaring to New Heights Conference to obtain professional development and training opportunities.

Roll was called with:

Ayes – Nesvacil, Owen, Supplitt, Gelinas, Leno

Nays – None

Absent – None

Ayes – 5; Nays – 0; MOTION CARRIED

#### APPROVAL OF NOVEMBER & DECEMBER VOUCHERS

Commissioner Nesvacil moved, seconded by Commissioner Owen to approve the Voucher Listing for the month of November, 2023, in the amount of \$3,147,873.42 and the payroll and payroll related expense distribution for the month of November, 2023 for \$1,168,322.87.

Executive Director Fullerton answered questions that Commissioner Supplitt had regarding a few refunds listed on the November Voucher.

Roll was called with:  
Ayes – Nesvacil, Owen, Gelinas, Supplitt, Leno  
Nays – None  
Absent – None  
Ayes – 5; Nays – 0; MOTION CARRIED

Commissioner Owen moved, seconded by Vice President Gelinas to approve the Voucher Listing for the month of December, 2023, in the amount of \$659,746.64 and the payroll and payroll related expense distribution for the month of December, 2023 for \$1,604,742.09.

Commissioner Nesvacil questioned the charges for iStockphoto and the monthly subscription to Adobe Creative Cloud. He asked if the Adobe subscription included Adobe stock imagery. Director Lewandowski replied she does not think the Adobe subscription included stock images, but she will look into it. Director Lewandowski added that with iStockphoto, her staff get around 150 pictures monthly to use for program guides and for social media.

Roll was called with:  
Ayes –Owen, Gelinas, Nesvacil, Supplitt, Leno  
Nays – None  
Absent – None  
Ayes – 5; Nays – 0; MOTION CARRIED

#### APPROVAL OF PURCHASE AND INSTALLATION OF ELEVATOR EQUIPMENT

Executive Director Fullerton said staff received a second proposal today for this elevator project and would like the opportunity to review the proposal before making a recommendation, therefore postponing the request for approval until next month.

President Leno asked for a motion to return to agenda item 8b.

Commissioner Nesvacil moved, seconded by Vice President Gelinas to return to agenda item 8b, Fee Recommendations. On a voice vote, the motion was approved 5-0.

#### FEE RECOMMENDATIONS

Director Meyer stated that staff from Golf, Tennis, ARC, Aquatics and CAP were in attendance to provide the Board with an overview and highlights in their particular area.

Recreation Staff presented the proposed 2024/25 fiscal year fee recommendations for their areas, as well as their goals for the 2024/25 fiscal year.

After each presentations, staff answered Board questions relating to fees in their respective area.

#### FISCAL YEAR 2024/25 CAPITAL PROJECT RECOMMENDATIONS

Executive Director Fuller said staff has spent a significant amount of time vetting projects to make sure they fit into the resources that the District has available for capital projects.

Director Myers said the 10-year plan shows the estimated capital spending to be around \$8.7 million dollars for the 2024/25 fiscal year. Director Myers shared a chart showing what funds the revenue is coming from and believes that dollar amount is feasible within the budget. As of now, the District has around \$300,00 in carryover projects. Director Myers will be working with staff through February to finalize the dollar amount of carryover projects and will report that amount to the Board separately.

Director Myers explained the breakdown of the proposed projects of all different areas; community centers, administrative, outdoor tennis, playgrounds, vehicles & equipment, park services, pathways & parking lots, golf swimming pools, athletic fields & equipment, and indoor tennis. Director Myers also included a summary of spending by areas per request from the Board after last year's presentation.

Director Myers proceeded to highlight the projects over \$50,000, and then listed some of the projects estimated to be under \$50,000.

After the discussion concluded, Executive Director Fullerton said in summary, the Board would like staff to meet with the residents on the Greenslopes project and review the Hasbrook project with the contractors.

### **PARK FOUNDATION REPORT**

Director Lewandowski said a Foundation meeting was held last week. The Foundation members are working on details for a Pickle Ball Tournament which will be held in May.

### **EXECUTIVE DIRECTOR REPORT**

Executive Director Fullerton updated the Board on the following:

- A staff dinner has been planned for the Friday night of conference. Executive Director Fullerton asked what Commissioner's plan on attending.
- The Cook County Board Meeting is scheduled for Thursday, January 25 at 10:00am. Executive Director Fullerton is planning on speaking on behalf of several park districts to discuss the paid leave ordinance.
- For the first time, part time staff can be nominated for the Dare to Dream award. The recommended submissions will be coming to the Board soon.
- The new OSLAD cycle is due July 1. Staff are reviewing to see if any projects match the criteria.
- Construction Project Managers are coming to meet with staff next Tuesday with their teams, fee structure, and a plan on how they manage a project.

### **COMMISSIONER REPORTS**

- Commissioner Nesvacil and Commissioner Supplitt welcomed John Kramer to the District.
- Vice President Gelinias complimented how well the ARC flows when it is busy.
- Commissioner Owen thanked the snow removal crew for the fantastic job they are doing.

### **ADJOURNMENT**

Vice President Gelinias, moved, seconded by Commissioner Owen to adjourn the Regular Meeting at 9:31pm. On a voice vote, the motion was approved 5-0

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

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

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Date Approved