



MINUTES OF THE REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS
ARLINGTON HEIGHTS PARK DISTRICT
Administration Center
410 N. Arlington Heights Road
September 19, 2023 at 6:30pm

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

ROLL CALL OF COMMISSIONERS

Commissioners Present

M. Leno
T. Gelinas
R. Nesvacil (arrived at 6:42pm)
B. Owen
J. Supplitt (remote)

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; Amy Seklecki, Director of Marketing and Community Engagement; and Kathy Lydon, Recording Secretary.

Other Staff in Attendance: Steve Neill, Kate Lis, Alli Siamis, Rosie Gallina, Jennifer Rogers, Nick Wirth, Kristy McCann

Others in Attendance: None

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

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

RECOGNITION OF VISITORS & CITIZENS TO BE HEARD

None

NEW STAFF

Superintendent Neill introduced Kate Lis as the new Assistant Golf Club Banquet Manager, and shared a little history on her professional background.

APPROVAL OF MINUTES

Vice President Gelinas moved, seconded by Commissioner Owen, to approve the August 22, 2023 Regular Meeting minutes. On a voice vote, the motion was approved 4-0.

PRESENTATIONS & INFORMATIONAL REPORTS

INITIAL DISCUSSION ON HEALTH INSURANCE

Director Myers said staff began working with Stumm Insurance in preparation of the health insurance selection process for next year. Staff anticipates receiving information back from Stumm Insurance mid to end of October. Once received, the information will be shared with the Board to assist in selecting the District's 2024 health insurance plans. Superintendent Gallina said that Stumm already sent the District's information out to vendors for quotes.

Vice President Gelinias would like staff to keep the Board informed on whether Stumm follows the timeline that was discussed with them.

President Leno questioned if the Board would receive this information at the same meeting staff would like approval. Director Myers replied the Board will receive the information on October 24 for review, and it will be on the November 14 meeting agenda for approval. There is a Board meeting scheduled for November 28 that could be used as a back-up date, if the Board needs more time.

AUGUST 2023 FINANCIAL REPORT

Director Myers presented the Financial Report for August 2023.

Vice President Gelinias asked Director Myers for an explanation on "Capital Outlay/Provisions for Contingencies", which was provided.

KLEHM PARK STORM WATER DISCUSSION

Executive Director Fullerton asked if the Board was comfortable with the Village moving forward with the storm water project. Executive Director Fullerton emailed the Board a timeline that the Village provided for this project in response to Vice President Gelinias' inquiry. President Leno asked if the Village was going to draft an intergovernmental agreement for this project. Executive Director Fullerton said she assumes so, but will follow up with the Village to confirm.

OLD BUSINESS

APPROVAL OF EMPLOYEE BENEFITS RECOMMENDATIONS

Director Myers stated staff has been working with Laner Muchin to draft the changes to the Personnel Policy Manual.

Supervisor Siamis led the presentation by sharing the changes and provisions that were made based on Board recommendations from previous presentations.

- Illinois Bereavement Leave – Clarified the definition of "family member". Director Myers said the attorney from Laner Muchin said it was ok to define family members differently within the policy manual.
- Remote Work – Some of the restrictions that were originally proposed were removed as recommended by the Board. Commissioner Supplitt asked, in regards to costs to the District, who's equipment would be used for an employee to work remotely. Supervisor Siamis replied that it would be in the procedure, but most supervisory staff have already been issued a laptop as well as a district cell phone, or they receive a cell phone reimbursement.

- Parental Leave – President Leno asked if any changes were made to the proposed new Parental Leave benefit offering employees four weeks of paid time off after the birth or adoption of a child. Supervisor Siamis replied that no changes were made. Director Myers said the attorney recommended stating in the policy manual that if an employee left the District within a certain timeframe after taking parental leave, they would be responsible for paying the District back for the paid time off. This benefit would only apply to employees that have worked for at least one year prior to the leave.

Commissioner Nesvacil joined the meeting at 6:42pm.

- Floating Holiday – The original proposal was to add a birthday or mental health day to the list of paid holidays. The Board consensus was to round up the 4.5 current floating holidays to 5 days instead of adding a new holiday. Supervisor Siamis shared that after consulting with Laner Muchin, staff learned that, per IDOL, unused accrued floating holidays must be paid out if an employee leaves the District. These floating days do not roll over from year to year.
- Vacation Buy Back – Four options are being proposed for full time employees:
 1. Offer a buy-out option of up to 40 hours for staff that have worked for the District less than 10 years; and up to 80 hours for staff that have worked for the District 10 years or more.
 2. Offer the original recommendation of allowing staff to buy-out up to 20 hours.
 3. Offer a buy-out option of up to 40 hours for all full time staff regardless of how many years they have worked for the District.
 4. Offer a vacation roll over option to move unused vacation time into sick leave, which can then be rolled into IMRF to increase years of service at retirement. Floating holidays cannot be rolled over or converted into sick time.

President Leno clarified that the only way option 4 would impact the District is if the employee retires from the Arlington Heights Park District.

Commissioner Owen suggested combining options 3 and 4 to give employees a choice.

After further discussion, the consensus of the Board was to move forward with option 4, and have a future discussion on potentially including another option.

- Discount on CAP Childcare – The new proposal is a 50% discount for children of full time staff enrolled in the program. The previous proposal was a 90% discount for full time staff. Children of part time staff that qualify would still receive a 100% discount on enrollment.
- Discount on KinderCare Childcare – KinderCare will offer a 10% discount to any employee at no cost to the District.
- Tuition Reimbursement – Changes to the wording to state tuition reimbursement will be capped at \$2,500 per fiscal year.

Commissioner Supplitt asked where professional certification fits in with tuition reimbursement. Director Myers replied that is a different category. The employee manual states that staff will be professionally trained. On an annual basis, each department budgets for those trainings and certifications.

- Part-Time Staff Program Discount – Based on feedback from the Board, this benefit was revamped. The new proposal was a 15% discount on select programs per season for part-time staff that work between 500-999 hours, and a 25% discount on select programs for part-time IMRF eligible staff that work 1,000 hours or more.

President Leno asked what is being offered to staff that work less than 500 hours. Staff replied they receive an PTAC pass. Supervisor Siamis said they will also be able to participate in select land based classes as well. The number of hours an employee works is based on hours worked in the prior fiscal year.

Commissioner Owen would like the discount benefit to be offered to all part time staff from the first day of employment.

The consensus of the Board was to simplify the benefit to state all employees that work less than 1,000 hours per year would receive a 15% discount on select programs, and employees that works 1,000 or more hours per year would receive a 25% discount on select programs. The Board also recommended removing the wording “one select program per season”. These benefits would begin on the first day of employment.

President Leno questioned if the wording of “immediate family members” would include parents or siblings of an employee. Executive Director Fullerton said the wording can be changed to specify family members as dependents, spouse or partner.

Commissioner Nesvacil moved, seconded by Commissioner Owen, to accept the changes to the benefits in the personnel policy manual, as amended, and direct staff to work with Laner Muchin to incorporate changes to the personnel policy manual. On a voice vote, the motion was approved 5-0.

Director Myers thanked Supervisor Siamis for all her time and research while taking the lead on this project.

NEW BUSINESS

APPROVAL OF HERITAGE POOL FILTER

Director Rea stated this project is part of the capital maintenance to the Filtrex filtration system. The work will be done by Park District staff in the off-season.

Commissioner Owen moved, seconded by Vice President Gelinas, to approve the purchase of all necessary items to overhaul the Heritage pool filter from Halogen Supply Company, Inc., Chicago, IL. in the amount of \$69,942. On a voice vote, the motion was approved 5-0.

APPROVAL OF PROPOSED INCREASED BANQUET FEES FOR ARLINGTON LAKES GOLF COURSE

Director Meyer said in the final quarter of every year, staff start receiving inquiries about fees from customers for the upcoming year. Although staff look at the fees every year, they generally propose fee increases every other year, while looking at local competition to make sure the Arlington Heights Park District is competitive within the market.

Superintendent Neill reviewed the proposed fee increases for bar and soft drink packages as well as ancillary services at the golf course.

Commissioner Owen moved, seconded by Vice President Gelinias, to approve the banquet fees for Arlington Lakes Golf Club as presented for 2024. On a voice vote, the motion was approved 5-0.

APPROVAL OF PROPOSED INCREASED RENTAL FEES FOR ATHLETIC FIELDS

Athletics Manager, Nick Wirth, presented the proposed fee increases for athletic field rental rates for the 2024/25 fiscal year. President Leno inquired if field prep is included in the rental fee. Manager Wirth replied that field prep is included in the rental fee.

Superintendent McCann shared a breakdown on the return on investment (ROI) for Melas Park. The \$1.1 million dollar project that was done in 2012 has been covered. As far as the turf replacement that was done in 2021, the District is on track to have that ROI paid back by 2028.

Vice President Gelinias moved, seconded by Commissioner Nesvacil to approve the athletic field rental rates for 2024/25 as presented. On a voice vote, the motion was approved 5-0.

APPROVAL OF PURCHASE OF HAPPINESS PARK PLAYGROUND EQUIPMENT/INSTALLATION

Director Rea said a public meeting was held on August 23, with approximately 30 residents in attendance. Feedback from that meeting included a request for more shade, removal of the sandbox, poured in place or perfect turf in place of wood chips, and a sprayground. As a result, four trees will be planted at the park to provide more shade, and the sandbox will be removed. The last two suggestions would be cost prohibitive to the budget. Director Rea then shared the drawing that received the majority of votes at the public meeting.

Vice President Gelinias moved, seconded by Commissioner Nesvacil to approve the purchase and installation of playground equipment from Landscape Structures, Inc., of Delano, MN. through Sourcewell contract #00721-LSI for \$164,681. On a voice vote, the motion was approved 5-0.

APPROVAL OF NRPA CONFERENCE EXPENSES

Vice President Gelinias moved, seconded by Commissioner Nesvacil, to approve \$1,498.45 in expenses associated with Commissioner Owen's travel to the 2023 NRPA Congress to obtain professional development and training opportunities.

Roll was called with:

Ayes – Gelinias, Nesvacil, Supplitt, Leno

Abstain – Owen

Nays – None

Absent – None

Ayes – 4; Nays – 0; 1 – Abstain. MOTION CARRIED

APPROVAL OF AUGUST 2023 VOUCHERS

Vice President Gelinias moved, seconded by Commissioner Nesvacil, to approve the Voucher Listing for the month of August, 2023, in the amount of \$1,203,986.93 and the payroll and payroll related expense distribution for the month of August, 2023 for \$1,336,576.44.

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

PARK FOUNDATION REPORT

Director Seklecki said there are 128 golfers registered for the Annual Foundation Golf Outing that is taking place on Thursday, September 28. This is the highest number of golfers ever for this event. Director Seklecki said around \$30,000 has already been committed. Last year, the total amount was \$29,000.

EXECUTIVE DIRECTOR REPORT

Executive Director Fullerton updated the Board on the following:

- Oktoberfest is taking place at the Museum this Saturday from 1:00-4:00pm.
- Tuesday, September 26, is the Comprehensive Plan meeting at 6:00pm.
- The Joint Meeting with SD25 will be held on October 24 from 5:00-6:00pm, followed by the Regular Board Meeting at 6:30pm. These meetings will take place in the Board Room.
- The DCEO Grant for \$141,300 was submitted thanks to Park Planner Rohner and Director Rea.
- The District received a check for \$17,500 from Illinois EPA for the underground tank removal at the old Shell gas station.
- Let Kathy know if you plan on attending the IPRA Conference in January.
- The Best of the Best Awards takes place on October 20 at Chevy Chase in Wheeling. Commissioners Gelinias and Nesvacil both have anniversaries to celebrate, and the Arlington Heights Park District's CAP program won the Intergovernmental Cooperation award. Let Executive Director Fullerton know if you would like to attend.

COMMISSIONER REPORTS

- Commissioner Supplitt said staff did a great job organizing Irish Fest and Heritage Fest. Commissioner Supplitt mentioned that he will not be at the October 24 Board Meeting.
- Commissioner Owen said the new putting green was installed and looks very nice. He noticed many golfers utilizing the putting green while he was there.
- President Leno thanked the Recreation and Parks Departments for keeping the pools open.

ADJOURNMENT

Commissioner Owen moved, seconded by Commissioner Nesvacil, to adjourn the Regular Meeting at 8:28pm. 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

Date Approved