



MINUTES OF THE REGULAR BOARD MEETING  
BOARD OF PARK COMMISSIONERS  
ARLINGTON HEIGHTS PARK DISTRICT  
Administration Center  
410 N. Arlington Heights Road  
November 14, 2023 at 6:30pm

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

**ROLL CALL OF COMMISSIONERS**

Commissioners Present

M. Leno  
R. Nesvacil  
B. Owen  
J. Supplitt (remote)

Commissioners Absent

T. Gelinias

Staff Present: Carrie Fullerton, Executive Director; Ben Rea, Director of Parks and Planning; Jason Myers, Director of Finance and Personnel; Amy Lewandowski, Director of Marketing and Community Engagement; and Kathy Lydon, Recording Secretary.

Other Staff in Attendance: Superintendent Kristy McCann; Superintendent Steve Neill; Superintendent Rosie Gallina; Superintendent Janna Witt; Superintendent Jennifer Rogers; Supervisor Alli Siamis; HR Generalist, Tiffany Quattrocchi

Others in Attendance: Jim Glueckert, Donna Jonas, and Pat Peery, Frontier Days Volunteers; Dan Berg, Sikich, LLP; Melissa Cayer, Resident; Roberta Becker, Resident

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

Commissioner Nesvacil 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**

Resident Melissa Cayer said she recently started working out at the ARC, and feels the user interface on the Precor equipment has poor quality. President Leno said the Director of Recreation was not present at tonight's meeting to address this concern but he will be given this information to follow up. Ms. Cayer also shared her concern on the number of TVs at the ARC and suggested turning them off every other day to save energy.

**APPROVAL OF MINUTES**

Commissioner Owen moved, seconded by Commissioner Nesvacil, to approve the October 24, 2023 Joint Meeting with SD25 Meeting Minutes. On a voice vote, the motion was approved 3-0, with Commissioner Supplitt abstaining.

Commissioner Owen moved, seconded by Commissioner Nesvacil, to approve the October 24, 2023 Regular Meeting Minutes. On a voice vote, the motion was approved 3-0, with Commissioner Supplitt abstaining.

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

Commissioner Nesvacil moved, seconded by Commissioner Owen to move up agenda item number 8a: The approval of Resolution R-12-23–Sale of Alcohol–2024 Frontier Days Festival. On a voice vote, the motion was approved 4-0.

## **NEW BUSINESS**

### **APPROVAL OF RESOLUTION R-12-23–SALE OF ALCOHOL–2024 FRONTIER DAYS FESTIVAL**

Jim Glueckert, Frontier Days Board President, introduced past Board President, Donna Jonas, and Co-Chairman, Pat Peery. Mr. Glueckert stated that this upcoming Festival will be the 48<sup>th</sup> year. He presented President Leno with a \$10,000 donation on behalf of the Festival Board in appreciation of all the District does for Frontier Days.

Commissioner Owen asked how the fencing around the park impacted the Festival this year. Pat Peery replied it was a positive benefit making the area more secure. On behalf of the Park Board, President Leno thanked the Festival Board members for their long term dedication and for the generous donation.

Commissioner Nesvacil moved, seconded by Commissioner Owen, to approve the request from Frontier Days Inc. Festival Committee for the use of Recreation Park for Festival 2024, to provide authorization by the Park Board to permit Festival 2024 to hold a raffle and to conduct bingo at the Festival contingent upon receiving the appropriate license from Illinois Department of Revenue and conducting games in accordance with the rules of the department, and to adopt the “Resolution Authorizing the Sale, Delivery and Consumption of Alcoholic liquors limited to beer and wine at Recreation Park during the 2024 Frontier Days Festival, dependent upon approval by the Village of Arlington Heights, being compliant with state liquor requirements and providing proper insurance coverage”. On a voice vote, the motion was approved 4-0.

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

Commissioner Nesvacil moved, seconded by Commissioner Owen to move up agenda item number 8a: Acceptance of 2023 Audit. On a voice vote, the motion was approved 4-0.

### **ACCEPTANCE OF 2023 AUDIT**

Director Myers shared a power point presentation. Once again, the District is receiving an unmodified opinion, which is the best option available. The delay in completing the audit allowed the District to include the actual final cook county tax rates that were released in October rather than an estimate. Director Myers gave an overview of revenues and expenditures, and said the fund balance in 2023 is the highest it has ever been while the debt level is the lowest since 2010.

Director Myers said the District received the GFOA Audit award for the 37<sup>th</sup> straight year. He thanked Superintendent Witt and her team for all they do to make this possible.

Dan Berg, of Sikich, LLP, said the audit went very smoothly. He explained how all of his clients had issues with GASB 87, which was the cause of the delay this year. This was implemented for the cell tower leases. The one million dollar receivable that is on the books this year, was not last year. This did not affect fund balances because that revenue will be recognized as it comes in, and is noted in the Board communication. Director Myers added the District had a choice of posting, or not posting that journal entry, and chose not to as a best practice in similarity to what other organizations are doing.

Commissioner Owen moved, seconded by Commissioner Nesvacil to accept the Annual Comprehensive Financial Report for Fiscal year ended April 30, 2023. On a voice vote, the motion was approved 4-0.

President Leno asked for a motion to continue with items 8c and 8d under New Business.

Commissioner Nesvacil moved, seconded by Commissioner Owen to continue with agenda items 8c and 8d under New Business. On a voice vote, the motion was approved 4-0.

### APPROVAL OF 2023 IAPD CREDENTIALS CERTIFICATE

Commissioner Supplitt moved, seconded by Commissioner Nesvacil to adopt the Resolution on Credentials, appointing President Maryfran Leno ad Delegate to the Illinois Association of Park Districts Annual Business Meeting, with Vice President Tim Gelin as 1<sup>st</sup> Alternate, Robert Nesvacil as 2<sup>nd</sup> Alternate, and Executive Director Carrie Fullerton as 3<sup>rd</sup> Alternate.

Roll was called with:

Ayes – Supplitt, Nesvacil, Owen, Leno

Nays – None

Absent – Gelin

Ayes – 4; Nays – 0; MOTION CARRIED

### APPROVAL OF 2024 CALENDAR DATES FOR PARK BOARD AND FOUNDATION MEETINGS.

Commissioner Owen moved, seconded by Commissioner Nesvacil to approve the 2024 schedule of the Park Board and Foundation meeting dates, as discussed. On a voice vote, the motion was approved 4-0.

Commissioner Nesvacil stated he would be unavailable for the June 25, 2024 Park Board meeting.

## **PRESENTATIONS & INFORMATIONAL REPORTS**

### COMPREHENSIVE PLAN CAPITAL ITEMS FINAL REVIEW

Executive Director Fullerton said the morning after the September 26 Special Meeting, staff met again to make sure all projects that the Board wanted moved or placed in a different area was done. She provided the updated plan and included minutes from the Special Meeting to make sure everything was moved according to Board recommendations. Executive Director Fullerton spoke with President Leno prior to tonight's meeting. President Leno mentioned that she felt some of the items on this list could be included in the general \$2 million infrastructure capitals each year.

Executive Director Fullerton would like the Board to review the updated plan and mark an asterisk on projects in blue or green that they would like included in the \$2 million

infrastructure capitals, and circle any items they feel should be a staff initiative. She would like this to be done prior to the next Board meeting.

### SUMMER 2023 SEASONAL REPORT

Executive Director Fullerton asked if anyone had any questions regarding this report. Commissioner Owen inquired why there is a negative \$65,000 in revenue in Aquatics if the number of enrollments, and the number of activities were higher than last year. Superintendent Neill replied the actual revenue was \$109,661. There was an error in calculations on the spreadsheet. Commissioner Owen questioned the loss of revenue for the Vibe Dance Company. Superintendent McCann explained in 2022, most of the revenue was taken in in August. In 2023, it was taken in in September. The numbers will align back up in the Fall Seasonal report. Commissioner Owen asked if that was the same for the Day Camps as well. Superintendent McCann replied a good portion of that revenue loss was due to the cost of busing being significantly higher this year.

### ASSIGNMENT OF FUND BALANCE

Director Myers said the District is looking to get its assigned fund balance up to \$12.5 million for expected future capital expenditures.

### **OLD BUSINESS**

#### APPROVAL OF PERSONNEL POLICY MANUAL UPDATES

Supervisor Siamis said this is the final draft of the manual. it includes implementation all of the changes the Board recommended at past meetings.

Commissioner Nesvacil moved, seconded by Commissioner Owen to approve the updated Personnel Policy Manual as presented. On a voice vote, the motion was approved 4-0.

Executive Director Fullerton said the next step will be to hold a zoom meeting with full-time staff to inform them of the updates to the Personnel Policy manual.

#### APPROVAL OF HEALTH INSURANCE

Director Myers outlined the proposed employee health insurance for 2024. Some of the highlights include:

- Medical – Quotes were received from Blue Cross Blue Shield, United Healthcare and Aetna. BCBS started off with an 11.5% increase. After working with Stumm, they were able to get it down to a 1.2% net increase and an overall premium increase of 1.8%. Although United Healthcare and Aetna came back lower, staff felt BCBS offers a premium product that is preferred by staff.
- Group Dental – Staff recommends staying with Delta Dental despite Guardian coming back with a good proposal.
- Vision – EyeMed is still under a four year contract so that will not change.
- Life Insurance – Proposing to change to Guardian for life insurance because it was a decrease in overall premiums and expenses to the District. This change will not impact employees but will allow an open enrollment for employees that do not have life insurance. They would also guarantee up to \$150,000 in coverage.
- Declining Medical Insurance – Currently we offer \$2,500 bi-weekly to employees that opt out of insurance. Staff is proposing to keep that incentive.
- Flexible Spending Account – Staff is recommending a change from Envision to WEX.

Director Myers said the total combined cost of all insurance for the District would be \$924,000. The budget amount is \$1,000,060. He shared a comparison chart of other districts and organization in the area.

Commissioner Owen moved, seconded by Commissioner Nesvacil to:

- Continue with BlueCross/BlueShield for \$1,000 deductible medical insurance plans with two PPO plans and one HMO plan.
- Retain employee premium contribution levels at the current percentages which the dollar value reflects an industry average.
- Keep the Opt-Out Incentive program at \$2,500 paid directly to employees through payroll.
- Continue with Delta for Dental insurance.
- Change Life/AD&D insurance from Metlife to Guardian and maintain the contract with EyeMed for Vision.
- Continue to offer voluntary benefits that are at no-cost to the District.
- Change the FSA vendor from Envision to WEX.

On a voice vote, the motion was approved 4-0.

### **PARK FOUNDATION REPORT**

Director Lewandowski said the Foundation has a tentative meeting scheduled for December, and in January they will meet to discuss plans for the new year.

### **EXECUTIVE DIRECTOR REPORT**

Executive Director Fullerton updated the Board on the following:

- The Senior Center Holiday Cheer event is December 8, from 11:15-2:00pm at the Meridian Banquets. Commissioner Nesvacil said he would attend. Vice President Gelinis is a possible yes.
- The Annual Tree Lighting at North School Park is Friday, November 24, beginning at 4:30pm.
- There will be a breakfast for Director Rea on his last day, November 30, at 9:00am.
- There are two board meetings left for the year; November 28 and December 12. The December meeting will take place at Arlington Lakes Golf Club at 6:00pm.
- Executive Director Fullerton has a draft of the strategic plan for the Museum that she will be reviewing and then she will share with the Board.
- Interviews for the Director of Parks and Planning position starts this week.

### **COMMISSIONER REPORTS**

- Commissioner Nesvacil thanked Director Rea and his staff for their support with the Eagle Scouts.
- Commissioner Owen congratulated Director Rea on his new position as the Executive Director at Palatine Park District and said he will be missed.
- President Leno also congratulated Director Rea and said his new position was well deserved.
- Commissioner Supplitt questioned something in the Safety Report. Supervisor Siamis explained how they came to those numbers.

### **MOVED INTO CLOSED SESSION**

Commissioner Owen moved, seconded by Commissioner Nesvacil, to hold Closed Session for the discussion of real estate 5 ILCS 120/2(c)(5) and 5 ILCS 120/2(c)(6) at 7:44p.m.

Roll was called with:

Ayes – Owen, Nesvacil, Supplitt, Leno

Nays – None

Absent – Gelinas

Ayes – 4; Nays – 0; MOTION CARRIED

President Leno asked for a motion to reconvene to open session for Recognition of Visitors and Citizens to be heard.

Commissioner Owen moved, seconded by Commissioner Nesvacil to reconvene to Open Session for Recognition of Visitors and Citizens to be heard. On a voice vote, the motion was approved 4-0.

Resident, Roberta Becker asked for consideration for a permanent band shelter with more space. Executive Director Fullerton said staff will do some analysis to see if there is a location where one can potentially be built in the future.

### **MOVED TO CLOSED SESSION**

Commissioner Owen moved, seconded by Commissioner Nesvacil, to hold Closed Session for the discussion of real estate 5 ILCS 120/2(c)(5) and 5 ILCS 120/2(c)(6) at 7:53p.m.

On a voice vote, the motion was approved 4-0.

### **RECONVENED TO REGULAR MEETING**

At 8:00 p.m. the Regular Meeting was reconvened and the following were present:

Board: Leno, Owen, Nesvacil, and Supplitt

Staff: Fullerton, Myers, Rea, and Lydon

### **ADJOURNMENT**

Commissioner Owen moved, seconded by Commissioner Nesvacil to adjourn the Regular Meeting at 8:00. On a voice vote, the motion was approved 4-0.

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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