

MINUTES OF THE REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS
ARLINGTON HEIGHTS PARK DISTRICT
Administration Center
410 N. Arlington Heights Road
July 27, 2021 - 7:00 p.m.

President Leno called the meeting to order at 7:00 p.m.

PLEDGE OF ALLEGIANCE

President Leno led the audience in the Pledge of Allegiance.

ROLL CALL OF COMMISSIONERS

Commissioners Present

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

Commissioners Absent

STAFF PRESENT: Carrie Fullerton, Executive Director; Brian Meyer, Director of Recreation and Facilities; Jason Myers, Director of Finance and Personnel; Ben Rea, Director of Parks and Planning; and Kendra Maher, Recording Secretary.

Other Staff: Tim Eckel, Ernest Johnson, Jennifer Rogers, Kristy McCann and Steve Neill.

Also present: Rob McCoy, RAM Communication; Joseph & Sue Burlini, residents; Eileen Owen, resident; Jen Kim, resident; Melissa Cayer, resident.

RECOGNITION OF VISITORS & CITIZENS TO BE HEARD

Melissa Cayer, resident requested that the Park District use Novus Management System that the Village of Arlington Heights uses for their Board minutes and agendas. President Leno acknowledged and thanked Ms. Cayer for the information.

MINUTES

No discussion.

Comr. Owen moved, seconded by Comr. Nesvacil, to approve the June 22, 2021 Regular Meeting Minutes. On a voice vote the motion was approved 4-0.

PRESENTATIONS & INFORMATIONAL REPORTS

June, 2021 Financial Reports

Dir. Myers shared that Exec. Dir. Fullerton received an email stating that our FEMA Grant is being processed by the State of IL for approximately \$24,000. Dir. Myers also stated that there is approximately an eight-week delay in property tax revenue payments. This is being noted, due to the effect it will have on future financial reporting and the year over year comparisons. No discussion.

Seasonal/Year End Report

Vice President Gelinias thanked the Staff for the report and the great information. Comr. Owen clarified the time period of the report which was confirmed to be the end of the COVID and the opening up after time period.

OLD BUSINESS

None.

NEW BUSINESS

June, 2021 Vouchers

Dir. Myers provided the June, 2021 vouchers listing. No discussion.

Comr. Nesvacil moved, seconded by Vice President Gelinias to approve the Voucher Listing for the month of June, 2021, in the amount of \$735,184.02 and the payroll and payroll related expense distribution for the month of June, 2021 for \$735,184.02.

Roll was called with:

Ayes – Nesvacil, Gelinias, Owen, Leno

Nays – None

Absent – None

Ayes – 4; Nays – 0; MOTION CARRIED

Bench Sculpture & Sundial at Lake Arlington

Exec. Dir. Fullerton introduced residents Eileen Owen & Joe Burlini, they are requesting the opportunity to place a custom bench at Lake Arlington on the east side of the lake to celebrate the Owen's 60th wedding anniversary. Joe Burlini is also interested in donating a sculpted sundial for placement near the children's playground, as a learning tool for children at the park.

Staff is in support of both of these projects, and would recommend the following details be incorporated prior to Board approval:

- The bench needs to be sculpted on one of our standardized composite benches, rather than wood.
- A different location for the bench should be selected, due to the selected location's proximity to the outside bike lane. Staff recommend it be placed on the northeast corner, on the west side of the path as a safer option and won't affect bike lane usage. This bench will also require a special pad to allow for ADA accessibility.
- The sundial will be placed near the children's playground west of the artificial turf on natural turf, near the concrete for ADA accessibility, as mutually agreed upon by the Mr. Burlini and staff.

Vice President Gelinias moved, seconded by Comr. Owen to approve the proposed bench at Lake Arlington created on an agency standardized composite bench to be located on the northeast corner of the lake on the west side of the path, installed with an ADA accessible pad. On a voice vote the motion was approved 4-0.

Vice President Gelinias moved, seconded by Comr. Owen to approve the proposed sculpted sundial, donated by Joe Burlini, for placement near the children's playground on the natural turf at Lake Arlington, as presented. On a voice vote the motion was approved 4-0.

Mr. Burlini proposed in addition to the bench and sundial, a sculpture walk around Lake Arlington. President Leno liked the idea, however felt that Lake Arlington may not be the best location with bike traffic and people congregating around the path to view the sculptures. It was suggested to discuss further with staff about other possible locations.

Fairway Mower for Nickol Knoll Golf Course

Dir. Meyer stated that the 21/22 budget included \$41,000 for a fairway mower. Staff is always looking for the best deals on equipment and solicited three quotes ranging in price from \$37,091.82 to \$52,652.60. Staff have obtained a price of \$37,091.82 for a new 3100 Reelmaster from Reinders, Inc. out of Sussex, WI which is \$3,908 under budget. The price is part of OMNIA Partners which is a cooperative purchasing program that offers products that have already been competitively bid at a national level. The park district is a member and the mower comes with a two year or 1,500-hour warranty, whichever comes first. The old mower will be sold at auction which will further offset the pricing of the new mower.

Comr. Nesvacil moved, seconded by Vice President Gelinis to approve the purchase of the 3100 Reelmaster from Reinders Inc. through OMNIA Partners Cooperative Purchasing Program contract number NIPA3218 in the amount of \$37,091.82. On a voice vote the motion was approved 4-0.

Demolition Bids for Recreation Park Properties

Dir. Rea stated that the 21/22 budget included \$180,000 for demolition of 406 E. Northwest Highway and 17 S. Belmont Ave.

Staff posted and released a bid for demolition services on June 15, 2021. A total of fifteen contractors and ten bid houses picked up the bid, with seven submitting a sealed bid for the opening on June 29, 2021. The table below summarizes the bids:

Demolition Contractor	Base Bid Total
Fowler Enterprises, LLC , Elgin, IL.	\$114,250
Green Demolition Contractors, Inc. , Chicago, IL.	\$145,700
Milburn Demolition , Bellwood, IL.	\$147,500
Alpine Demolition Services , St. Charles, IL.	\$149,500
Fox Excavation , Batavia, IL.	\$149,900
K.L.F. Enterprises, Inc. , Markham, IL.	\$154,825
Copenhaver Construction, Inc. , Gilberts, IL.	\$255,071

The lowest responsible bid is from Fowler Enterprises. After contacting Fowler and reviewing their bid package, staff is comfortable recommending their submittal. Fowler's base bid was broken out to include \$6,800 for general conditions, \$38,100 for the removal of 17 S. Belmont Ave, and \$ 69,350 for the removal of 406 E. Northwest Highway.

The demolition budget approved this fiscal year was also used to account for the removal of the underground storage tanks at 406 E. Northwest Highway. A total of \$173,186.36 has been expended removing the tanks, however staff has submitted an application for reimbursement of \$133,227.52 from the Illinois Environmental Protection Agency. If the park

district receives the full reimbursement request (expected to receive), \$140,041.16 will remain for the demolition of both properties.

Asbestos abatement is required before demolition of the properties and has been contracted with Valor Industries for \$9,515. Asbestos abatement and demolition will total \$123,765 (tank removals, asbestos abatement, and demolition), leaving the demolition project under budget by \$16,276.16.

Comr. Nesvacil moved, seconded by Vice President Gelinias to approve the base demolition bid as submitted by Fowler Enterprises, LLC, Elgin, IL. for \$114,250 and a project budget of \$180,000. On a voice vote the motion was approved 4-0.

Contract for Internet Services

Dir. Myers and MIS Supervisor Tim Eckel presented to the Board proposals that were received for a contract/agreement for the leasing of equipment and services of a district designed wide area network (WAN) solution for the next three years. The current contract started October 2016 and is scheduled to expire on October 2021. Staff worked with RAM Communications and the District received proposals from three different network providers.

Provider	Monthly Cost	First Year Cost	Total Bandwidth	Network Capacity
Current Contract	\$9,679	\$116,148	1,400 mbps	320 mbps
Masergy	\$ 9,016	\$108,192	2,825 mbps	4,000 mbps
Spectrotel	\$ 8,713	\$123,914	2,750 mbps	720 mbps
Nitel	\$ 9,758	\$136,454	3,100 mbps	1,300 mbps

All of these network designs would provide service to all District locations using a software designed wide area network (SDWAN) solution, which uses a combination of dedicated circuits, broadband connections (Comcast/AT&T), and wireless 4G connections. With a SDWAN solution, the District should have 100% protection from internet outages due to the wireless backup. All solutions include voice services and built in firewalls for intrusion prevention. Additionally, all providers are now value added resellers (VARs) for Comcast, which mean that the District's Comcast bills would be consolidated and paid through the provider. Once an agreement is signed, the solution will be in place by October of 2021.

Staff recommends the selection of the Masergy SDWAN solution for reasons including: bandwidth/network capacity, and the ease of set-up. The District is currently under contract with Masergy, there will be no double billing in the first year while the new network is set-up and no down time due to the porting of District phone numbers to a new provider.

Vice President Gelinias moved, seconded by Comr. Nesvacil to authorize staff to enter into an agreement with Masergy to provide the District's WAN/PBX service from October 2021 through September 2024 as presented. On a voice vote the motion was approved 4-0.

Resurfacing of Courts at Dryden, Sunset Ridge & Volz Parks

Dir. Rea stated that the 21/22 budget included \$710,000 for the replacement of the tennis courts at Dryden Park (\$400K), Volz Park (\$200K), and the path and basketball court at Sunset Ridge Park (\$110K). The court configurations were bid to include six pickle ball and four tennis courts at Dryden Park, six pickle ball courts at Volz Park, and no change

in configuration to the basketball court at Sunset Ridge Park. The base bid was broken out into two bid packages - Site-Work & Paving.

In addition to the base bid, the following alternates were solicited:

Dryden Park-

1. Replace the existing chain link with new chain link fabric
2. Install armored crack repair over saw cut control joints in lieu of caulk
3. Install underdrains and connect to existing storm structures

Sunset Ridge Park-

1. Install armored crack repair over saw cut control joints in lieu of caulk
2. Install underdrains and connect to existing storm structures

Volz Park-

1. Replace the existing chain link with new chain link fabric
2. Install armored crack repair over saw cut control joints in lieu of caulk

The project plans are currently under review with the VAH and an MWRD permit is not anticipated to be required for any of the project locations. All review fees were waived by the VAH. The bid was posted on July 6th and a pre-bid walk through was held on July 13th. A total of nine contractors and six bid houses picked-up the bid packages. The following six bids were opened on July 20th:

Site Work Bid Packages-

Bidder	Base Bid	Alternate Dryden Underdrains	Alternate Sunset Ridge Underdrains
American Grading Schaumburg, IL.	\$208,517	\$15,025	\$7,680
Evans & Sons Blacktop West Chicago, IL.	\$235,156	\$7,772	\$3,238
MisFits Construction Co. Chicago, IL.	\$360,000	\$22,000	\$9,000
Troch-McNeil Paving Company, Inc.* Elk Grove Village, IL.	No Bid	\$29,000	\$8,500

*Alternates were submitted as part of their paving bid package.

Paving Bid Package- **Dryden Park**

Bidder	Base Bid	Alternate Dryden New Chain Link	Alternate Dryden Armor Crack Repair	Alternate Sunset Ridge Armor Crack Repair	Alternate Volz New Chain Link	Alternate Volz Armor Crack Repair
Evans & Sons Blacktop	\$355,354	\$35,144	\$16,650	\$1,472	\$23,722	\$14,063
Accu-Paving Company	\$412,655	\$29,450	\$17,000	\$1,900	\$28,300	\$15,200
Troch-McNeil Paving Company, Inc.	\$462,435	\$71,875	\$16,500	\$1,430	\$43,315	\$13,750
MisFits Construction Co.*	No Bid	\$28,000	No Bid	No Bid	\$14,000	No Bid

*Alternates were submitted as part of their site work bid package.

The bid packages were reviewed by staff for accuracy. Staff is recommending accepting the lowest qualified base bids from American Grading (site work bid) and Evans & Sons Blacktop (paving bid), as well as all alternates submitted by each contractor in the specified bid scope. American Grading and Evans & Sons Blacktop have both have had a positive work experience with the District.

The combined base bids and alternates total \$677,627 and are under budget by \$32,373. The site work base bid also has a \$50,000 allowance built in for potential undercuts. Staff also recommends approving a project budget of \$710,000 to address any unforeseen conditions. Staff will update the Board on the final expenses of the project upon completion.

Comr. Nesvacil moved, seconded by Vice President Gelinas to approve the site work base bid and all alternates as submitted by American Grading, Schaumburg, IL. for a total of \$231,222, to approve the paving base bid and all paving alternates as submitted by Evans & Sons Blacktop, West Chicago, IL. for a total of \$446,405, and to approve a not to exceed project budget of \$710,000. On a voice vote the motion was approved 4-0.

Rejection of Color Coating Bids

Dir. Rea stated that the 21/22 budget included \$80,000 from the operating budget for color coating agency basketball and tennis courts.

Bids were posted and released on June 8th. A total of six contractors and ten bid houses picked up the bid, with only Tennis Courts Unlimited submitting a sealed bid for the opening on June 29th. This bid exceeded the budget.

Staff spoke to other color coating contractors about their failure to bid the project and were told that they are too busy to take on any additional work. They recommended bidding in the late winter/early spring to improve bid competition and scheduling.

Vice President Gelinas moved, seconded by Comr. Nesvacil to reject the color coating base bid and alternate number one as submitted by Tennis Courts Unlimited, Watervliet, MI. and rebid the project this winter. On a voice vote the motion was approved 4-0.

Comprehensive Plan

Exec. Dir. Fullerton explained that the 2014-2020 Comprehensive Plan has been updated through year 2023. With the pandemic in 2020, staff felt it best to wait until the pandemic passes and agency operations return to normalcy before creating a new five-year plan. Staff has updated the following areas of the existing plan, and the Board has reviewed:

- Introduction
- Goals
- Five Year Financial Forecast
- Parks & Facilities
- Capital Improvement Plan
- History & Demographics
- Community Input

Comr. Owen moved, seconded by Comr. Nesvacil, to approve the Arlington Heights Park District Updated 2014 – 2023 Comprehensive Plan. On a voice vote the motion was approved 4-0.

ADA Transition Plan

Dir. Rea explained that the current plan is reviewed annually as a part of the budget process. Several projects have been completed over the last few years, prompting staff to update the plan. Staff reviewed project documents and visited park/program locations to complete the update. The following areas of the plan have been updated for 2021, and has been reviewed by the Board:

- **Target Completion Date-** updated to after 2021 for all ADA recommendations still needing completion
- **Major Facility Projects-** ADA recommendations that were completed as a result of the projects completed at Camelot Community Center, Heritage Tennis Club, and the Arlington Ridge Center
- **Park Projects-** ADA recommendations that were completed as result of the projects at Lake Arlington and Green Slopes Parks and the pending projects at Dryden, Sunset Ridge, and Volz Parks
- **Pavement Projects-** ADA recommendations that were completed as a result of path, athletic field accessibility, and parking lot improvements at park locations throughout the community

Comr. Nesvacil moved, seconded by Comr. Owen, to approve the Arlington Heights Park District Updated 2021 ADA Transition Plan. On a voice vote the motion was approved 4-0.

Safety Manual

Dir. Myers shared with the Board the updated Safety Manual. Changes to the Safety Manual require Board approval while changes to the Crisis Communication Plan, Emergency Response Handbook and the Hazardous Communication Manual are approved by the Executive Director. Staff presented the Safety Manual for the Board's review and approval. The majority of the revisions are housekeeping or updates related to changes in staffing/titles or facilities (i.e. Safety and Training Supervisor to HR & Safety Supervisor and Olympic to ARC). Only one significant modification is being recommended and is detailed below:

Section X. Chronic Infectious Disease Procedure – Procedures for COVID-19 have been added.

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

MATTERS FROM COMMISSIONERS

Comr. Gelinas thanked everyone for their condolences for his mother's passing.

Comr. Owen shared that he had been over to Pioneer Pool to cool off from the 90 degree temperatures and truly enjoyed the great facility and had lots of fun.

President Leno inquired about any feedback from the Frontier Day's carnival over the 4th of July. Staff responded stating no reports of feedback from the committee had been received.

President Leno also inquired about a four-way stop sign at Miner & Belmont once the AHML Makerspace facility opens, and has concerns of that becoming heavier traffic. Exec. Dir. Fullerton will follow up with VAH.

MATTERS FROM EXECUTIVE DIRECTOR

Exec. Dir. Fullerton stated that Picnic in the Park is this Friday, July 30th, and City Meet is Saturday, July 31st. There will be no National Night Out this year.

MOVED INTO CLOSED SESSION

Comr. Nesvacil moved, seconded by Comr. Owen to hold closed session for the potential acquisition of Real Estate 5 ILCS 120/2(c)(5) and 5 ILCS 120/2(c)(6), and Semi-Annual Review of Closed Session Minutes - 5 ILCS 120/2(c)(21) at 8:02 p.m.

Roll was called with:

Ayes – Nesvacil, Owen, Gelinas, Leno

Nays – None

Absent – None

Ayes – 4; Nays – 0; MOTION CARRIED

RECONVENED TO REGULAR MEETING

At 8:33 p.m. the Regular Meeting was reconvened and the following were present:

Board: Nesvacil, Owen, Gelinas, Leno.

Staff: Fullerton, Rea, Meyer, Myers, and Maher.
Resident: M. Cayer

Comr. Nesvacil moved, seconded by Comr. Owen that the Board has conducted the semi-annual review of closed session minutes and have determined that the following approved minutes July 16, 2019 to October 22, 2019 be sealed under 5ILCS 120/2(c)(1). Closed meeting minute discussions, and from November 12, 2019 to December 23 2019, be released. Plus, all audio recordings between July, 2019 and December, 2019 be destroyed with no action on all remaining closed sessions minutes. On a voice vote the motion was approved 4-0.

Comr. Nesvacil moved, seconded by Comr. Owen that the closed session minutes from January 12, 2021 to June 8, 2021 be approved but not released. On a voice vote the motion was approved 4-0.

ADJOURNMENT

Vice President Gelinias moved, seconded by Comr. Owen, to adjourn at 8:36 p.m.

Roll was called with:

Ayes – Gelinias, Owen, Nesvacil, Leno

Nays – None

Absent – None

Ayes – 4; Nays – 0; MOTION CARRIED

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

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

Date Approved