

MINUTES OF THE REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS
ARLINGTON HEIGHTS PARK DISTRICT
Arlington Lakes Golf Course
1211 S. New Wilke Road
January 25, 2022 at 7 p.m.

President Leno called the Regular Board 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

R. Nesvacil
B. Owen
T. Gelinas (arrived at 7:06 pm)
M. Leno

Commissioners Absent

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

Other Staff in attendance: Kristy McCann, Matt Healy, Chris Nisbet, Nick Wirth, Jennifer Rogers, Katie Waszak, Kristy Henson, Tim Govern, and Jeff Wills.

Also in attendance Eric Anderson, Piper Sandler & Co.; Jen Kim, resident; and Ed Bjes, resident.

RECOGNITION OF VISITORS & CITIZENS TO BE HEARD

Kristy McCann introduced Kristy Henson, new Senior Center Supervisor.

MINUTES

No discussion.

Comr. Owen moved, seconded by Comr. Nesvacil, to approve the November 23 and December 14, 2021 Regular Meeting minutes. On a voice vote the motion was approved 3-0.

PRESENTATIONS & INFORMATIONAL REPORTS

November & December, 2021 Financial Reports

Dir. Myers presented the Financial Reports. No discussion.

Recommendation for Bond Sale

Eric Anderson from Piper Sandler spoke to the Board about how interest rates have been increasing since February, 2021. Mr. Anderson explained that the District will have the flexibility to utilize bond proceeds on either paying existing Debt Certificate debt service, or spending the funds on future capital projects, explaining the timeline for the bond sale in March, 2022.

Recreation Fee Recommendations for FY 2022/23

Director Meyer gave an overview of the staff's outlook in regards to fees and how the District will recover \$207,000 due to the increase in minimum wage, with the proposed fee increases the District should be able to see additional revenues of \$330,000. Supervisors from the Recreation departments were in attendance to provide the Board with a brief overview of the highlights in their particular area. No approvals were needed, the fees will be approved with the budget in May, 2022.

Katie Waszak, CAP/Day Camp Supervisor presented the proposed 2022/23 fiscal year fee recommendations for CAP.

Tim Govern, Golf Operations Manager presented the proposed 2022/23 fiscal year fee recommendations for Arlington Lakes Golf Course and Nickol Knoll Golf Club.

Matt Healy, ARC Manager presented the proposed 2022/23 fiscal year fee recommendations for the Arlington Ridge Center membership and Summer Splash Pass fees. Staff will be bringing back proposed ARC fees back to the Board in March.

Chris Nisbet, HTC Manager presented the proposed 2022/23 fiscal year fee recommendations for Heritage Tennis Club for summer outdoor tennis programs, permits, and combination camps. Dir. Meyer presented on behalf of Forest View Racquet & Fitness Club.

NEW BUSINESS

November, 2021 Vouchers

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

Comr. Nesvacil moved, seconded by Vice President Gelinas, to approve the Voucher Listing for the month of November, 2021, in the amount of \$4,754,497.17 and the payroll and payroll related expense distribution for the month of November, 2021 for \$893,479.25.

Roll was called with:

Ayes – Nesvacil, Gelinas, Owen, Leno

Nays – None

Absent – None

Ayes – 4; Nays – 0; MOTION CARRIED

December, 2021 Vouchers

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

Vice President Gelinas moved, seconded by Comr. Nesvacil, to approve the Voucher Listing for the month of December, 2021, in the amount of \$1,006,774.35 and the payroll and payroll related expense distribution for the month of December, 2021 for \$1,277,656.94.

Roll was called with:

Ayes – Gelinas, Nesvacil, Owen, Leno

Nays – None

Absent - None

Ayes – 4; Nays – 0; MOTION CARRIED

Ordinance 722 – \$744,000 Limited Tax Bond, Series 2022

Dir. Myers shared as part of the District's plan of finance to address the capital needs of the District, Eric Anderson of Piper/Sandler has worked with staff to prepare for the District's annual issuance of debt. The purpose of this issuance is provide payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the Park District and for the payment of the expenses incident thereto as defined in the capital plan that is established during the budget process. This issuance will maximize the amount of debt the agency is able to issue for the 2021 and 2022 tax years.

The structure of the limited tax bond maturities would be interest and principal payments for two years, calendar years 2022 and 2023. These payments would be made through the Debt Service Fund. Ordinance No. 722 was prepared by bond counsel, Chapman and Cutler.

The issue has the following characteristics:

- Retirement Period of two years (levy years 2021 and 2022)
- Par Value \$774,000
- Average rate of 1.41%
- The Debt Service Extension Base for both levy years 2021 and 2022 will be consumed after issuance of the Taxable Limited Park Bonds, Series 2022
- The Taxable Limited Park Bonds, Series 2022 will close on March 1, 2022
- The District will receive \$763,500 for capital and debt payments after paying costs of issuance
- The next time that the Debt Service Extension Base is available is levy year 2023; this suggests that the next bond offering paid from property taxes would be issues sometime during the period of November, 2023 to February, 2024

Comr. Owen moved, seconded by Vice President Gelinas to approve Ordinance No. 722: An ordinance providing for the issue of \$774,000 Taxable General Obligation Limited Tax Park Bonds, Series 2022, 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 Corporate Fund.

Roll was called with:

Ayes – Owen, Gelinias, Nesvacil, Leno
Nays – None
Absent – None
Ayes – 4; Nays – 0; MOTION CARRIED

Board Policy Manual: 2.2.24 Whistleblower Protection Policy

Exec. Dir. Fullerton shared that after attending an IAPD Legal Symposium the District needs to add a policy stating the following:

- Designate an Auditing Official
- Establish written process and procedure for managing complaints
- Communicate the Policy to new hires
- Communicate the Policy annually to staff
- Establishes protocol for notifying the Districts corporate counsel and/or PDRMA

Vice President Gelinias moved, seconded by Comr. Owen to approve Section 2.2.24 Whistleblower Protection Policy as presented. On a voice vote the motion was approved 4-0.

Professional Development and Training

Exec. Dir. Fullerton asked the Board to approve reimbursement of expenses of any Board member who attend professional development and training opportunities. Commissioner Gelinias will be attending the 2022 IAPD/IPRA Soaring to New Heights Conference.

Comr. Owen moved, seconded by Comr. Nesvacil to approve \$917 in expenses associated with Commissioner Gelinias' travel to the 2022 IAPD/IPRA Soaring to New Heights Conference to obtain professional development and training opportunities. On a voice vote the motion was approved 4-0.

Items 7.f. Approval of Intergovernmental Agreement with Village of Arlington Heights and 7.g. Approval Village of Arlington Heights Agreements: Raven Park Storm Water Detention Intergovernmental Agreement and Temporary Construction and Permanent Access and Maintenance Agreement were tabled by the Board to be discussed and approved at the February 8, 2022 meeting.

COMMISSIONER REPORTS

Comr. Nesvacil thanked Dir. Rea for all the ice that has been maintained around town, a big success.

Vice President Gelinias thanked staff for all the movement within the District to keep things moving and covering different locations.

Comr. Owen and President Leno thanked staff for the ability to keep the District running with a collaborative approach to the Cook County mandate and responding to the storm of concerns.

EXECUTIVE DIRECTOR REPORT

Exec. Dir. Fullerton shared that the following employees will be retiring in 2022:

- Geri Toberman, January 21
- Jerry O'Shaughnessy, February 8
- Don Gach, April 1
- Jeff Lindstrom, April 16

March 8 & 9 will be the IAPD Parks Day Capital & Legislative Conference and the week of March 21 is Spring Break. Park Board meetings will be cancelled and replaced with March 29th.

ADJOURNMENT

Comr. Nesvacil moved, seconded by, Vice President Gelinis to adjourn at 8:44 p.m. On a voice vote the motion was approved 4-0.

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

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

Date Approved