

MINUTES OF THE REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS
ARLINGTON HEIGHTS PARK DISTRICT
Historical Museum
110 W. Fremont Street
February 21, 2023 at 6:30 p.m.

President Leno called the Regular Board Meeting to order at 6:34 p.m.

ROLL CALL OF COMMISSIONERS

Commissioners Present

T. Gelinas
B. Owen
M. Leno

Commissioners Absent

R. Nesvacil

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

Other Staff in attendance: Kristy McCann, Steve Neill, Jennifer Rogers, Matt Turinsky, Matt Healy, Tyler Quattrocchi, Rosie Gallina, Marco Galassini, and Evan Lewandowski.

Residents Present: Barb Ottolino, Jean LaPorte, Kate Wagner, and Charles McLaughlin.

Others in Attendance: John Dzarnowski, FGM Architects

RECOGNITION OF VISITORS & CITIZENS TO BE HEARD

Introduction of New Staff

Dir. Seklecki introduced Marco Galassini who joins us as the Digital Content & Graphic Supervisor.

Dir. Myers introduced Rosie Gallina as the Superintendent of Human Resources.

MINUTES

No discussion.

VP Gelinas moved, seconded by Comr. Owen, to approve the January 24, 2023 Regular Meeting minutes. On a voice vote the motion was approved 3-0.

PRESENTATIONS & INFORMATIONAL REPORTS

January, 2023 Financial Reports

Dir. Myers presented the Financial Report for January, 2023.

VP Gelinas inquired if the timing of tax revenues will be an issue. Dir. Myers assured the Board we are in good shape.

Dryden Park Playground

Exec. Dir. Fullerton explained that School District 25 approached staff about wanting to replace the Dryden Park Playground (which is located on AHPD property) while they are doing construction on the rest of their building.

At first a “land swap” was discussed, however they determined they were not interested in pursuing this.

Currently there is an IGA on the playground in place that detailed the cost sharing for the existing structures/installation, liability/inspection/maintenance responsibilities and future replacement.

The School District is interested in replacing the playground at 100% their expense, and handling all liability and inspections/maintenance going forward. Construction to begin Spring, 2023.

Staff discussed this with PDRMA and an updated IGA detailing the new agreed upon procedures going forward, as the potential structure would be on AHPD property. This may include a license or lease to use the property. Attorney Paine suggested we may need a temporary easement for construction. PDRMA does not have any concerns about this arrangement, assuming the IGA is very clearly written and states who owns the equipment, and the responsibilities that come along with that. Staff are confident that Attorney Paine can draft a solid agreement for the Board to consider.

The Board shared their concerns, believe that a land swap would be a better option. The Board is interested in knowing if all of the parks and school district properties that would fall under this same umbrella. Staff will bring back this information at the March 21st meeting.

Potential ARC Locker Room Project

John Dzarnowski of FGM Architects presented additional drawings for the ARC locker room project. Discussion was had with the Board, staff and Mr. Dzarnowski.

Staff made the recommendation to covert Fitness Studio B into six new wet changing rooms. This estimated cost is \$650K.

Staff suggested that if the Board is interested considering an addition to the six changing rooms, consider flip flopping the men’s and woman’s locker rooms, this would incorporate the current family changing space into the woman’s locker room, dramatically increasing the locker room size. A hallway would be added to give patron’s direct access to the pool deck from the lobby and new family changing rooms. The estimated cost for this scenario is \$1.175M.

The consensus of the Board was to have FGM Architects to complete a proposal for the project that includes the conversion of Fitness Studio B, flip flopping the men’s and women’s locker rooms and adding a hallway.

New Grant Cycles

Exec. Dir. Fullerton shared that IAPD recently released the IDNR’s new grant cycles:

FY 2024 OSLAD	July 3 – August 31, 2023
PARC	May 1 – June 30, 2023
Public Museum Grants	April 3 – May 31, 2023

AHPD has not heard back on our 2023 OSLAD Grant submission for Recreation Park, which poses some challenges in determining what our 2024 submission might be. IAPD has announced FY 2023 OSLAD’s should be announced by month end.

If we do not receive the 2023 OSLAD Grant, staff recommend reapplying for Recreation Park Phase I.

Assuming we do receive the 2023 OSLAD Grant for Rec Park Phase I – staff recommendations are as follows:

FY 2024 OSLAD July 3 – August 31, 2023 **Rec Park Phase II**
(Preliminary State Grant Budget was announced at an estimated at \$56M)

PARC May 1 – June 30, 2023 **Rec Park Pool and Bath House**
(Tentatively recommended, after community survey results are analyzed)

Public Museum Grants April 3 – May 31, 2023 **TBD**

The Board was in agreement with the staff’s recommendations, however a final decision will be made when the 2023 OSLAD awards are announced.

OLD BUSINESS

Ordinance 260/727

Exec. Dir. Fullerton shared the initial results of the domestic animal-related question for consideration prior to the Board voting on the updated Ordinance. The results of both the electronic survey and statistically-valid survey are very similar.

Electronic Survey Results – 1873 responses (raw data):
59.24% support (32.85% strongly, 26.39% somewhat)
40.75% oppose (26.75% strongly, 14% somewhat)

Statistically-Valid Survey Results (raw data) from the community-wide survey (over 470 responses), the preliminary numbers are:
56% support (30% strongly and 26% somewhat support)
44% opposed (30% strongly plus 14% somewhat opposed)

The question was posed as follows:

Allow pets and domesticated animals in certain Park District parks (where appropriate) if they are on a leash that is no longer than 6 feet long.

(Options: Strongly Oppose, Somewhat Oppose, Strongly Support, Somewhat Support)

Discussion between the Board and staff resulted in the Board disagreeing with the current language for Section 2.03 Animals and Pets and asking staff to review and bring back at a future meeting.

NEW BUSINESS

Auditor Proposal

Dir. Myers recommended that Sikich LLP be appointed as auditors for the District for fiscal years ending April 30, 2023, April 30, 2024, and April 30, 2025. The proposal for fiscal year end 2023 is 5.03% more than fiscal year end 2022. Subsequent years will increase by 5.3% and 5.7%. The audit fee includes conducting the audit and submitting the Comptroller Annual Financial Report. The proposed fees are as follows.

Fiscal Year Ending	Audit Fee
04/30/23	\$ 33,675
04/30/24	\$ 35,465
04/30/25	\$ 37,475

VP Gelinias moved, seconded by Comr. Owen, to appoint Sikich LLP as auditors for the District for fiscal years ending April 30, 2023, April 30, 2024, and April 30, 2025. The fee for April 30, 2023 would be \$33,675. These fees will increase to \$35,465 and \$37,475 for years ending April 30, 2024 and April 30, 2025.

Roll was called with:

Ayes – Gelinias, Owen, Leno

Nays – None

Absent – Nesvacil

Ayes – 3; Nays – 0; MOTION CARRIED

Garibaldi's Lease Agreement

Supt. McCann presented that Staff has met with Garibaldi's restaurant of Arlington Heights to renew their agreement for the upcoming operating season at Melas concessions. Garibaldi's is very interested in returning and has enjoyed being there the last two years.

Garibaldi's proposed a three-year agreement with the understanding that the agreement would be reviewed each spring prior to March 1.

Garibaldi's will pay \$1,100 a month for the 12 months of the agreement, which is a 10% increase from the 2022/2023 agreement. The result is \$13,200 in concession revenue for Melas. The four-year average for Melas concessions' net when it was an in-house operation was \$11,180 from 2016 to 2019.

Staff did discuss the possibility of alcohol sales at Melas, and at this time Garibaldi's felt that they cannot do it due to staffing challenges. The challenge is that all staff would have to be 21 years of age or older and Basset trained. The majority of their workforce is high school aged students.

The continued benefits of this partnership:

- AHPD staff will not need to manage concessions, which allow them to dedicate that additional time to other duties.
- AHPD will save on product and staff expenses. The annual average expense for both from 2016 to 2019 was \$46,982 per year.
- We are able to provide our users with a quality product.

VP Gelinas made a strong statement that he would like to have alcohol sales at Melas, understanding the staffing challenges. Would there be an option to partner with someone who could provide this service.

The Board asked that language be added that the District has the ability to work with a third-party vendor to provide alcohol at Melas should Garibaldi’s not be interested in serving alcohol.

VP Gelinas moved, seconded by Comr. Owen, to approve the License Agreement with SADIE Investments, LLC d/b/a Garibaldi’s Italian Eatery of Arlington Heights located at 1960 N. Arlington Heights Rd. Arlington Heights, Illinois 60004 to manage concessions at Melas Park Sports Complex located at 1500 W. Central Rd., Mt. Prospect, Illinois 60056 on behalf of the Arlington Heights Park District beginning April 1, 2023 through March 31, 2026 for the monetary amount of \$13,200 annually in license fees per the terms of the agreement subject to attorney review with the caveat that another potential vendor be allowed to sell alcohol understanding the agreement is reviewed each year prior to March 1.

Roll was called with:
 Ayes – Gelinas, Owen, Leno
 Nays – None
 Absent – Nesvacil
 Ayes – 3; Nays – 0; MOTION CARRIED

Bulk Fertilizer Application and Turf Product Bid

Supt. Turinsky presented the bid. The first application will include Acelepryn insecticide with the fertilizer and will be applied to field locations with excessive grub damage in 2022.

The budget for the Fiscal Year 2023/2024 fertilizer products and contractual applications is \$50,000.

In addition to the bid results, product information and application locations are attached. Four companies downloaded the bid from the website and the following contractor submitted a bid on January 10th:

Bidders Company	Base Total	Fertilizer Application Expense	Bulk Fertilizer Expense
Chicagoland Turf Downers Grove, IL.	\$49,006.40	\$12,220.00	\$36,786.40

VP Gelinas moved, seconded by Comr. Owen, to approve the bid from Chicagoland Turf, Downers Grove, IL., for the purchase of bulk fertilizer and applications totaling \$49,006.40 for fiscal year 2023/2024.

Roll was called with:

Ayes – Gelinas, Owen, Leno

Nays – None

Absent – Nesvacil

Ayes – 3; Nays – 0; MOTION CARRIED

Mowing Bids

Supt. Turinsky presented the District established specifications and solicited bids from outside contractors to perform supplemental mowing services for nearly 95 acres at 37 different locations throughout Arlington Heights. The proposed contract provides mowing operations over a 34-week period, and includes our residential property, as well as the two tennis club facilities.

On January 17, 2023, eight sealed bids were received and opened for the Mowing Services Contract. Apex Landscaping Hawthorne Woods IL., was the low bidder. Apex Landscaping has performed at an acceptable level, and currently performs mowing services for the Village of Arlington Heights.

The following table outlines the bids received:

Company	Base Bid
Apex Landscaping, Inc., Hawthorn Woods, IL.	\$ 85,176.73
Herrera Landscaping, Evanston, IL.	\$114,801.00
Gilio Landscaping Contractors, Arlington Hts, IL.	\$121,856.00
Mark 1 Landscaping, Bartlett, IL	\$122,281.00
Pezza Landscape, Warrenville, IL.	\$124,848.00
Langton Group, Woodstock, IL.	\$138,586.00
Yellowstone Landscape, Roselle, IL	\$175,100.00
Fleck's Landscaping, Wheeling, IL.	\$188,292.00

2023/24 Contractual Services budgeted amount for mowing is \$95,000.00

Apex Landscaping's bid is in line with expected increases for fuel and labor costs. The specifications for the three-year contract provides an option for a fourth and fifth year. The contract increases annually by the Consumer Price Index (CPI) for the life of the contract.

The bid was structured in a manner that allows either party to exit from the contract on an annual basis by providing notice no later than January 1st of the following year.

Comr. Owen moved, seconded by VP Gelinas, to approve the bid and three-year contract as submitted by Apex Landscaping, Inc. Hawthorn Woods, IL., in the amount of \$85,176.73.

Roll was called with:

Ayes – Owen, Gelinas, Leno

Nays – None

Absent – Nesvacil

Ayes – 3; Nays – 0; MOTION CARRIED

Pond Bank Stabilization Bids

Dir. Rea presented that in the 2022/2023 capital budget, \$88,000 was budgeted to address soil erosion around the ponds at Arlington Lakes Golf Course. An additional \$137,239 of additional funding from the Nickol Knoll path replacement project (remaining funds from Village) is also available for the project this year. Phase II of the project is budgeted next fiscal year at \$110,000.

The ponds at the Arlington Lakes Golf Club are part of the community storm water detention system. The ebb and flow of the water in the ponds has eroded the shoreline and created conditions that are un-favorable for golf play and will lead to additional erosion.

The stabilization base bid addresses four of the 13 ponds (a fifth pond is listed as an alternate) throughout the golf course. Project plans address the erosion concerns by tapering back the pond shorelines, installing soil stabilization matting, and seeding the areas with perennial grasses intended to stabilize the soil and prevent further erosion.

The bid notice was posted on February 6th and a pre-bid walk through was held on February 13th with six attendees. A total of 17 contractors picked-up the bid. The following four bids were opened on February 20th:

Bidder	Base Bid	Alt. 1- Optional 5th Pond
ENCAP, Inc., DeKalb, IL.	\$197,587.00	\$13,668.80
Ganziano Sewer & Water, Inc., Woodstock, IL.	\$317,220.00	\$12,101.00
Fowler Enterprises, LLC, Elgin, IL.	\$326,500.00	\$42,390.00
Lenny Hoffman Excavating, Inc., Wilmette, IL.	\$473,881.32	\$35,819.75

The bid packages were reviewed by staff for accuracy and references were checked. ENCAP, Inc. has sufficiently bid the project components and provided a detailed breakout of the project expenses.

Staff recommends moving forward with the project, as the stabilization work can be completed while the course is open with minimal disruption to golfers. The project is scheduled to begin quickly this spring and will depend heavily on weather conditions. The project will rollover into next fiscal year and will be a combination of funding over both fiscal years. A total of \$329,164 is available to complete the pond bank stabilization after architectural fees are deducted.

VP Gelinas moved, seconded by Comr. Owen, to approve the base bid and alternate #1 as submitted by ENCAP, Inc. of DeKalb, IL. for \$211,255.80 and a project budget of \$329,164.

Roll was called with:

Ayes – Gelinas, Owen, Leno

Nays – None

Absent – Nesvacil

Ayes – 3; Nays – 0; MOTION CARRIED

Playground Synthetic Turf Bids at Evergreen Park & Melas Park

Dir. Rea presented that in the 2023/2024 capital budget, \$66,000.00 is being budgeted to replace the playground SofTiles at the Melas Park and Evergreen Park playgrounds.

Staff is proposing to replace the SofTiles installed in 2011 at both Melas and Evergreen Parks with synthetic turf safety surfacing. The SofTiles were used to provide ADA access to the playgrounds and under high use areas. The tiles have started to cup and curl, inhibiting access to the playground and creating tripping hazards. The base bid includes the removal and disposal of the SofTiles and installation of synthetic turf safety surfacing.

The bid was posted on January 13th and a pre-bid walk through was held on January 20th with one attendee. A total of four contractors picked-up the bid. The following bid was opened on January 27th:

Bidder	Base Bid
Perfect Turf, LLC., Rolling Meadows, IL.	\$59,220

The bid package was reviewed by staff for accuracy. The low bid submitted by Perfect Turf, LLC. is within the proposed budget of \$66,000.00. The work will occur after May 1st in the new fiscal year.

VP Gelinas moved, seconded by Comr. Owen, to approve the base bid as submitted by Perfect Turf, LLC., Rolling Meadows, IL. for \$59,220.

Roll was called with:

Ayes – Gelinas, Owen, Leno

Nays – None

Absent – Nesvacil

Ayes – 3; Nays – 0; MOTION CARRIED

Sunset Ridge Playground Installation Bids

Dir. Rea presented that in the 2022/2023 capital budget, \$175,000.00 was budgeted to replace the playground at Sunset Ridge Park. The existing playground structure was installed in 2000 and has reached its useful life.

Staff is proposing to replace the playground with a new play structure. The base bid includes the removal and disposal of the existing timber border and playground equipment foundations (playground equipment to be taken by Kids Around the World), installation of a concrete ribbon curb, and installation of the new playground equipment. The Board approved the purchase of the playground equipment from Landscape Structures at the January 24th Board meeting for \$59,719.

The bid was posted on January 17th and a pre-bid walk through was held on January 24th with three attendees. A total of eleven contractors picked-up the bid. The following seven bids were opened on January 31st:

Bidder	Base Bid
Playground Safe, LLC, Mt. Prospect, IL.	\$55,548.00
Clauss Brothers, Inc., Elgin, IL.	\$57,400.00
Hacienda Landscaping, Minooka, IL.	\$57,900.00
E. Hoffman, Inc., Lombard, IL.	\$62,790.00
D&J Landscape, Inc., Shorewood, IL.	\$64,458.44
Innovation Landscape, Inc., Oswego, IL.	\$68,650.00
Midwest Excavators, Hampshire, IL.	\$85,200.00

The bid packages were reviewed by staff for accuracy. The low bid received from Playground Safe, LLC. is within the total project budget of \$175,000.

VP Gelinas moved, seconded by Comr. Owen, to approve the base bid as submitted by Playground Safe, LLC., Mt. Prospect, IL. for \$55,548 and a project budget of \$130,267.

Roll was called with:

Ayes – Gelinas, Owen, Leno

Nays – None

Absent – Nesvacil

Ayes – 3; Nays – 0; MOTION CARRIED

Color Coating Bids

Dir. Rea presented that in the 2023/2024 operational budget, \$107,050 is being budgeted to address the annual maintenance of outdoor tennis, basketball, pickleball, and hockey sport courts.

The budget supports annual maintenance and repairs necessary to extend the life of the paved sport court surfaces. The base bid is a combination of crack repair, crack/depression filling, color coat touch ups, and full court color coating. The work is scheduled to be completed at:

- **Falcon Park** - Basketball court crack repair and full color coat
- **Pioneer Park** - Basketball court crack repair, depression filling, and color coat touch-up
- **Greenbrier Park** -Tennis and roller hockey courts crack repair, depression filling, and color coat touch-up
- **Frontier Park** - Tennis court crack repair and color coat touch-up
- **Centennial Park** - Tennis court crack repair, depression filling, and full color coat
- **Berbecker Park**- Basketball court crack filling, depression filling, and full color coat
- **Camelot Park** - Basketball court crack repair, depression filling, and color coat touch-up. Tennis court crack filling and color coat touch-up
- **Carefree Park** - Tennis and roller hockey courts crack repair, depression filling, and full color coat

In addition to the base bid, one alternate was solicited:

1. **Single Coat Color Coat:** This alternate was intended to be a cost savings measure, however it resulted in potential increased costs. It is not being considered for acceptance.

The bid notice was posted on January 24th and a pre-bid walk through was held on January 31st with one attendee. The bid was posted to the park district website and Demandstar resulting in a total of two contractors picking up the bid. The following two bids were opened on February 7th:

Bidder	Base Bid	Alt. 1- Single Color Coat
Sport Surface Pros, LLC Lake Forest, IL	\$ 97,250	\$ 1,500
U.S. Tennis Court Construction Co. Lockport, IL	\$148,900	\$26,165

The bid packages were reviewed by staff for accuracy and references were checked. Sport Surface Pros, LLC has bid the correct products and provided a detailed breakout of project expenses.

VP Gelinas moved, seconded by Comr. Owen, to approve the base bid as submitted by Sport Surface Pros, LLC of Lake Forest, IL. for \$97,250 and a project budget of \$107,050.

Roll was called with:

Ayes – Gelinas, Owen, Leno

Nays – None

Absent – Nesvacil

Ayes – 3; Nays – 0; MOTION CARRIED

January, 2023 Vouchers

Dir. Myers presented the vouchers for November, 2022.

VP Gelinas moved, seconded by Comr. Owen, to approve the Voucher Listing for the month of January, 2023, in the amount of \$747,187.17 and the payroll and payroll related expense distribution for the month of January, 2023 for \$926,249.32.

Roll was called with:

Ayes – Gelinas, Owen, Leno

Nays – None

Absent – Nesvacil

Ayes – 3; Nays – 0; MOTION CARRIED

COMMISSIONER REPORTS

No reports.

EXECUTIVE DIRECTOR REPORT

Exec. Dir. Fullerton updated the Board on the following:

1. Saturday, February 25th is the joint VAH meeting, at 8:30 am at the Museum.
2. Hearts of Gold luncheon is Sunday, February 26th.
3. Our next meeting, March 21st will be held again at the Museum during construction of the Board Room.
4. Parks Day at the Capital and Legislative Conference is May 2nd, please let us know if you would like to attend.

5. Legacy Wall Induction & Volunteer Event will be held on Sunday, April 23rd at ARC, from 2:00 pm – 5:00 pm, more details to come.
6. In the back of your packet is a copy of the IAPD Legislative Platform for your review.

MOVED INTO CLOSED SESSION

Comr. Owen moved, seconded by VP Gelinias to hold Closed Session for Semi-Annual Review of Closed Session Minutes - 5 ILCS 120/2(c)(21), potential acquisition of real estate 5 ILCS 120/2(c)(5) and 5 ILCS 120/2(c)(6), and personnel matters involving specific employees of the AHPD – 5ILCS 120/2(c)(1) and 5ILCS 120/2(c)(2) at 8:45 p.m.

Roll was called with:

Ayes – Owen, Gelinias, Leno

Nays – None

Absent – Nesvacil

Ayes – 3; Nays – 0; MOTION CARRIED

RECONVENED TO REGULAR MEETING

At 8:54 p.m. the Regular Meeting was reconvened and the following were present:

Board: Gelinias, Owen, Leno

Staff: Maher, Myers, Fullerton

VP Gelinias moved, seconded by Comr. Owen, that the Board has conducted the semi-annual review of closed session records, and that the verbatim (audio) recordings from January 12 & 28, February 9 & 23, March 23, April 13 & 27, May 11 & 25, and June 8, 2021 be destroyed due to the 18-month expiration. And move to approve but not release the Closed Session minutes of July 26, August 23, September 13, October 11 & 25, November 22, December 13, 2022 and January 10 & 24, 2023.

Roll was called with:

Ayes – Gelinias, Owen, Leno

Nays – None

Absent – Nesvacil

Ayes – 3; Nays – 0; MOTION CARRIED

ADJOURNMENT

Comr. Owen moved, seconded by VP Gelinias, to adjourn at 8:56 p.m. On a voice vote the motion was approved 3-0.

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

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

Date Approved