

MINUTES OF THE REGULAR BOARD MEETING  
BOARD OF PARK COMMISSIONERS  
ARLINGTON HEIGHTS PARK DISTRICT  
Administration Center  
410 N. Arlington Heights Road  
August 23, 2022 at 7 p.m.

President Leno called the Regular Board Meeting to order at 7:00 p.m.

ROLL CALL OF COMMISSIONERS

Commissioners Present

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

Commissioners Absent

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; and Kendra Maher, Recording Secretary.

Other Staff in attendance: Kristy McCann, Steve Neill, Jennifer Rogers, Matt Turinsky, Bryan Cox, Ernest Johnson, and Ed McMahan.

RECOGNITION OF VISITORS & CITIZENS TO BE HEARD

None

MINUTES

No discussion.

VP Gelinias moved, seconded by Comr. Nesvacil, to approve the July 26, 2022 Regular Meeting minutes. On a voice vote the motion was approved 4-0.

PRESENTATIONS & INFORMATIONAL REPORTS

Distinguished Budget Presentation Award – GFOA

Dir. Myers presented a copy of the award to the Board for the budget year beginning May 1, 2022. The award represents a significant achievement for the agency and is the 21<sup>st</sup> time it has been received. In order to receive this award, the District has to meet nationally recognized guidelines in a policy document, financial planning, operations guide, and communication of the budget. All of the staff of the District and board members contribute to this award and everyone's efforts are greatly appreciated.

Both Exec. Dir. Fullerton and President Leno congratulated Dir. Myers and staff for the hard work and dedication that has continued to earn this award on behalf of the District.

Fund Balance Assignment

Dir. Myers explained that the District's Fund Balance Policy states "Portions of the annual Unassigned Fund Balance, in excess of annual budgeted expenditures, may be transferred to the Capital Improvements Fund to support future capital projects." Based on the Policy and conversations with Sikich, and Piper Sandler & Co., staff is planning on "Assigning" a portion of excess "Unassigned" fund balance in the General Fund and Recreation Fund to be transferred in the future for capital improvements prior to finalizing the audit. In addition, the District has a minimum 25% fund balance policy for these funds with a target of a 40% fund balance for fiscal sustainability. Therefore, staff will be "Assigning" \$2,500,000 of the "Unassigned" fund balance for future capital improvements and will remain fully compliant with the District's Fund Balance Policy.

The following chart shows the estimated 2021/22 fund balance, total of 2022/23 expenditures, 40% of annual budgeted expenditures, and the amount to be "Assigned" by General and Recreation Fund:

Fund	2021/22 Estimated Fund Balance	2022/23 Budgeted Expenditures	40% of Budgeted Expenditures	"Unassigned" Fund Balance to be "Assigned"
General Fund	\$8,836,669	\$5,818,760	\$2,327,504	\$2,500,000
Recreation Fund	\$11,213,276	\$14,031,240	\$5,612,496	\$2,500,000

July, 2022 Financial Reports

Dir. Myers presented the Financial Reports for July, 2022. No discussion.

OLD BUSINESS

None.

NEW BUSINESSJuly, 2022 Vouchers

Dir. Myers presented the vouchers for July, 2022.

Comr. Nesvacil moved, seconded by Comr. Owen, to approve the Voucher Listing for the month of July, 2022, in the amount of \$865,410.74 and the payroll and payroll related expense distribution for the month of July, 2022 for \$2,107,207.81.

Roll was called with:

Ayes – Nesvacil, Owen, Gelinias, Leno

Nays – None

Absent – None

Ayes – 4; Nays – 0; MOTION CARRIED

R-4-22 NWSRA Assessment

Exec. Dir. Fullerton provided NWSRA assessment information to the Board requesting approval for the calendar year 2023 in the amount of \$566,083.43.

VP Gelinas moved, seconded by Comr. Owen, to approve the Northwest Special Recreation Association Assessment Resolution for calendar year 2023 from 2022 taxes in the amount of \$566,083.43.

Roll was called with:

Ayes –Gelinas, Owen, Nesvacil, Leno

Nays – None

Absent – None

Ayes – 4; Nays – 0; MOTION CARRIED

R-5-22 OSLAD Grant Application for Recreation Park

Dir. Rea presented that the staff is the process of submitting an Open Space Land Acquisition and Development (OSLAD) grant application for the development of recreational improvements at Recreation Park. The State of Illinois Department of Natural Resources (IDNR) administers the OSLAD grant program and provides up to 50% matching funds (not to exceed \$600,000) for projects that meet IDNR development requirements. The proposed Recreation Park development project meets the general criteria.

In addition to Resolution R-5-22 (DOC-3 Resolution of Authorization), staff is working with Steve Konters from Hitchcock Design Group (HDG) to prepare the rest of the grant application. The legal notice for the required public open house was published in the Daily Herald on August 11<sup>th</sup> and the open house will be held on August 24<sup>th</sup>. Staff will provide the Board will all comment cards received at the open house. Staff also sent mailings to over 400 neighbors living in close proximity to the park notifying them of the open house date and time, posted meeting notification signs at the park, and utilized social media to promote the event. HDG will submit the grant application prior to the submittal deadline of September 30<sup>th</sup>.

Comr. Nesvacil moved, seconded by Comr. Owen, to adopt and sign Resolution R-5-22 (DOC-3 Resolution of Authorization) as presented, in support of the OSLAD grant application for property development at Recreation Park. On a voice vote the resolution was adopted 4-0.

2022/23 Brochure Printing RFP

Dir. Seklecki presented to the Board that RFP’s were solicited from eight vendors for the printing of three issues of the Park District’s program guide for 2022/23. The deadline for proposals was Wednesday, July 27 by 5:00 pm. Two vendors submitted proposals.

The program guide RFP form requested each season’s guide based on the number of pages per issue and quantities required for each 2022-2023 issue, per season. Staff requested the following options:

Option	1		2	Color,	50#,	92	bright	premium
Option	2		2	Color,	40#,	92	bright	premium
Option	3		4	Color,	50#,	92	bright	premium
Option	4		4	Color,	40#,	92	bright	premium

Staff requested quotes for both the 50# and 40# paper as the previous year of program guides were anticipated to printed on the 50# paper but due to national paper shortages, the program guide shifted to the 40# paper. Staff noticed this change was minimal to the quality of the program guide. For price comparison, full color guide pricing was requested. Based on community feedback, a printed program guide is still preferred and staff believes moving to a full color guide can make a huge impact for a small pricing difference.

Woodward Printing Services from Platteville, Wisconsin presented the lowest qualified quote. Arlington Heights Park District has worked with Woodward Printing since 2018 and have provided excellent customer service, on-time delivery and quality.

The chart below summarizes the quotes:

Please note: Pricing includes cover, interior pages and binding. A contracted graphic designer will design each season's program guide.

<b>Printing Company</b>	<b>Option #1: 2 Color 50#, 92 Prem. Bright</b>	<b>Option #2: 2 Color 40#, 92 Prem. Bright</b>	<b>Option #3: 4 Color 50#, 92 Prem. Bright</b>	<b>Option #4 : 4 Color 40#, 92 Prem. Bright</b>
<b>Woodward Printing Services Platteville, WI</b>	\$20,023	\$15,507	\$20,330	\$15,814
Yearly Subtotal	\$74,369	\$60,821	\$75,291	\$61,742
<b>K.K. Stevens Publishing Co. Astoria, IL</b>	\$23,763	\$20,003	\$23,763	\$20,003
Yearly Subtotal	\$71,289	\$60,011	\$71,289	\$60,011

*It is important to note that K.K Stevens Publishing Co. proposal **does not** include postage. Postage will be an additional approximately \$13,000 fee based on market value at the time of the mailing. Woodward Print Services proposal does include postage.*

Comr. Owen moved, seconded by Comr. Nesvacil, to award printing of the 2022-23 program guides to the lowest quote, Woodward Printing Services in Platteville, Wisconsin for Option #4 in 40#, 92 bright premium, in the amount of \$61,742.

Roll was called with:

Ayes – Owen, Nesvacil, Gelinas, Leno

Nays – None

Absent – None

Ayes – 4; Nays – 0; MOTION CARRIED

#### Groundmaster 3500-D Rough and Bank Mower

Golf Manager Bryan Cox presented to the Board that the 2022/23 fiscal year budget includes \$48,400 within the capital plan at Arlington Lakes Golf Club to purchase a Groundmaster 3500-D Sidewinder Rough and Bank Mower.

The Groundmaster 3500-D Rough and Bank Mower is a crucial piece of equipment that our golf operation's needs in order to maintain the course at a high level. It is ideal to mow both tee banks and green banks. Key components include:

- Free-floating contour cutting decks for mowing terrain without scalping. ALGC has many mounds and undulating terrain around greens and tees. This feature allows for smooth and efficient mowing.

- Sidewinder cutting units that allow for cutting wide swaths of grass, or smaller, tighter areas for trimming.
- Parallel traction drive system that provides steady traction in all conditions, even in wet grass and over undulating terrain. A 3-wheel drive system minimizes spinouts and scuffing.
- Two front rollers and a rear roller allow the deck to smoothly pass over turf. Tire tracks can be shifted thus reducing wear and tear on the turf.
- 2-year warranty from Toro.

The machine that the 3500-D Sidewinder will be replacing is the 2007 Reel Master 2000D with 2,319 hours. The Reel Master is 15 years old and parts for older machines are difficult to come by. However, the used machine market is at a premium due to wait times for new units and we expect it to sell quickly at auction.

Staff has searched on Omnia and Sourcewell in addition to private retailers to obtain the best price. The cooperative purchase price of \$44,058.46 is \$1,349 lower than a retail quote we received. The mower also comes with a Leaf Mulching Kit and a Canvas Sunshade.

VP Gelinas moved, seconded by Comr. Owen, to approve the purchase of the Groundsmaster 3500-D Rough and Bank Mower from Reinders, Inc. through the Sourcewell cooperative purchasing program in the amount of \$44,058.46.

Roll was called with:

Ayes –Gelinas, Owen, Nesvacil, Leno

Nays – None

Absent – None

Ayes – 4; Nays – 0; MOTION CARRIED

#### Administration Center Window Replacement

Dir. Rea presented to the Board that in the 2022/23 capital budget, \$616,000 was budgeted to replace all of the windows at the Administration Center. The existing windows are from the last facility renovation that took place in 1988 when the park district acquired the facility.

Staff has rebid the project and is again proposing to mirror the appearance of the existing windows by providing fiberglass window replacements (white exterior/interior). To keep expenses as low as possible, all windows were specified in the base bid as fixed in place. Staff also included replacement of select lintels in the base bid package. An allowance of \$30,000 is also included in the bid package to address any unknowns during the project.

The base bid includes the removal and disposal of the existing windows, replacement of specified lintels, cleaning up and painting the remaining lintels, and installation of new windows. In addition to the base bid, two alternates were solicited:

1. **Fully Operable Windows**- the alternate provides pricing for one window to open to the outside in each office space.
2. **Upgraded Glass**- the alternate provides pricing for upgraded glass and a special glass coating that improves energy efficiency

The bid was posted on July 28<sup>th</sup> and a pre-bid walk through was held on August 5<sup>th</sup> with eight attendees. A total of eight contractors and six bid houses picked-up the bid. The following two bids were opened on August 11<sup>th</sup>:

<b>Bidder</b>	<b>Base Bid</b>	<b>Alt. 1- Fully Operable Windows</b>	<b>Alt. 2- Upgraded Glass</b>
Red Feather Group Glenview, IL	\$711,900	No Bid	\$54,450
Lo Destro Construction Company Chicago, IL	\$722,000	No Bid	\$125,000

The bid packages were reviewed by staff for accuracy. Unfortunately, both bid submittals remain above the budget of \$616,000. However, the base bid does also include masonry work (lintel replacements) that was not included in the previous bid release. The low base bid from Red Feather Group included aluminum clad wood windows and were not called out as a voluntary alternate in their bid submittal, invalidating their bid. Dir. Rea confirmed with Attorney Paine the need to reject the bid submitted by Red Feather Group.

Lo Destro Construction has bid the correct product and provided a detailed breakout of the project expenses. Staff worked with Lo Destro Construction on the Arlington Ridge Center project and the experience was positive. There is a 12-week lead time for the windows if the Board elects to move forward with the project.

Staff recommends moving forward with the project. The contractor has provided a construction estimate of 14 weeks. The project would not begin until March at the earliest and is anticipated to roll into Fiscal Year 2023 – 2024. There is sufficient funding within the capital projects fund from projects that are underbudget to cover the overage.

VP Gelinias moved, seconded by Comr. Nesvacil, to reject the base bid and alternate from Red Feather Group for failure to adhere to the bid specifications and approve the base bid as submitted by Lo Destro Construction Company, Chicago, IL. for \$722,000.

Roll was called with:

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

#### Roof Coatings for Davis II Service Center, Frontier & Heritage Community Centers

Dir. Rea had originally prepared a board summary for the roof repairs at Davis II Service Center, Frontier & Heritage Community Centers. The proposed roof repairs for the Frontier and Heritage Community Centers were discussed with the Board during capital budget discussions. The Board asked staff to look into potential other repair options for the two facilities.

After discussions among the Board and staff, the Board has asked staff to find the least expensive solution for Frontier & Heritage Community Centers, and to go out to bid for all three facilities.

PARK FOUNDATION REORT

Dir. Myers shared that at the last meeting Exec. Dir. Fullerton shared the plans for Recreation Park and the Foundation has committed \$200,000 towards an inclusive playground for the project. The District is grateful for this donation.

The Park Foundation golf outing is coming up September 29<sup>th</sup>, and approximately 50 golfers are signed up, and planning is in full swing.

EXECUTIVE DIRECTOR REPORT

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

1. Irish Fest at the museum is on Friday, August 26<sup>th</sup> from 6-9 pm.
2. Heritage Fest at the museum is on Saturday, August 27<sup>th</sup> from 1-4 pm.
3. Ribbon cutting ceremonies at both Volz & Dryden tennis/pickle ball courts is on Saturday, August 27 at 8 & 9:30 am.
4. OSLAD Public Meeting will be held on Wednesday, August 24 from 5:30 – 7 pm.
5. Supt. McCann recently attended a Mural Dedication at the Village of Arlington Heights with many parks inspired renderings.
6. Dir. Rea, Dir. Meyer, and Exec. Dir. Fullerton met this week with SD25 to review all agreements, work to be done to combine and rewrite agreements.
7. Staff is beginning the work on the comprehensive plan on September 1<sup>st</sup>, meeting with PROS Consulting.
8. Tim Buividas with Corporate Learning Institute along with his UIC students are going to do a free survey for us at the ARC.
9. Possible cancellation of the September 27<sup>th</sup> board meeting, more information to come.
10. There has been past concern about not enough ladies' aquatic lockers at the ARC. A rough drawing for a solution was shared and will be brought to a future meeting to be discussed further.

COMMISSIONER REPORTS

Comr. Gelinis thanked everyone for another awesome year at the pools, lots of fun all summer long.

MOVED INTO CLOSED SESSION

VP Gelinis moved, seconded by Comr. Owen to hold Closed Session for 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 8:11 p.m.

Roll was called with:

Ayes – Gelinis, Owen, Nesvacil, Leno

Nays – None

Absent – None

Ayes – 4; Nays – 0; MOTION CARRIED

RECONVENED TO REGULAR MEETING

At 8:43 p.m. the Regular Meeting was reconvened and the following were present:

Board: Gelinas, Owen, Leno, Nesvacil

Staff: Fullerton and Rea

ADJOURNMENT

Comr. Owen moved, seconded by VP Gelinas, to adjourn at 8:43 p.m. 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