

MINUTES OF THE REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS
ARLINGTON HEIGHTS PARK DISTRICT
Administration Center
410 N. Arlington Heights Road
January 10, 2023 at 7:00 p.m.

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

ROLL CALL OF COMMISSIONERS

Commissioners Present

B. Owen
R. Nesvacil
M. Leno

Commissioners Absent

T. Gelinas

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, Matt Turinsky, Jennifer Rogers, Tyler Quattrocchi, Katie Waszak, Bryan Cox, Nancy Alfonso, Matt Healy, and Troy Lucas.

Resident: John Supplitt

RECOGNITION OF VISITORS & CITIZENS TO BE HEARD

None

MINUTES

No discussion.

Comr. Owen moved, seconded by Comr. Nesvacil, to approve the November 22, 2022 Public Hearing minutes, and November 22 and December 13, 2022 Regular Meeting minutes. On a voice vote the motion was approved 3-0.

PRESENTATIONS & INFORMATIONAL REPORTS

Outcomes of the 2017 Community Survey

Exec. Dir. presented a summary of the 2017 Community Survey compiled by Dir. Seklecki. The accomplishments and direction this survey provided were discussed.

Summary of ARC Membership Survey Results

Exec. Dir. Fullerton introduced the survey that was compiled by a group of University of Chicago students for their project. Matt Healy, ARC Manager and Troy Lukas, Aquatics Supv. gave a summary of the findings of the survey.

To gauge customer satisfaction, a survey was sent to all 4,400 households. Approximately 599 members responded to questions regarding amenities, programs, overall facility cleanliness and customer service. Rating scale was presented as a 1-5 level as 1 being the lowest and 5 being the highest.

1. Facility Cleanliness	Rating Average of 4.3 Stars
2. Employee Friendliness	Rating Average of 4.1 Stars
3. Customer Support	Rating Average of 4.0 Stars
4. Would you Recommend ARC?	Rating Average of 4.2 Stars
5. Overall Satisfaction	Rating Average of 4.3 Stars

After three years, the overall ratings are positive. Staff have made changes to address immediate needs and are in discussions about plans for future improvements. Weekly staff meetings with both full and part-time employees will be implemented and customer service stressed as an immediate, positive change. It is anticipated with the hiring of a part-time Fitness Coordinator; the ARC Manager will be more visible thus improving customer service and able to address patron concerns more readily.

Staff actions that were discussed:

- Currently all memberships are 12 months – after initial 12 months a person can cancel at any time even after they renew for another membership
- We offer a 30-day pass, great for college students or for someone to try out ARC before committing to 12 months
- We could look at higher monthly charges and let these types of membership be canceled at any time
- Staff will continue to monitor times for expanding open gym and continue to enhance the customer experience
- Added weekend custodial service during swim lesson times

OLD BUSINESS

None.

NEW BUSINESS

ARC Draft Drawings/Cost Estimates

Exec. Dir. Fullerton explained that over the last several months, a team of staff met with John Dzarnowski of FGM Architects to study/analyze the usage and needs of the existing aquatic locker rooms at the ARC. This initiative was in response to concerns from some customers related to the current size of the aquatic locker rooms and amount of seating/room to change that is available near the lockers.

Additionally, staff discussed some solutions to improve the group fitness space at the facility, potentially being redesigned and relocated to the lower level of the ARC.

Mr. Dzarnowski presented several options for both the locker room needs and the expanded fitness in the lower level of ARC.

Discussion and questions for both Mr. Dzarnowski and staff:

- Do we have \$1M to spend here, Dir. Myers said yes, however capital improvements would be reduced.
- Exec. Dir. Fullerton acknowledged that staff recognize the locker room issue, the cost involved, and the concern of taking capital funds away from other projects.
- Comr. Nesvacil asked if this project could be done in two-stages, Mr. Dzarnowski acknowledged that could be done, but ultimately the larger locker rooms should try to be done during the August shut down period at the ARC.
- Dir. Rea's concern is we could do this project, spend a lot of money and still not meet the needs of all the customers.
- Staff recommends concept BV, developing Studio I into an additional six wet changing stations that has an entrance directly onto the pool deck.
- The Board requested a proposal for more detailed drawings, timeline, and construction cost estimates for Concepts BIV & BV from Mr. Dzarnowski for the budget.

Capital Project Recommendations/Next OSLAD Grant Cycle

Exec. Dir. Fullerton shared that staff have spent a great deal of time reviewing the capitals list to present the concepts for 2023/24 budget.

Dir. Rea presented the estimated amount of \$4,000,000 is available for new capital projects in addition to any projects that might rollover into next fiscal year. The following new capital projects and equipment replacements are requested for next fiscal year:

Hardscape-	<u>Budget Estimate</u>
• Arlington Lakes Golf Club (ALGC) Entry Walk Replacement	\$ 36,300
• Pioneer Path Replacement	<u>\$342,980</u>
Estimated Section Total-	\$379,280
Sport Courts-	
• Camelot Park Tennis Courts (Location Concerns)	
• Heritage Park Tennis Courts	\$396,000
• Evergreen Park Basketball Court	\$286,000
• Virginia Terrace Park Basketball Court	<u>\$209,000</u>
Estimated Section Total-	\$891,000
Playgrounds-	
• Happiness Park	\$165,000
• Perfect Turf to replace SofTiles at Melas Park	\$ 33,000
• Perfect Turf to replace SofTiles at Evergreen Park	<u>\$ 33,000</u>
Estimated Section Total-	\$231,000
Mechanicals-	
• Arlington Ridge Center (ARC) Activity Pool Boiler	\$ 34,870
• ARC Lap/Dive Pool Boiler	\$ 34,870
• ARC Domestic Boiler	\$ 34,870
• Frontier Service Center Roof Top Unit (RTU)	\$ 22,000
• Forest View Racquet and Fitness Club RTU	\$ 33,000
• ALGC RTU	<u>\$ 33,000</u>
Estimated Section Total-	\$192,610

Facility Infrastructure-

- Frontier Service Center Roof Coating \$ 35,200
- Davis II Service Center Gutter Replacement \$ 13,750
- Davis III Service Center Roof Replacement \$ 88,000
- Elevator Upgrades Administration Center \$154,000
- Elevator Upgrades Forest View \$187,000

Estimated Section Total- \$477,950

Ponds-

- ALGC Pond Bank Stabilization \$110,000

Estimated Section Total- \$110,000

Equipment Replacement-

- Arbor Care Boom Truck Replacement \$165,000
- Electrical Boom Truck Replacement \$165,000
- Turf Tractor Replacement \$ 70,400
- (2) Utility Vehicles for Sidewalk Snow Removal \$ 92,400
- ALGC Greens Mower \$ 72,600
- ALGC Fairway Mower \$ 60,500
- Tilt-Bed Trailer \$ 16,500
- Davis 1 Service Center Vehicle Lift \$ 33,000
- North School Park Bench Pads/Garbage Cans \$ 46,200

Estimated Section Total- \$721,600

Recreation Park Development Phase I-

- Architect and Engineering Expenses (if OSLAD is awarded) \$400,000

Estimated Section Total- \$400,000

Total Requested New Capital Projects- \$3,403,440

The board agreed to staff moving forward with engineering for the sport courts so the District could benefit from a timely bid schedule for the project.

Eriksson Engineering for Evergreen, Heritage, and Virginia Terrace Parks

Dir. Rea outlined that the engineering proposals submitted by Eriksson Engineering provide pricing to create drawings for next fiscal year’s replacement of the tennis courts at Heritage Park, and the basketball courts at Evergreen and Virginia Terrace Parks. The proposals include the services of an electrical engineer for potential light pole replacements at each of the locations. The proposed pricing is broken out below by park location:

Park Location	Engineering Expense
Virginia Terrace Park	\$9,750
Evergreen Park	\$14,000
Heritage Park	\$18,500
Total	\$42,500

Comr. Nesvacil moved, seconded by Comr. Owen, to approve the design proposals for Evergreen, Heritage, and Virginia Terrace Parks from Eriksson Engineering Associates, LTD., Grayslake, IL. for \$42,500. On a voice vote the motion was approved 3-0.

Recreation Fee Recommendations for FY 2023/24

Director Meyer gave an overview of the staff's outlook in regards to fees. Supervisors from the Recreation department 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, 2023.

Bryan Cox, Golf Operations Manager presented the proposed 2023/24 fiscal year fee recommendations for Arlington Lakes Golf Club and Nickol Knoll Golf Club.

Nancy Alfonso, General Manager of Racquet Operations presented the proposed 2023/24 fiscal year fee recommendations for Heritage Tennis Club and Forest View Racquet & Fitness Club.

Steve Neill, Superintendent of Recreation Facilities presented the proposed 2023/24 fiscal year fee recommendations for the Arlington Ridge Center membership and Summer Splash Pass fees.

Katie Waszak, CAP/Day Camp Supervisor presented the proposed 2023/24 fiscal year fee recommendations for Children At Play.

EXECUTIVE DIRECTOR REPORT

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

- The Mayor's Breakfast is February 2nd, please let us know if you would like to attend.
- SD21 Leadership Breakfast on February 11th.
- Joint Village of Arlington Heights meeting is Saturday, February 25 at the Museum.
- Hearts of Gold Luncheon is February, 26th at the Double Tree Hotel, please let us know if you would like to attend.
- Comprehensive Plan meeting with the community is January 11th at Arlington Lakes Golf Course at 6:00 pm, and a virtual meeting on January 17th at 6:00 pm.
- St. Viator update has been sent to the Board.
- Our next meeting is January 24th, start time is 6:00 pm.
- Comprehensive plan statistically valid responses are being received, 234 to date, and over 1100 electronic responses have been received.
- Dir. Rea and his staff will be starting shortly on renovating the Board Room.
- OSLAD grant results are anticipated in 2023, if we do not receive the grant, we plan to resubmit or if received we would like to apply in the next cycle for Phase II of the Recreation Park project.
- Thank you to all staff who came tonight to present to the Board, great job.

COMMISSIONER REPORTS

Comr. Nesvacil inquired about the next version of the hardscape book. Dir. Rea shared that it will be brought to the next meeting. Happy New Year to all.

Comr. Owen thank staff on their work with fee presentation, great work.

MOVED INTO CLOSED SESSION

Comr. Nesvacil 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 10:50 p.m.

Roll was called with:

Ayes – Nesvacil, Owen, Leno

Nays – None

Absent – Gelinias

Ayes – 3; Nays – 0; MOTION CARRIED

RECONVENED TO REGULAR MEETING

At 11:02 p.m. the Regular Meeting was reconvened and the following were present:

Board: Owen, Leno, Nesvacil

Staff: Fullerton

ADJOURNMENT

Comr. Owen moved, seconded by Comr. Nesvacil, to adjourn at 11:02 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