

MINUTES OF THE REGULAR BOARD MEETING
BOARD OF PARK COMMISSIONERS
ARLINGTON HEIGHTS PARK DISTRICT
Zoom Meeting Call in (312) 626-6799
Meeting ID: 830 0852 6253; Password 987270315
September 28, 2021 at 7 p.m.

President Leno called the Regular Board Meeting to order at 7:01 p.m.

ROLL CALL OF COMMISSIONERS

Commissioners Present

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

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 on Zoom call: Cari Boyle, Jeff Wills, Jennifer Rogers, Kristy McCann, Nick Wirth, and Tim Govern.

Also on Zoom call Edmund Woodbury, Manuel Aguilar, Rachel Hubsch, Rebecca Lizdale with NWSRA; Brian Forrest, Melissa Cayer, and Jen Kim - residents.

RECOGNITION OF VISITORS & CITIZENS TO BE HEARD

President Leno welcomed Edmund Woodbury, a resident of Arlington Heights, who is a Powerlifting athlete with NWSRA. Edmund currently attends PURSUIT Community Adult Day Program in Mt. Prospect. Edmund has been nominated to represent Team USA with NWSRA for the Special Olympic World Games in 2022. NWSRA staff spoke great accolades on behalf of Edmund. President Leno congratulated Edmund on his nomination.

Dir. Myers presented to the Board the Government Finance Officers Association's (GFOA) Distinguished Budget Presentation Award Certificate that was presented to the District for the budget year beginning May 1, 2021. The award represents a significant achievement for the AHPD and is the 20th time it has been received. Dir. Myers emphasized all of the staff of the District and board members contribute to this award and everyone's efforts are greatly appreciated. President Leno congratulated the staff on their achievement.

MINUTES

President Leno asked that the minutes be corrected to reflect her comments regarding the statement she made regarding the future of the open board seat.

Vice President Gelinas moved, seconded by Comr. Nesvacil, to approve the September 14, 2021 Regular Meeting minutes.

Roll was called with:

Ayes – Gelinas, Nesvacil, Owen, Leno

Nays – None

Absent - None

Ayes – 4; Nays – 0; MOTION CARRIED

PRESENTATIONS & INFORMATIONAL REPORTS

August, 2021 Financial Reports

Dir. Myers shared the August, 2021 financial reports with the board, and gave an update that the District has started to receive tax revenues. No further discussion.

NEW BUSINESS

August, 2021 Vouchers

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

Vice President Gelinas moved, seconded by Comr. Owen to approve the Voucher Listing for the month of August, 2021, in the amount of \$810,014.91 and the payroll and payroll related expense distribution for the month of August, 2021 for \$1,105,087.70.

Roll was called with:

Ayes – Gelinas, Owen, Nesvacil, Leno

Nays – None

Absent – None

Ayes – 4; Nays – 0; MOTION CARRIED

Athletic Field & Facility Fees

Supr. Nick Wirth presented to the Board the fee recommendations for the athletic fields and indoor rental rates that would begin at the start of the new year in 2022 for fiscal year 2022/23. Staff is proposing a \$5 increase on all rental fees across all areas, with the exceptions of Melas and Sunset Meadows turf fields. Staff is proposing a \$10 increase for both of those locations. Rental fees have not been increased since the 2016/17 fiscal year. Staff estimates the new fees could generate an additional \$30,000. In 2020/21 staff issued 139 permits for \$181,881. Year to date in 2021/22 staff have issued 55 permits for \$97,002.

President Leno inquired if staff felt this was a large enough increase, especially with additional COVID, minimum wage, and expenses. Dir. Meyer shared that the thought is to continue to increase over the next four years, instead of a large jump at one time.

Vice President Gelinas shared concern that we are not priced correctly. Dir. Meyer explained how through different group interest we are looking to expand rental offerings at other facilities, which will add revenue.

President Leno inquired about community pricing, and is there a policy that states that a community group receives a complimentary rental once a month. Dir. Meyer and Exec. Dir. Fullerton stated that he would research that and bring back to the Board at the next meeting.

Comr. Owen questioned the fees and how they compared to other districts, the information received is very confusing, and would like to see a competitive analysis. Comr. Owen felt that the increase in fees is ok when they have not been increased in several years.

The Board chose to postpone the approval due to some uncertainties. Staff will bring back more information at the next meeting.

ALGC Banquet Room Fees

Supr. Tim Govern presented the banquet room fees at Arlington Lakes Golf Course. The only suggested change to the Monday- Friday daytime hours are the 8am to 4pm timeslot for the Hearth Room. Staff have been getting some corporate rentals during that time and are proposing a \$40 increase. The rest of the proposed changes are to the popular Friday night through Sunday hours in the Hearth Room and the Saturday and Sunday hours in the Festival Room. Staff are recommending keeping the Friday night hours in the Festival Room the same as the majority of inquiries are for the Hearth Room.

One additional fee add on that staff are recommending is a \$100 additional fee for Friday, Saturday and Sunday for parties starting at 6pm if they do not wish to have a bar package. Staff with board approval added a \$2 per person non-alcoholic drink fee per person in 2018 but are finding that many rental groups are only requesting water service. In order to maximize the profitability of the facility staff feels this will be a good addition.

In fiscal year 2019/2020 the course made \$149,000 in banquet rental and bar revenue. If the facility can return to that pre COVID-19 level staff feels the proposed fee changes could bring in an additional 7% or \$10,500 in revenue.

President Leno questioned the \$100 fee for a rental without a bar package. Supr. Govern explained that it is a small fee, more revenue is made with an alcohol/beverage package. President Leno explained that she felt the fee was discriminatory, and not fair to the group who does not drink. Dir. Meyer clarified that if the group does not have to have an alcohol/bar package, it could be a drink package of soda/coffee and not be charged the \$100 fee, water only justifies the \$100 during prime time.

Comr. Nesvacil inquired if the \$2/per person fee, would that go away with the \$100 fee. Supr. Govern explained that during prime time it would be a minimum of \$100, but if it was 60 people the fee would be \$120.

Comr. Nesvacil moved, seconded by Comr. Owen to approve the banquet fees for Arlington Lakes Golf Club as presented for 2022.

Roll was called with:

Ayes – Nesvacil, Owen, Gelinas

Nays – Leno

Absent – None

Ayes – 3; Nays – 1; MOTION CARRIED

R-5-21 Elevator Repairs at Administration Building

Dir. Rea explained that the elevator Administration Center recently experienced motor failure and is inoperable. The elevator provides Americans with Disabilities Act (ADA) access to the facility for patrons attending programs and staff performing their daily operational activities.

An estimate to repair the elevator was received from Otis Elevator Company to replace the power unit and install a solid state starter for \$29,500. Typically, elevator repairs or improvements that exceed \$25,000 need to be publicly bid. The parts are estimated to take four weeks to obtain and the bid process would add at least an additional month to the repair. This is too long for the elevator to remain out of service. In this instance, emergency expenditures are needed to repair the elevator. The bid process can be legally waived for emergency expenditures as outlined in the Illinois Park District Code.

Attorney Paine has provided the attached resolution for the Board's consideration to authorize the emergency expenditure to repair the Administration Center elevator without competitive bidding.

Vice President Gelinas moved, seconded by Comr. Owen to approve R-5-21, a resolution authorizing an emergency expenditure of \$29,500 to have Otis Elevator Company complete emergency repairs to the inoperable Administration Center elevator.

Roll was called with:

Ayes – Gelinas, Owen, Nesvacil, Leno

Nays – None

Absent – None

Ayes – 4; Nays – 0; MOTION CARRIED

Arlington Lakes Golf Club (ALGC) Elevator Emergency Replacement

Dir. Rea explained the elevator at ALGC was recently damaged when an overhead sewer line broke and drained onto the elevator control panel. Water penetrated into several of the control panel relays, rendering it inoperable. The elevator is original to the building and was installed in 1978. At 43 years old, the elevator is obsolete and replacement parts are nearly impossible to find. If OTIS Elevator Company were even able to complete a like for like repair, they would not guarantee their work because of the age of the remaining elevator components.

The elevator fulfills an essential Americans with Disabilities Act (ADA) function by providing access to customers from the ground floor to the banquet level. Staff also heavily uses the elevator to bring various types of supplies up and down.

OTIS recommends upgrading the elevator, utilizing the existing cab and rails. Other upgrades such as smoke detector and other code upgrades will have to be done.

Dir. Rea explained that the funds originally budgeted for the Dectron project at the ARC, will be used for this unanticipated replacement elevator.

Staff has consulted with Attorney Paine about the proposed emergency expenditure and in this circumstance he supports moving forward in-lieu of the normal bidding process. If staff receives direction to move forward with the elevator replacement tonight, staff will return in October with a resolution for the Board to approve authorizing the expenditure.

The Board concurred to give consent for staff to proceed with the recommended option to upgrading the elevator, utilizing the existing cab and rails.

COMMISSIONER REPORTS

Comr. Owen congratulated Dir. Myers and his team on the 20th consecutive GFOA Award.

Comr. Gelinias also congratulated staff on the GFOA Award, and appreciated having Edmund from NWSRA on the Zoom tonight.

Comr. Nesvacil echoed Comr. Owen and Comr. Gelinias comments, acknowledging the 20 years of GFOA is remarkable. NWSRA participation was a nice way to see what is happening in the community. The ribbon cutting ceremony was a success at Green Slopes, great job by staff that day and on the project as a whole.

President Leno echoed the other Commissioners, stating that driving by the Green Slopes ribbon cutting was a nice crowd, and it was well attended. Thank you again for the extended swim season at Rec Park and to the staff for a great season.

EXECUTIVE DIRECTOR REPORT

Exec. Dir. Fullerton thanked Dir. Meyer for arranging Edmund to join us this evening.

During the Green Slopes project the plans had included bang boards, however due the noise complaints already, the decision has been made to withhold installing them at this time.

The Park Foundation Golf Outing is this Thursday, September 30th. There are 90 golfers and Comr. Owen will be representing the Board.

ADJOURNMENT

Vice President Gelinias moved, seconded by Comr. Nesvacil, to adjourn at 8:23 p.m.

Roll was called with:

Ayes – Gelinias, Nesvacil, Owen, Leno

Nays – None

Absent – None

Ayes – 4; Nays – 0; MOTION CARRIED

Maryfran Leno, President
Board of Commissioners
Arlington Heights Park District

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

Date Approved