

Regular Board Meeting Agenda
Park Board of Commissioners
Park Central
3000 Central Road, Rolling Meadows, IL
February 25, 2025 - 7:30 PM



It is the mission of the Rolling Meadows Park District to provide opportunities for individual growth and community connections through parks and recreation.

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. SPECIAL BOARD ACTION
 - a. Oath of Office of Appointed Park Board Commissioner
- V. RECOGNITION OF VISITORS
- VI. CONSENT AGENDA
 - a. Approval of Minutes from the Special Board Meeting of February 11, 2025
 - b. Approval of Minutes from the Regular Board Meeting of February 11, 2025
- VII. FINANCE
 - a. Resolution to Approve the Bills Charged to the General Fund for February 25, 2025
- VIII. UNFINISHED OR CONTINUING BUSINESS
- IX. NEW BUSINESS
 - a. Approval of FY2025-26 Full-Time Organizational Chart
 - b. Approval of FY2025-2026 Part-Time Wage Ranges
 - c. Approval of Community Center Park Playground installation
 - d. Approval of Rejection of Park Central Roof Rehabilitation Project bids
 - e. Approval of Park Central Roof Rehabilitation Project Purchase Order
 - f. Approval of the updated District's Crisis Management Plan, Safety Handbook, Wellness & Environmental Policies and Wellness Policy
- X. DEPARTMENT UPDATES
 - a. Administration Report
 - b. Ice Arenas Report
 - c. Parks Report
 - d. Recreation Report
- XI. REPORT OF OFFICERS
 - a. President
 - b. Vice President
 - c. Treasurer
 - d. Secretary / Executive Director
- XII. MATTERS FROM COMMISSIONERS

XIII. SCHEDULE OF MEETINGS

a. Regular Board Meeting: March 11, 2025 7:30 PM

b. ~~Regular Board Meeting: March 25, 2025 7:30 PM~~ – Cancelled

XIV. ADJOURNMENT

Any person with a disability requiring a reasonable accommodation to participate in this meeting should notify the Park District Administrative Office (3000 Central Road) open Monday through Friday from 8:30am-4:30pm. Telephone, 847-818-3200 x 1111 or email ntroy@rmparks.org. Notice should be given 48 hours in advance. Requests for a qualified interpreter generally requires 5 days advance notice.

Minutes of the Special Meeting of the Board of Park Commissioners of the Rolling Meadows Park District, Park Central Administration Building, 3000 Central Road, on **February 11, 2025**.

President Bolash called the meeting to order at 7:00 PM. After the pledge of allegiance, the roll was taken.

COMMISSIONERS PRESENT

Elizabeth Bolash, President
Mark Votruba, Vice President
Jay Sullivan, Treasurer

Bill Cooley, Commissioner
Emily Ford, Commissioner
Matt Postma, Commissioner

COMMISSIONERS ABSENT

None

STAFF PRESENT

Nick Troy, Executive Director

VISITORS PRESENT

Christy Savino

EXECUTIVE SESSION

Comm. Postma moved and Comm. Cooley seconded to close the public portion of the meeting and convene in executive session for the discussion of the selection of a person to fill a public office, as defined in the Open Meetings Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance per 5 ILCS 120/2(c)(3)

Ayes: Cooley, Ford, Postma, Sullivan, Votruba, Bolash

Nays: None

Absent: None

Commissioners entered into executive session at 7:02 PM.

Comm. Sullivan moved and Comm. Ford seconded a motion for the Board of Park Commissioners to return to regular session at 7:13 PM. Motion passed on a roll call vote as follows:

Ayes: Cooley, Ford, Postma, Sullivan, Votruba, Bolash Nays: None

Absent: None

EXECUTIVE SESSION ACTION

Comm. Cooley moved and Comm. Postma seconded to appoint Christy Savino to fill the public office of Rolling Meadows Park District Commissioner. Motion passed on a roll call vote as follows:

Ayes: Cooley, Ford, Postma, Sullivan, Votruba, Bolash Nays: None

Absent: None

ADJOURNMENT

There being no further business to come before the Board on this date Comm. Ford moved to adjourn the Special Meeting. Comm. Sullivan seconded the motion at 7:14 PM. Motion was unanimously approved by those present.

Presented this 25th day of February, 2025

AYES:
NAYS:
ABSENT:

Approved this 25th day of February, 2025

President, Board of Park Commissioners

ATTEST:

Secretary, Board of Park Commissioners

DRAFT

Minutes of the Regular Meeting of the Board of Park Commissioners of the Rolling Meadows Park District, Park Central Administration Building, 3000 Central Road, on **February 11, 2025.**

President Bolash called the meeting to order at 7:30PM. After the pledge of allegiance, roll was taken.

COMMISSIONERS PRESENT

Liz Bolash, President
Mark Votruba, Vice President
Jay Sullivan, Treasurer

Bill Cooley, Commissioner
Emily Ford, Commissioner
Matt Postma, Commissioner

COMMISSIONERS ABSENT

None.

STAFF PRESENT

Nick Troy, Executive Director
Conor Cahill, Supt. of Recreation
Doug Haywood, Supt. of Finance & IT
Dominic Calderisi, Safety Coordinator
& Project Manager

Tiffany Quattrocchi, Mgr. of Human Resources
& Employee Engagement
Liz Dalessandro, Recording Secretary

VISITORS PRESENT

Christy Savino

SPECIAL BOARD ACTION

None.

RECOGNITION OF VISITORS

Comm. Bolash welcomed Christy Savino and announced that the Board of Park Commissioners had voted to appoint her to the vacant Commissioner seat.

CONSENT AGENDA

Comm. Postma moved, seconded by Comm. Cooley, the Board of Park Commissioners approve the previously distributed consent agenda. The motion was approved unanimously by all present.

FINANCE

The financial summary of the Park District as of January 31, 2024, is as follows: zero in the payroll account, \$25,000.00 in the administrative account, \$214,553.11 in the general fund. The Park District investment summary is as follows: \$305,794 in the BMO Harris Bank prime money market plus account, \$2,729 in the Evergreen Bank Group Cornerstone money market account and \$11,780,298 in the Illinois Park District Liquid Asset Fund (IPDLAF+).

Comm. Sullivan read and moved, seconded by Comm. Cooley, the Board of Park Commissioners approve the following resolution:

**A RESOLUTION PERTAINING TO THE APPROVAL OF BILLS
CHARGED TO THE GENERAL CORPORATE FUND ON FEBRUARY 11, 2024**

BE IT RESOLVED BY THE BOARD OF PARK COMMISSIONERS OF THE ROLLING MEADOWS PARK DISTRICT, COOK COUNTY, ILLINOIS, that the following disbursements to the General Corporate Fund be approved for payment:

CHECK #	PAYEE	AMOUNT
15358	City of Rolling Meadows	\$72,356.85
15359	Park District Risk Management Agency	\$54,793.50
15360	NAPA	\$1,364.59
15361	NWSRA	\$6,648.67
15362	General Mechanical Services	\$8,249.60
15363	NuToys	\$131,657.00
15364	Fencing Sports Club	\$1,293.60
15365	Verizon Wireless	\$1,769.14
15366	Sikich	\$2,750.00
15367	ExcalTech	\$1,051.00
15368	Amateur Hockey Association	\$4,479.00
15369	WT Group	\$8,425.00
15370	Hitchcock Design	\$1,190.00
15371	Sterling Network Integration	\$2,304.20
15372	PlanSource	\$1,056.04
15373	Riddell All American Sports	\$2,264.35
15374	Sarah Enzenbacher	\$1,685.00
15375	B&R Sporting Goods	\$3,327.16
15376	Northwest Hockey League	\$12,550.00
15377	TCYFL	\$1,300.00
15378	Sperille	\$1,642.00
Total General fund Checks for February 11 th , 2025		<u>\$322,156.78</u>

Presented the 11th day of February 2025

AYES:
NAYS:
ABSENT:

Approved the 11th day of February 2025

President, Board of Park Commissioners

ATTEST: _____
Secretary, Board of Park Commissioners

The motion was unanimously approved by all present.

UNFINISHED OR CONTINUING BUSINESS

None.

NEW BUSINESS

Comm. Bolash introduced the next item on the agenda, Approval of FY 2025-26 Full-Time Wage Ranges and Wage Increase Recommendation, and asked Dir. Troy to discuss this item. Dir. Troy went over the recommended changes with the board and the rationale behind the recommendations. There was topic discussion. Comm. Ford moved that the Board of Park Commissioners approve the FY2025-26 Full-Time Wage Ranges and a staff wage increase pool of up to 4.00%. Comm. Cooley seconded the motion, which passed on a roll call vote as follows:

Ayes: Bolash, Cooley, Ford, Postma, Sullivan, Votruba

Nays:

Abstain:

DEPARTMENT UPDATES

Administration:

Supt. Haywood did not have any additional updates outside of his report.

Mgr. Quattrocchi provided final updates to the board regarding the Cook County Paid Leave Ordinance.

Ice:

Dir. Troy provided a brief update in Supt. Veller's absence. He discussed higher turnout in programs and open skate.

Parks:

Mgr. Calderisi briefly informed the board on the bids received for the Park Central Roof Project and advised more information would follow. He also discussed the other upcoming bid this week for the Community Center Playground Project. There was topic discussion.

Recreation:

Supt. Cahill discussed staffing changes within his department, including Supv. Wickell being promoted to Youth Program Manager and the status of the Early Childhood Program Coordinator position. He then talked about the success of the Daddy-Daughter Dance. Comm. Ford chimed in to share how much fun her kids and their friends had at the dance. Supt. Cahill informed the board of local school closures for tomorrow. There was topic discussion regarding the effect of school closures on park district programs. Dir. Troy wants to establish a communication channel with school district leadership so we can adjust programming accordingly. Comm. Bolash thinks that is a great idea.

REPORT OF OFFICERS

President:

None.

Vice President:

None.

Treasurer:

None.

Executive Director:

Dir. Troy discussed the upcoming 21st Annual St. Patrick's Day Dinner. He also highlighted revenue specifically in Ice, Pilates and Gymnastics programming. Dir. Troy advised the board of updates to IL Child

Labor Laws regarding 15-year-old workers. He then informed the board that he is in the process of updating different park district manuals and says they will be ready for board review soon. Dir. Troy shared a potential partnership in the works with a local school district for a future project. He is optimistic about this collaboration and multiple commissioners expressed excitement as well.

MATTERS FROM COMMISSIONERS

Comm. Cooley says the newly renovated boardroom looks great and thinks everyone who worked on it did a great job.

Comm. Bolash echoed these sentiments. She wanted to specifically thank Andrew Lombardo for his efforts. Comm. Bolash also mentioned an issue brought to her attention by a resident regarding Pilates registration. She detailed the issue to Supt. Cahill, who assured her he would investigate the matter.

Comm. Sullivan said he had multiple people reach out to him with positive feedback about the recent Daddy-Daughter Dance. He also shared that his kids were excited to see Supv. Spahr in a hockey video.

Comm. Postma is continuously impressed with the Ice Department’s social media content and performance.

SCHEDULE OF MEETINGS

Due to projected attendance issues, the regular board meeting scheduled for March 25, 2025 has been cancelled.

Regular Board Meeting	February 25, 2025	7:30 PM
Regular Board Meeting	March 11, 2025	7:30 PM
Regular Board Meeting	March 25, 2025	7:30 PM (CANCELLED)

ADJOURNMENT

There being no further business to come before the Board on this date Comm. Postma moved to adjourn the regular meeting. Comm. Cooley seconded the motion at 7:59PM. Motion was unanimously approved by all present.

AYES:
NAYS:
ABSENT:

Presented the 25th day of February 2025

Approved the 25th day of February 2025

President, Board of Park Commissioners

ATTEST:

Secretary, Board of Park Commissioners

General Fund Detail				2/25/2025
CHECK #	PAYEE	Description	GL Account #	Amount
15380	Groot	Garbage/Recycling	02-05-6522	\$2,866.92
15381	Warehouse Direct	Custodial Supplies	02-01-6321	\$4,692.80
15382	General Mechanical Services	WM Replace Oil Switches	02-05-6522	\$6,064.75
15383	NICOR Gas	Natural Gas	01-02-6214	\$3,917.68
15384	Constellation New Energy	Natural Gas	02-05-6514	\$7,037.14
15385	Total Plastics International	Polycarb Sheets for Ice Rinks	02-05-6512	\$1,388.00
15386	Three Blind Mice	Hockey Referees	02-05-6520	\$3,920.00
15387	CostCo	Board Room Chairs; Supplies	01-01-1215	\$2,598.34
15388	Comcast	Fiber/VOIP	02-05-6514	\$5,836.21
15389	We Got Game	Winter Programs	02-02-6347	\$1,881.60
15390	Chicago Classic Coach	Adult Activity Bus Rental	06-00-6317	\$1,409.00
			Totals:	\$41,612.44

**A RESOLUTION PERTAINING TO THE APPROVAL OF BILLS
CHARGED TO THE GENERAL CORPORATE FUND**

BE IT RESOLVED BY THE BOARD OF PARK COMMISSIONERS OF THE ROLLING MEADOWS PARK DISTRICT, COOK COUNTY, ILLINOIS, that the following disbursements to the General Corporate Fund be approved for payment:

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15384	Constellation New Energy	\$7,037.14
15385	Total Plastics International	\$1,388.00
15386	Three Blind Mice	\$3,920.00
15387	CostCo	\$2,598.34
15388	Comcast	\$5,836.21
15389	We Got Game	\$1,881.60
15390	Chicago Classic Coach	\$1,409.00
	Total General fund Checks for February 25th, 2025	<u>\$41,612.44</u>

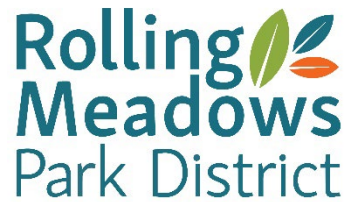
Presented the 25th day of February, 2025

AYES:
NAYS:
ABSENT:

Approved the 25th day of February, 2025

President, Board of Park Commissioners

ATTEST: _____
Secretary, Board of Park Commissioners



BOARD MEMORANDUM

February 25, 2025, Board Meeting Agenda Item

To: Board of Commissioners
From: Nick Troy, Executive Director
Tiffany Quattrocchi, Manager of Human Resources
Re: Updated 2025 Organizational Chart

Background/Analysis

With approval at the February 11, 2025, Board Meeting and as part of the District's 2025 Distinguished Agency reaccreditation process, a key requirement is to review, update, and obtain Board of Commissioners approval for the organizational chart.

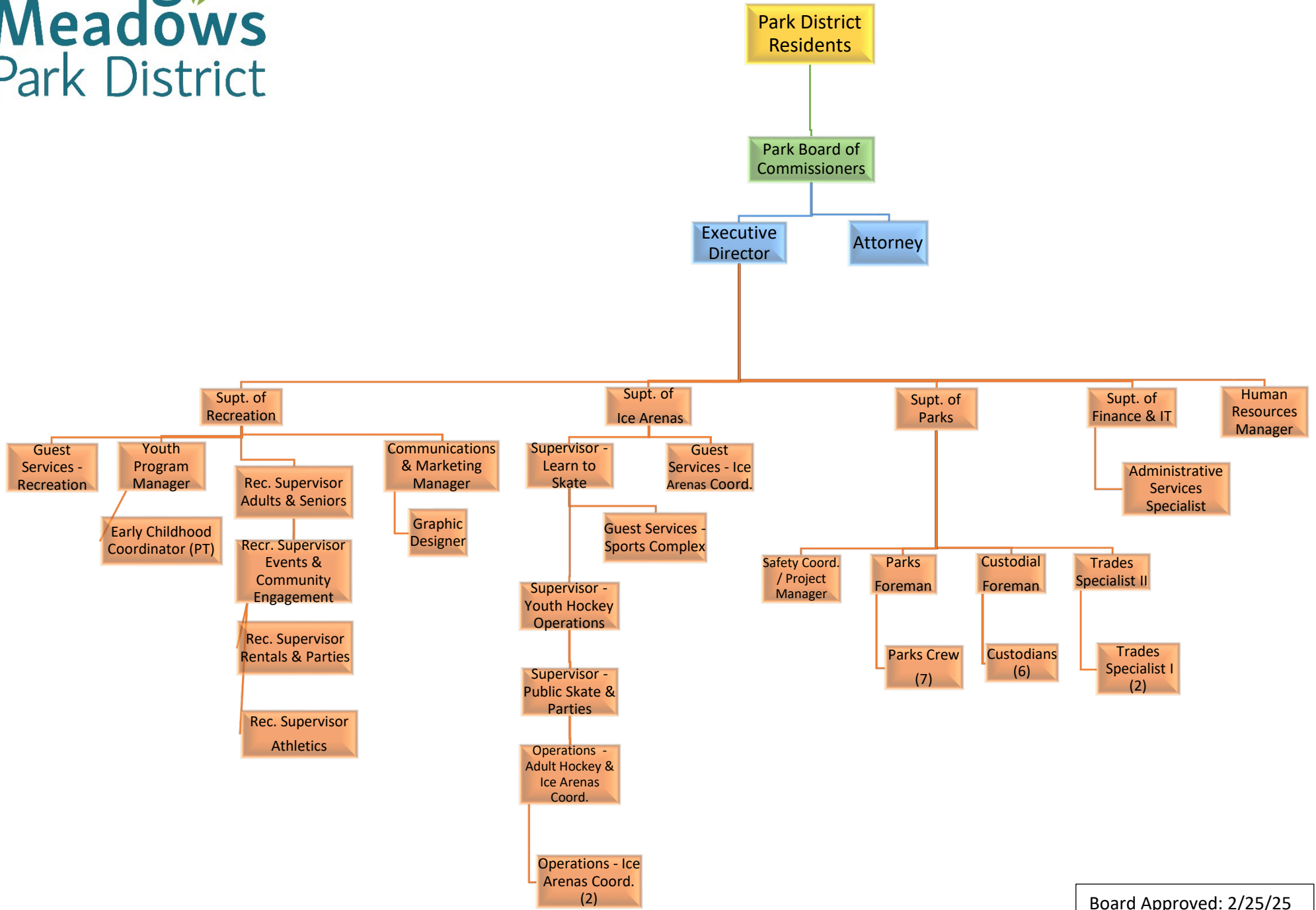
The following updates have been made:

- **Gymnastics Coordinator:** Placeholder position removed.
- **Early Childhood Coordinator:** Position changed from full-time to permanent part-time.
- **Parks Staff:** Added one staff member (position transferred from the Recreation Department).
- **Trades Specialist I:** Added one new staff position.

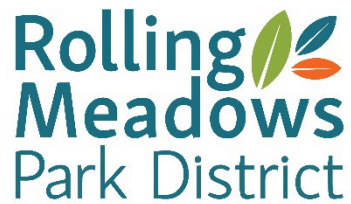
The organizational chart can be viewed on the second page of this memo.

Action and Motion Requested

Move to approve the updated 2025 Rolling Meadows Park District Organizational Chart as presented.



Board Approved: 2/25/25



BOARD MEMORANDUM

February 25, 2025, Board Meeting Agenda Item

To: Board of Commissioners
From: Tiffany Quattrocchi, Manager of Human Resources
Through: Nick Troy, Executive Director
Re: FY2025-26 Part-Time Wage Ranges

Background/Analysis

Staff have updated the FY2025-26 Part-Time Wage Ranges.

Please note, ranges have been adjusted due to the January 1, 2025 State of Illinois minimum wage increase to \$15.00 per hour. At this time, there has been no information on future minimum wage increases.

Action and Motion Requested

Move to approve the FY2025-26 Part-Time Wage Ranges as presented.



ROLLING MEADOWS PARK DISTRICT
PART-TIME & SEASONAL EMPLOYEE HOURLY WAGE RANGES
MAINTENANCE, GENERAL RECREATION, ICE ARENA, R.E.C.

MAINTENANCE			5/1/25 – 4/30/26
<i>G/L Account</i>	<i>PT/Seasonal</i>	<i>Job</i>	<i>All Ages</i>
01-02-6203; 02-05-6506	PT	Custodian	\$15.55-\$22.33
01-02-6203	PT	Outdoor Crew	\$15.55-\$22.33

GENERAL RECREATION			5/1/25 - 4/30/26
<i>G/L Account</i>	<i>PT/Seasonal</i>	<i>Job</i>	<i>All Ages</i>
02-02-6471; 72	PT	Building/Rental Supervisor	\$15.00-\$18.28
02-01-6303	PT	Guest Services	\$15.00-\$19.00
02-01-6304	PT	Marketing	\$15.00-\$23.00
02-02-6401	PT	Program Instructor-Tots	\$15.00-\$28.00
02-01-6331; 32	PT	Dance Instructor	\$15.00-\$28.00
02-02-6401	PT	Program Instructor-General	\$15.00-\$19.00
02-02-6401	PT	Open Gym Supervisor	\$15.00-\$18.00
02-02-6451; 52	PT	Early Childhood/Preschool Teacher	\$15.55-\$22.33
02-02-6541;52;57	PT	Early Childhood Program Coordinator	\$22.00-\$28.00
02-02-6401	PT	Fitness Instructor	\$15.00-\$28.00
02-02-6401;26	PT	Bus Driver	\$21.00-\$31.00
02-02-6415	PT	Gymnastics Instructor	\$15.00-\$28.00
02-02-6341; 42; 43;44	Seasonal	Athletics - General, Basketball, Baseball, Football	\$15.00-\$17.00
02-02-6421	Seasonal	Camp Staff/Before & After Care	\$15.00-\$18.28
02-02-6421	Seasonal	Camp Site Director	\$17.00-\$20.00
02-02-6402	Seasonal	League Officials/Referees	\$15.00-\$28.00
02-02-6401	PT	Fitness Center	\$15.00-\$18.00
02-02-6461	PT	Special Events	\$15.00-\$18.00
02-04-6603	Seasonal	Pool Cashier	\$15.00-\$18.00

ICE ARENA			5/1/25 - 4/30/26
<i>G/L Account</i>	<i>PT/Seasonal</i>	<i>Job</i>	<i>All Ages</i>
02-05-6501	PT	Ice Building Supervisor	\$15.55-\$22.33
02-05-6503	PT	Guest Services	\$15.00-\$19.00
02-05-6507	PT	Public Skate (Guard)	\$15.00-\$18.00
02-05-6507	PT	Public Skate (Cashier)	\$15.00-\$18.00
02-05-6508	PT	Instructor-Learn to Skate	\$15.00-\$28.00*
		Tot	\$15.00-\$19.00*
		Learn to Skate (PA-A)	\$15.00-\$24.00*
		Learn to Skate (BG)	\$15.00-\$28.00*
		Power/Specialty	\$15.00-\$28.00*
02-05-6509	PT	Instructor-Hockey	\$15.00-\$28.00
02-05-6509	PT	Score Keepers	\$20.00-\$25.00

R.E.C. & SCHOOL DAY OUT			5/1/25 - 4/30/26
<i>G/L Account</i>	<i>PT/Seasonal</i>	<i>Job</i>	<i>All Ages</i>
02-07-7202	PT	R.E.C. Site Director	\$19.00-\$22.00
02-07-7202	PT	R.E.C. Staff	\$15.00-\$18.00
02-02-6426	PT	School Day Out Site Director	\$19.00-\$22.00
02-02-6426	PT	School Day Out Staff	\$15.00-\$18.00

*Amount per class (30-45 minutes)

**Amount per game

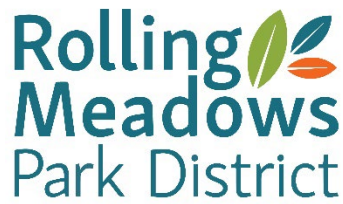
Approval is required to:

Hire a staff at an amount above the mid-range

Give a raise higher than board approved percentage

No new staff should exceed 1,000 hours, unless approved by Executive Director

Board Approved:



BOARD MEMORANDUM

February 25, 2025, Board Meeting Agenda Item

To: Board of Commissioners
From: Dominic Calderisi, Safety Coordinator/Project Manager
Through: Brian McKenna, Superintendent of Parks
Nick Troy, Executive Director
Re: Community Center Playground Improvement Project

Background/Analysis

The Community Center Park Playground is a FY2024-2025 project. Staff have already purchased and stored the equipment. Although installation was not originally a budgeted line item, staff have identified unused capital funds to cover the cost. The project is expected to be completed by June 1, with construction aligning with the Community Center Park Project.

On Friday, February 14, 2025, a public bid opening was held at Park Central. A total of six (6) sealed bids were received.

Bid Tabulation Overview

Bidder Name	Base Bid	Bond
Playground Safe	\$72,000.00	X
D & J Landscaping	\$74,039.00	X
Hacienda	\$74,400.00	X
Great Lakes	\$82,620.00	X
Clauss Brothers	\$88,922.00	X
Innovation	\$91,514.00	X

Based on staff review, it is recommended to award the base bid to Playground Safe of Mount Prospect, Illinois, as the lowest responsive and responsible bidder. Staff have conducted a reference check, with all feedback being favorable.

Action and Motion Requested

Move to approve Playground Safe LLC, Mount Prospect, Illinois as the lowest responsive and responsible bidder for the installation of the Community Center Playground with a base bid in the amount of \$72,000.00.



BOARD MEMORANDUM

February 25, 2025 - Board Meeting Agenda Item

To: Board of Commissioners
From: Brian McKenna, Superintendent of Parks
Dominic Calderisi, Safety Coordinator/Project Manager
Re: Park Central Roof Rehabilitation Project Bid Tabulation

Background/Analysis

On February 11, 2025, at 9 AM, there was a public bid opening of the Park Central Roof Rehabilitation Project. This project is being funded through the District's capital projects fund along with a partnership with the Northwest Special Recreation Association.

Bid Tabulation Overview:

Bidder Name	Base Bid	Alt Bid 1	Alt Bid 2	Alt Bid 3	Bond
DCG Roofing	\$1,025,356.00	\$909,659.00	\$113,940.00	\$41,800.00	X
Riddiford Roofing	\$1,076,500.00	\$1,067,000.00	\$25,000.00	No Bid	X
L. Marshall	\$985,000.00	\$896,000.00	\$25,000.00	\$34,000.00	X
CSR Roofing	\$1,099,720.00	\$1,203,164.00	\$19,258.00	\$59,825.00	X
A-1 Roofing	\$1,132,000.00	\$1,083,000.00	\$90,400.00	\$28,200.00	X

All five bidders submitted complete bid packages with valid bid bonds. However, the submitted bids significantly exceeded the allocated budget for this project of \$600,000. The lowest base bid received was \$985,000 from L. Marshall, while the highest base bid was \$1,132,000 from A-1 Roofing. Even considering alternate bids, the costs remain well above the anticipated budget. Given that all submitted bids are substantially over budget, Staff recommend that the Board of Park Commissioners reject all bids for this project.

Action and Motion Requested

Move to approve the rejections of all bids for the Park Central Roof Rehabilitation Project as presented.



BOARD MEMORANDUM

February 25, 2025 - Board Meeting Agenda Item

To: Board of Commissioners
From: Brian McKenna, Superintendent of Parks
Dominic Calderisi, Safety Coordinator/Project Manager
Nick Troy, Executive Director
Re: Park Central Rehabilitation Project Purchase Order

Background/Analysis

The roof of Park Central requires rehabilitation to maintain the structural integrity and safety of the facility. This is a cooperative project with NWSRA reimbursing the District 50% of the total cost over two years. The timeline of this project is summer 2025. Both Park District staff and NWSRA are in communication for any disruption this project may cause.

As a member of The Interlocal Purchasing System (TIPS), we have the opportunity to leverage cooperative purchasing to streamline procurement while ensuring compliance with competitive bidding requirements. The TIPS procurement process provides cost-effective purchasing by utilizing pre-negotiated contracts with vetted vendors. In accordance with TIPS procedures:

1. We have obtained a quote from Anthony Roofing, referencing the applicable TIPS contract number.
2. If approved, we will submit a purchase order (PO) and the TIPS Quote as a merged PDF to TIPS for verification and compliance review.
3. TIPS will confirm compliance and forward the PO to Anthony Roofing.
4. Payment will be made directly to Anthony Roofing as agreed upon in the contract.

Staff recommend that the Board of Park Commissioners approve the use of our membership in The Interlocal Purchasing System (TIPS) to procure a contract with Anthony Roofing.

Budget Impact

Capital budget: \$600,000 (Roof Rehabilitation = \$570,000).

Action and Motion Requested

Move to approve the proposal submitted by Anthony Roofing for the Park Central Roof Rehabilitation project in the amount of \$570,000 utilizing The Interlocal Purchasing System (TIPS) contract #22010702.

DATE: February 10th, 2025

TO: Dominic Calderisi
Rolling Meadows Park district

PROJECT: **Rolling Meadows Park District-Roof Replacement**
3000 Central Road
Rolling Meadows, IL 60008



APPROXIMATE SQUARE FEET: Base Bid (12,238 S.F.)

ROOF REMOVAL:

- Remove and legally dispose of the existing roof system down to the manufacture's approved substrate.
- During the time of the tear off, the deck will be inspected. If the roof deck is found to be in need of repair or replacement, this work will be addressed as an increase change order to the project at the rate prescribed in our proposal.
- Our proposal reflects mobilization from all side of the building (if Necessary).

ROOF INSULATION:

- Provide and install one (2) Layers of 2" Polyisocyanurate insulation, Set-in low-rise adhesive per manufacture specifications.
- Provide and install one (1) layer of 1/8" per 12" tapered polyisocyanurate insulation, Set-in low-rise adhesive per manufacture specifications. Layout attached.
- Average R-30 insulation package.
- Provide and install 1/2" per 12" tapered saddles between drains and adjacent walls.

TPO MEMBRANE:

- Provide and install a new **60 mil TPO** membrane roof system (Adhered), including all accessories to comprise a manufacture's approved roof system.

OTHER:

- Provide and install new membrane flashing at walls per manufacture's specifications and design details.
- Provide and install new flashing components for all roof penetrations and curbs as required by the membrane manufacture and installed per manufacture's specifications and standard details.
- Provide and install walkway at roof hatch landing and service side of roof top units.
- Remove and replace existing Curbs being used as pipe supports. Install pipe supports 8' on center.
- Provide rust inhibitor paint to exposed steel beams on lower sections.
- Remove and reinstall perimeter fencing on North and North-west section for new flashing installation.
- Remove temporary repairs to stone coping joints and seal with new non-shrink sealant.

TPO SHEET METAL:

- Provide and install new 24 Ga perimeter Sheet metal where existing.
- Provide and install counter flashing at perimeter stone coping flashings.
- Provide and install new scupper at elevator penthouse section.
- Provide and install new gutter at front entrance canopy.
- Provide and install new downspout at front entrance canopy.
- Color: To be selected from manufacturer's standard range.

EXCLUSIONS:

- Any and all HVAC not listed above, electrical (including but not limited to conduits or wiring improperly installed at the underside of the roof deck) and plumbing work. Roof drain/Plumbing work. Winter conditions. Snow removal. Interior protection. Masonry work. Design. Engineering. Asbestos work. Temporary roofing. EIFS work. Fireproofing. Siding. Cold formed steel. Structural steel edges. Bonds, curbs, smoke vents, through-wall flashing, or any sheet metal not part of the roofing or stated above.

WARRANTIES:

Manufacturer's 20-year Labor-and-Material warranty and AR's standard 2-year workmanship warranty.

ROOFING BID PRICE:

\$570,000.00

SALES TAX:

Excluded.

ADDITIONAL WORK:

Any additional work required will be priced as follows:

Time and material	--	Cost + 20% Mark-Up
Subcontractor	--	Cost + 20% Mark-Up

NOTES:

1. Due to the instability of asphalt, oil, and other raw material prices, AR can only protect prices for materials shipped within 30 days of this proposal. This proposal is subject to requote due to any material price increases after that time elapses.
2. **The prices quoted are subject to requote if not accepted within 30 days of this proposal.**

**ANTHONY ROOFING
TECTA AMERICA LLC**

ACCEPTED BY:

By: Corey Fratus

By: Authorized Signature

Date: February 10th, 2025

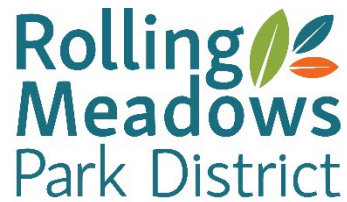
Date: _____

Illinois License #104.01505



TERMS AND CONDITIONS

1. **Nature of Work.** Anthony Roofing Tecta America LLC ("Contractor") shall furnish the labor and material to perform the work described herein or in the referenced contract documents. Contractor does not provide engineering, consulting or architectural services. It is the Owner's responsibility to retain a licensed architect or engineer to determine proper design and code compliance. Contractor is not responsible for structural integrity and design, including compliance with codes. If plans, specifications or other design documents have been furnished to Contractor, Customer warrants that they are sufficient and conform to all applicable laws and building codes. Contractor is not responsible for loss, damage or expense due to defects in plans or specifications or building code violations unless such damage results from a deviation by Contractor from the contract documents. Customer warrants all structures to be in sound condition capable of withstanding normal roofing construction equipment and operations. Contractor is not responsible for location of roof drains, adequacy of drainage or ponding on the roof.
2. **Work Not Included.** Unless specifically stated on the face of this proposal, no repairs to roof deck, installation of wood strips or cant strips, furnishing and application of sheet metal work or roof drains, repairs or alterations to the building, or other items not stated on the face of this proposal are included in this contract.
3. **Asbestos and Toxic Materials.** This proposal and contract is based upon the work to be performed by Contractor not involving asbestos-containing or toxic materials and that such materials will not be encountered or disturbed during the course of performing the roofing work. Contractor is not responsible for expenses, claims or damages arising out of the presence, disturbance or removal of asbestos-containing or toxic material. In the event that such materials are encountered, Contractor shall be entitled to reasonable compensation for all additional expenses incurred as a result of the presence of asbestos-containing or toxic materials at the work site.
4. **Insurance.** Contractor shall carry worker's compensation, automobile liability, commercial general liability and such other insurance as required by law. Contractor will furnish a Certificate of Insurance, evidencing the types and amounts of its coverages, upon request. Customer shall purchase and maintain builder's risk and property insurance, upon the full value of the entire Project, including the labor, material and equipment furnished by Contractor, covering fire, extended coverage, windstorm, vandalism and theft on the premises to protect against loss or damage to material and equipment and partially completed work until the job is completed and accepted and Contractor's equipment is removed from the premises.
5. **Additional Insured.** If Customer requires and Contractor agrees to name Customer or others as an additional insured on Contractor's liability insurance policy, Customer and Contractor agree that the naming of Customer or other parties as an additional insured is intended to apply to claims made against the additional insured to the extent the claim is due to the negligence of Contractor and is not intended to make the Contractor's insurer liable for claims that are due to the fault of the additional insured.
6. **Changes in the Work and Extra Work.** Customer shall be entitled to order changes in the Work and the total contract price adjusted accordingly. Any penetrations through the roofing to be installed by Contractor not shown on the plans provided to Contractor prior to submittal of this proposal shall be considered an order for extra work. Any carpentry work required to replace rotten or missing wood or deteriorated decking shall be done on a labor and material basis as an extra unless specifically included in the Scope of Work section.
7. **Availability of Site.** Contractor shall be provided with direct access to the work site for the passage of trucks and materials and direct access to the roof. Contractor shall not be required to begin work until underlying areas are ready and acceptable to receive Contractor's work and sufficient areas of roof deck are available and free from dirt, snow, ice, water or debris to allow continuous full operation until job completion. The expense of snow, ice, water or debris removal and any extra trips by Contractor to the job as a result of the job not being ready for roof application after Contractor has been notified to proceed will be charged as an extra.
8. **Site Conditions.** Contractor shall not be responsible for additional costs due to the existence of utilities, wet insulation, deteriorated deck or other subsurface or latent conditions that are not disclosed in writing to Contractor. The raising, disconnection or re-connection of any mechanical equipment on the roof that may be necessary for Contractor to perform the roofing work shall be performed by others or treated as an extra.
9. **Price Volatility.** Asphalt, steel products, isocyanate, and other roofing products are sometimes subject to unusual price volatility due to conditions that are beyond the control or anticipation of Contractor. If there is a substantial increase in these or other products between the date of this proposal and the time when the work is to be performed, the amount of this proposal/contract may be increased to reflect the additional cost to the contractor, upon submittal of written documentation and advance notice to Customer.
10. **Fumes and Emissions.** Owner and Contractor acknowledge that asphalt may be heated by Contractor, odors and emissions from roofing products will be released and noise will be generated as part of the roofing operations to be performed by Contractor. Customer shall be responsible for interior air quality, including controlling mechanical equipment, HVAC units, intake vents, wall vents, windows, doors and other openings to prevent fumes and odors from entering the building. Customer is aware that roofing products emit fumes, vapors and odors during the application process. Customer shall hold Contractor harmless from claims from third parties relating to fumes and odors that are emitted during the normal roofing process.
11. **Back Charges.** No back charges or claims for payment of services rendered or materials and equipment furnished by Customer to Contractor shall be valid unless previously authorized in writing by Contractor and unless written notice is given to Contractor within ten (10) days of the event, act or omission which is the basis of the back charge.
12. **Damages and Delays.** Contractor will not be responsible for damage done to Contractor's work by others. Any repairing of the same by Contractor will be charged at regular scheduled rates over and above the amount of this proposal. Contractor shall not be responsible for loss, damage or delay caused by circumstances beyond its reasonable control, including but not limited to acts of God, weather, accidents, fire, vandalism, strikes, jurisdictional disputes, failure or delay of transportation, shortage of or inability to obtain materials, equipment or labor; changes in the work and delays caused by others. In the event of these occurrences, Contractor's time for performance under this proposal shall be extended for a time sufficient to permit completion of the Work.
13. **Electrical Conduit.** Contractor's price is based upon there not being electrical conduit or other materials embedded within the roof assembly unless expressly identified on the face of this proposal. Customer will indemnify Contractor from any personal injury, damage, claim, loss or expense resulting from the presence of electrical conduit, shall render the conduit harmless so as to avoid injury to Contractor's personnel, and shall compensate Contractor for additional time, labor and expense resulting from the presence of such materials.
14. **Right to Stop Work.** The failure of Customer to make proper payment to Contractor when due shall entitle Contractor, at its discretion, to suspend all work and shipments, including furnishing warranty, until full payment is made or terminate this contract. The contract sum to be paid Contractor shall be increased by the amount of Contractor's reasonable costs of shut-down, delay and start-up.
15. **Interior Protection.** Customer acknowledges that re-roofing of an existing building may cause disturbance, dust or debris to fall into the interior and possibly, if hot asphalt or pitch is used, drip page may occur depending upon deck conditions. Customer agrees to remove or protect property directly below the roof in order to minimize potential interior damage. Contractor shall not be responsible for disturbance, damage, clean-up or loss to interior property that Customer did not remove or protect prior to commencement of roofing operations. Customer shall notify tenants of re-roofing and the need to provide protection underneath areas being re-roofed. Customer agree to hold Contractor harmless from claims of tenants who were not so notified and did not provide protection.
16. **Working Hours.** This proposal is based upon the performance of all work during Contractor's regular working hours. Extra charges will be made for overtime and all work performed other than during Contractor's regular working hours, if required by Customer.
17. **Warranty.** Contractor's work will be warranted by Contractor in accordance with its standard warranty, which is made a part of this proposal and contract and incorporated by reference. A copy of Contractor's standard warranty is attached or, if not, will be furnished upon request. Contractor SHALL NOT BE LIABLE FOR SPECIAL, INCIDENTAL OR CONSEQUENTIAL DAMAGES. The acceptance of this proposal by the Customer signifies his agreement that this warranty shall be and is the exclusive remedy against Contractor for all defects in workmanship furnished by Contractor. A manufacturer's warranty shall be furnished to Customer if a manufacturer's warranty is called for on the face of this proposal. It is expressly agreed that in the event of any defects in the materials furnished pursuant to this contract, Customer shall have recourse only against the manufacturer of such material.
18. **Tolerances.** All materials and work shall be furnished in accordance with normal industry tolerances for color, variation, thickness, and size, weight, amount, finish, and texture and performance standards. Specified quantities are intended to represent an average over the entire roof area.
19. **Mold.** Contractor and Customer are committed to acting promptly so that roof leaks are not a source of potential interior mold growth. Customer will make periodic inspections for signs of water intrusion and act promptly, including notice to Contractor if Customer believes there are roof leaks, to correct the condition. Upon receiving notice, Contractor will make repairs promptly so that water entry through the roofing installed by Contractor is not a source of moisture. Contractor is not responsible for indoor air quality, mold, mildew or any alleged injury resulting therefrom. Owner shall hold harmless and indemnify Contractor from claims due to poor indoor air quality and resulting from a failure by Owner to maintain the interior of the building in a manner to avoid growth of mold.
20. **Material References.** Contractor is not responsible for the actual verification of technical specifications of product manufacturers; i.e., R value or ASTM or UL compliance, but rather the materials used are represented as such by the material manufacturer.
21. **Arbitration.** If a dispute shall arise between Contractor and Customer with respect to any matters or questions arising out of or relating to this Agreement or the breach thereof, such dispute shall be decided by arbitration administered by and in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association. This Agreement to arbitrate shall be specifically enforceable under the prevailing arbitration law. The award rendered by the arbitrators shall be final, and judgment may be entered upon it in any Court having jurisdiction thereof. Any legal claim against Contractor, including a claim alleging any breach of this contract or negligence by Contractor may be initiated no later than two (2) years after Contractor completed roof installation. Collection matters may be processed through litigation or arbitration at the discretion of the Contractor.
22. Due to current shipping and trucking volatility experienced nationwide, if there is an increase in the actual cost of shipping and/or trucking materials in excess of 5% subsequent to the making of this Agreement, the price set forth in this Agreement shall be increased without the need for a written change order or amendment to the Agreement to reflect the price increase and additional direct cost to the Contractor. Contractor will submit written documentation of the increased costs to Customer upon request; however, Customer acknowledges that any additional costs associated with shipping and/or trucking charges under this Agreement are the sole responsibility of Customer, and Contractor shall not be held liable or responsible for same.



BOARD MEMORANDUM

February 25, 2025, Board Meeting Agenda Item

To: Board of Commissioners
From: Nick Troy, Executive Director
Re: Updated District Manuals and Policies

Background/Analysis

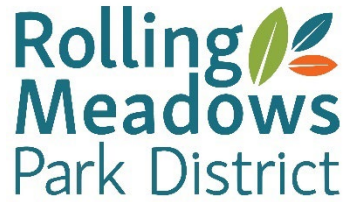
As part of the District's 2025 Distinguished Agency reaccreditation, a key requirement is to review, update, and obtain Board of Commissioners approval for specific District manuals and policies.

The following updated manuals and policies have been previously distributed to Commissioners for review:

- **Crisis Management Manual** – Last reviewed and approved in 2019.
- **Safety Handbook, Wellness, and Environmental Policies** – Last reviewed and approved in 2019.
- **Wellness Policy** – Last reviewed and approved in 2019; updated by staff in 2022.

Action and Motion Requested

Move to approve the updated 2025 Crisis Management Manual and 2025 Safety Handbook, Wellness and Environmental Policies and 2025 Wellness Policy as presented.



**ROLLING MEADOWS PARK DISTRICT
ADMINISTRATION DEPARTMENT**

To: Nick Troy, Executive Director
From: Doug Haywood, Superintendent of Finance & IT
Subject: Monthly Update – Finance & IT
Date: February 25, 2025

Budget

- Departments have been working on their budgets for the upcoming fiscal year. Superintendents and supervisors have been meeting this month with administration to discuss revenues, expenditures, and goals for the upcoming year. The budget proposals will be compiled and provided to the Board in April.

OSLAD Grant – Cardinal Drive

- The District has received notification it will receive the final payment for the \$312,600 OSLAD grant awarded for the Cardinal Drive Inclusive Playground by March.

Property Taxes

- With the upcoming due date for taxpayers, the District will begin receiving tax dollars in the upcoming weeks of the first installment for calendar 2025.

If you have any questions, please feel free to see me.



**ROLLING MEADOWS PARK DISTRICT
ADMINISTRATION DEPARTMENT**

To: Nick Troy, Executive Director
From: Tiffany Quattrocchi, Manager of HR
Subject: Monthly Update – Human Resources
Date: February 25, 2025

Talent Acquisition

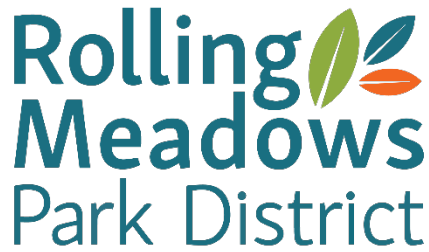
- Recruiting is underway for the 2025 summer season! So far current jobs posted for the summer have many applicants!
- Our new Early Childhood Program Coordinator starts the first week of March!
- The District is excited to be actively recruiting for a part-time seasonal Recreation-Athletics Intern position for the 2025 summer season.

Employee Relations

- Annual Sexual Harassment training has been sent to all part time and seasonal staff to complete.
- Human Resources continues to offer expert consultation and guidance to supervisors and staff on a range of matters, including personnel management, benefits, payroll, training, and other related areas.

Compliance

- The annual PDRMA workers' compensation payroll audit has been completed and submitted to PDRMA. This audit is part of the yearly process that enables PDRMA, the District's partner in property/casualty legal consultation and loss control, to determine the District's contributions for workers' compensation and employment practices for the upcoming year.
- Annual ACA reporting has been completed.



**ROLLING MEADOWS PARK DISTRICT
ICE ARENA DEPARTMENT**

To: Nick Troy, Executive Director
From: Bob Veller, Superintendent of Ice Arenas
Subject: Monthly Update
Date: 2/25/25

Administrative

- North Central High School League playoffs wrap up February 23
- AHAI State Playoffs will be held March 1, 3, 4, 8, 9 and 10
- A new loaner Olympia is at Nelson Sports Complex. We are working with Iceman Services on a plan for a more permanent replacement machine for NSC
- Staff have continued to train on Civic Rec, preparing for March 11 opening day
- Spring contracts go out Friday, February 21

Youth Hockey

- Winter Beginner Hockey Classes finish up in 2 weeks
- Sign up for Renegade Spring Hockey and beginner classes is going on now
- Current Fall Renegade teams enter the end of season tournament starting February 22 and ends March 9th

Adult Hockey

- RMAHL has started playoffs
 - Teams were split into 4 competitive brackets for the playoffs
- Spring/Summer 2025 season registration is open
- RMAHL skills series continues to be very popular
- Matt (RMAHL intern) has already started scheduling the spring/summer season

Learn to Skate

- Spring LTS session begins Feb 24-May 10
- Summer Camp planning has started. Camps dates are June 16- August 15
- Ice show planning in full swing for our April 25 - 27
- President's Day clinic had 16 skaters and brought in approx. \$285

Public Skate

- February has had strong numbers, partly due to the cold weather
- Parties are being booked through summer
- St. Patrick's Weekend skates in March, Minecraft in April
- Spring Break skates March 22- March 30 at West Meadows

To: Nick Troy, Executive Director
From: Brian McKenna, Superintendent of Parks
Subject: Monthly Update
Date: February 25, 2025

Facilities Update:

- Staff continues to paint at Nelson Sports Complex and at Park Central.
- Gabriel's tree service was out to trim trees at a Nelson Sports Complex.
- We found a burst pipe in one of our exterior pool pump rooms. The water was turned off at the street and we will repair it in the spring.
- PremiStar was hired to rebuild the lower end of compressor #2 at West Meadows. All work has been completed and the unit is back in service.

Parks Updates:

- The waterfall pump was out for its annual service and is now back and ready for the spring / summer season.





**ROLLING MEADOWS PARK DISTRICT
RECREATION DEPARTMENT**

To: Nick Troy, Executive Director
From: Conor Cahill, Superintendent of Recreation
Subject: Monthly Update – Recreation
Date: February 25, 2025

Administration

- We have officially hired Emmy Butler to fill our newly reimagined, part-time Early Childhood Coordinator position. She will start on Monday, March 3rd. Emmy has worked in the area in the past.
- Staff continue working hard to complete both budgets and summer program guide information.
- Summer Program Guide will be out the first week of March and registration dates are as follows:
 - Residents: March 11
 - Non-residents: March 18
 - This will be the official start of CivicRec

Athletics

- We have obtained a signed offer letter for the athletics/recreation intern for the summer!
- January's Workout-4-Wolves fitness center promotion was a massive success. Planning to continue similar promotion with the Schaumburg Boomers in the spring/summer.
- Basketball is almost over, and preparations are well underway for spring baseball.
- The new gymnastics session has just under 500 registered participants, up 100 from the same timeframe last year.

Events and Community Engagement

- Father-Daughter Dance was a success with 102 participants enrolled.
- Preparing for upcoming events such as Eggs Galore on April 12th and Community Cleanup Day on April 26th.
- Partnering with the Environmental Committee again this year for Community Cleanup Day.

Adults

- 2024-25 Membership is 235 | Woodshop Membership is 64
- The Adult Activity Center Open House took place Saturday, January 18 from 10am-1pm. The two people who signed up that day will receive membership until April 2026.
- The first Breakfast Club of the year was held on January 16 from 9:30-11:30am.
 - Twenty-seven people enjoyed croissants and quiches from *The Bakerster* in Arlington Heights, and donuts from *Spunky Dunkers* in Palatine, along with fruit, coffee, tea and water.
- Time Warp was hosted after breakfast club, sponsored by Pearl Health. Fourteen people showed up for the trivia program.

Camps, R.E.C. and Youth

- Summer prep has begun.
 - Almost all staff are returning, therefore we will not need to hire new camp counselors.

Early Childhood

- Our Valentine parties were a success last Friday.
- We had an open house on 2/1 with a great turnout.
- Preschool 25/26 registration has begun for residents.
 - Non-residents can begin to register next week, 2/25.

Rentals and Parties

February 2025	Resident Rental	With Alcohol	Non-Resident	With Alcohol
Community Center	0	0	2	1
Park Central	2	2	6	3
Plum Grove	0	0	9	4
Park Permits	0	0	0	0
TOTAL:	2	2	17	8

- The above is in addition to the Weekly Church Rental, Monthly Bird Show, Garden Club, and Yokoyama.
- **January 2025 Room Rental Inquiries - Calls and Emails Total: 152**
- **January 2025 Park Permit Inquiries – Calls and Emails Total: 5**

CONSTANT CONTACT

Total Sends: **16,206**

Opens: **9,281** Rate: **58%**

Clicks: **349** Rate: **2%**

Top Links

1. Free Skating Classes
2. CivcRec Registration
3. Father-Daughter Dance
4. Public Skate
5. Pre-K Enrichment

INSTAGRAM

TOTAL FOLLOWERS: **1,279**

NEW FOLLOWERS: **9**

JAN. 2024 TOTAL FOLLOWERS: **1,157**

TOP FIVE POSTS

1. Preschool Ice Skating | Views: **593**
2. Preschool PJ Day | Views: **390**
3. Snow Scenes at KHP | Views: **359**
4. Father-Daughter Dance Preview | Views: **344**
5. Busy Bees | Views: **311**

FACEBOOK

TOTAL FOLLOWERS: **4,163**

NEW FOLLOWERS: **28**

JAN. 2024 TOTAL LIKES: **3,204**

TOP FIVE POSTS

REACH

1. Parks Crew Snow Removal **4,453**
2. Public Skate **2,584**
3. Adult Activity Center Open House **2,170**
4. Preschool Open House **1,604**
5. Preschool Ice Skating **1,554**



RMPARKS.ORG

PAGEVIEWS: 29,253
JAN. 2024: 29,373

TOP FIVE PAGES VISITED

Home:	8,924
Nelson Sports Complex:	2,484
West Meadows:	1,879
Rentals	1,485
District Calendar:	1,134



Adult Activity Center Open House

See all that we offer, from day trips and classes to a full woodshop, games, crafts and more!

Saturday, January 18
10am-1pm
Community Center

Brrrrring on the FUN!

View the Guide & register at **RMPARKS.ORG**

Rolling Meadows Park District
WINTER 24/25 PROGRAM GUIDE
PLAY • LEARN • GROW

Preschool Open House



Saturday,
February 1
9-11am
Community Center

Rolling Meadows
Park District