

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF REGULAR MEETING
JANUARY 23, 2018**

The Regular Meeting of the Board of Park Commissioners of the Park District of Highland Park, was held in the Conference Room at the Walter E. Heller Nature Preserve and Center, 2821 Ridge Road, Highland Park, Illinois.

The meeting was called to order at 6:04 p.m. by President Kaplan.

ROLL CALL

Present: Commissioner Bernstein, Vice President Ruttenberg, President Kaplan

Absent: Commissioner Flores Weisskopf, Commissioner Grossberg

Staff Present: Executive Director McElroy; Deputy Director of Operations Donahue; Director Curtis, IT Manager Johnson; Director Romes; Director Voss; Director Gogola; Assistant Director Smith; Assistant Director Carr

PUBLIC HEARING ON THE 2018 BUDGET

President Kaplan called a public hearing for the proposed Budget and Appropriation Ordinance for a 12-month period ending December 31, 2018 for the Park District of Highland Park to order.

Roll Call:

Aye: Commissioner Bernstein, Vice President Ruttenberg,
President Kaplan

Nay: None

Absent: Commissioner Flores Weisskopf, Commissioner Grossberg

Abstain: None

There was no one from the public or Board of Commissioners that had comments on the budget. Executive Director McElroy reported that there were no written comments received. President Kaplan called for a motion to adjourn the public hearing.

Motion was made by Vice President Ruttenberg to close the public hearing, seconded by Commissioner Bernstein.

Roll Call:

Aye: Commissioner Bernstein, Vice President Ruttenberg, President Kaplan

Nay: None

Absent: Commissioner Flores Weisskopf, Commissioner Grossberg

Abstain: None

Motion Carried.

ADDITIONS TO THE AGENDA - None

PUBLIC COMMENT FOR ITEMS ON THE AGENDA - None

CONSENT AGENDA

Minutes of December 5, 2017 Workshop Meeting; Minutes of December 14, 2017 Regular Board Meeting; Sunset Valley Clubhouse – W.B. Olson Construction Management Contract for Sunset Valley Golf Course; Sunset Valley Golf Course Renovation – Change Order; Sunset Valley Golf Course Clubhouse – Woodhouse Tinucci Project Change Order; Approval of Kennedy Park Playground & Resolution 18-01 – Procurement of Playground Equipment; Bills and Payroll in the amount of \$2,321,236.66.

Commissioner Bernstein requested that Item F - Approval of Kennedy Park Playground & Resolution 18-01 – Procurement of Playground Equipment be removed from the Consent Agenda.

Motion was made by Vice President Ruttenberg; seconded by Commissioner Bernstein to approve the Consent Agenda except for item F Approval of Kennedy Park Playground & Resolution 18-01 – Procurement of Playground Equipment.

Roll Call:

Aye: Commissioner Bernstein, Vice President Ruttenberg, President Kaplan
Nay: None
Absent: Commissioner Flores Weisskopf, Commissioner Grossberg
Abstain: None

Motion Carried.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA - None

ADDITIONS TO THE AGENDA - None

PUBLIC COMMENT FOR ITEMS ON THE AGENDA - None

CONSENT AGENDA

Minutes of December 5, 2017 Workshop Meeting; Minutes of December 14, 2017 Regular Board Meeting; Sunset Valley Clubhouse – W.B. Olson Construction Management Contract for Sunset Valley Golf Course; Sunset Valley Golf Course Renovation – Change Order; Sunset Valley Golf Course Clubhouse – Woodhouse Tinucci Project Change Order; Approval of

Kennedy Park Playground & Resolution 18-01 – Procurement of Playground Equipment; Bills and Payroll in the amount of \$2,321,236.66.

Commissioner Bernstein requested that Item F. Approval of Kennedy Park Playground & Resolution 18-01 – Procurement of Playground Equipment be removed from the Consent Agenda.

Motion was made by Vice President Ruttenberg; seconded by Commissioner Bernstein to approve the Consent Agenda except for item F.

Roll Call:

Aye: Commissioner Bernstein, Vice President Ruttenberg,
President Kaplan
Nay: None
Absent: Commissioner Flores Weisskopf, Commissioner Grossberg
Abstain: None

Motion Carried.

Assistant Director Smith explained the process for the Kennedy Park Playground. There have been three meetings with attendance being the highest at the first two meetings. The District reached out to neighbors with two advisory meetings where general options were discussed and at the following meeting designs were presented and the neighbors were asked to vote on-line with a survey for their preferred design. Commissioner Bernstein asked Assistant Director Smith how many surveys were received, there were 15 responses. These responses were consistent with what people wanted. Commissioner Bernstein asked if this was the only playground being renovated this year and if it was going to come in on budget. Assistant Director Smith answered yes to both questions. Commissioner Bernstein stated that based on what he had heard in the presentation he was ready to approve the Kennedy Park Playground & Resolution 18-01.

Motion was made by Vice President Ruttenberg; seconded by Commissioner Bernstein to approve Kennedy Park Playground & Resolution 18-01 - Procurement of Playground Equipment.

Roll Call:

Aye: Commissioner Bernstein, Vice President Ruttenberg,
President Kaplan
Nay: None
Absent: Commissioner Flores Weisskopf, Commissioner Grossberg
Abstain: None

Motion Carried.

UNFINISHED BUSINESS

A. 2018 Budget & Appropriation Ordinance 17-07

Director Curtis explained that due to a planned use of Capital Reserves, the budget reflects a deficit balance. Accumulated reserves in the capital fund are being used for replacement capital, Parks Operations & Golf Operations, Sunset Valley Golf Course and Highland Park Country Club Conversion. It is not a reflection of overall District Operations. Transfers to capital from operations to support replacement capital total \$950,000. Special Recreation's \$600,000 transfer supports ADA compliance needed for new building and the ADA transition plan. Careful planning by Staff focusing on revenue generation helps to offset decreases due to the Highland Park Country Club. The combined result operational revenue is decreasing by 6% and expenditures are decreasing by 10% as compared to projected 2017. Following the funding model there will not be a bond issuance during 2018. Bottom line, there is a planned deficit of \$7 million.

Director Curtis discussed pension liability or a point of reference, the average member contribution rate is 11%. During 2013 when steps were taken to address the pension liability, our contribution rate was at 13.86%. 2018's is 4.84% Over the years the district has seen a savings of roughly \$2 million. All pension obligations have been met and nothing has been deferred. As of December 31, 2016, the most recent actuarial valuation date, the District's plan was 114% funded. That is over funded and accounted for on the financials as a net pension asset.

Currently the District has two outstanding debt certificates. 2012A which matures in 2023 and 2013 which matures in 2027. These certificates are fully supported from operations. Yearly principle and interest payments for both total \$1.5 million. Working with a "just in time" approach, that is only issuing bonds when needed to support GreenPrint, the District has two outstanding bond issuances. 2016 which matures in 2020 and 2017 which matures in 2028. Yearly principle and interest payments for both total 1.4 million. 2018's Budget does not include a new bond issuance. Both Centennial's Lobby Renovation and Highland Park Country Club conversion are identified in GreenPrint and future bonding might be needed to support those projects.

Commissioner Bernstein stated that the District's IMRF balance is strong. He also stated that the budget has been reviewed in depth by the Finance Committee and at a Workshop meeting with all the Board. He thanked Staff.

Motion was made by Commissioner Bernstein; seconded by Vice President Ruttenberg to approve Budget and Appropriation Ordinance 17-07 for period beginning January 1, 2018 - December 31, 2018.

Roll Call:

Aye: Commissioner Bernstein, Vice President Ruttenberg,
President Kaplan
Nay: None
Absent: Commissioner Flores Weisskopf, Commissioner Grossberg
Abstain: None

Motion Carried.

TREASURER'S REPORT

Director Curtis reported that there are additional expenditures that will be posted for 2017 which is part of the closing process. Director Curtis shared that auditors will be at the Park District of Highland Park tomorrow.

Director Curtis presented bills for checks written December 9 through January 18, 2018 for an amount totaling \$2,321,231,66. There were no questions from the Board.

NEW BUSINESS

A. Director's Report Properties

Executive Director McElroy reported that the Park District of Highland Park was awarded the PDRMA 2017 Loss Control Award which is the highest level, Level A for safety. With this award came a \$1500 check. Executive Director McElroy thanked Megan Kulling, Safety Coordinator and the Safety Committee for their hard work in keeping the Park District of Highland Park safe.

Executive Director McElroy discussed the Open Houses which were held at the Recreation Center of Highland Park and Centennial Ice Area. They were all a success and there is an Open House planned for tomorrow evening at West Ridge Center. Executive Director McElroy reviewed the numerous activities taking place throughout the Park District in the coming weeks. Some of which include: Nature Discovery Day at Heller Nature Center, The Daddy Daughter Dance at the Recreation Center of Highland Park and Family Tennis Night at Deer Creek Racquet Club.

B. Parks Foundation Update

Executive Director McElroy shared that the Parks Foundation met January 16. The Foundation had a table at Martin Luther King Day which was great exposure in the community. Executive Director McElroy stated that public awareness is still the key for the Parks Foundation. The Foundation will be holding their Dine For SMILE at Bluegrass Restaurant in the coming weeks. Executive Director McElroy thanked Blue Grass

Restaurant for taking part, they will be matching all donations made to the Parks Foundation and SMILE.

C. Board Comments

Commissioner Bernstein stated that the 2016-2017 numbers at the Highland Park Country Club are flat. He further stated that in 2016 there were two golf courses open and one open in 2017 which confirms the decision to close one of the golf courses. Commissioner Bernstein commented that facilities need to stay open later New Year's Eve and New Year's Day. Vice President Ruttenberg stated that there has been an increase in Personal Training and Body Transformation. Commissioner Bernstein shared that he was pleased that scholarship monies increased 8% this past year and thanked the community for this.

OPEN TO PUBLIC TO ADDRESS BOARD

Mike Stroz thanked the Board for the heads-up on the change of venue for this evening's meeting.

CLOSED SESSION

Motion was made by Vice President Ruttenberg, seconded by Commissioner Bernstein, to adjourn into Closed Session for discussion of Section 2(c)(1) – the appointment, employment, compensation, discipline of the District including legal counsel for the District; Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District; Section 2(c)8 – security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property; Section 2(c)11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c)21 – the discussion of minutes lawfully closed under the Act, whether for the purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in Section 2.06 of the Act; Section 2(c)29 – for discussions between internal or external auditors and the Board.

Roll Call:

Aye: Commissioner Bernstein, Vice President Ruttenberg, President Kaplan
Nay: None
Absent: Commissioner Flores Weisskopf, Commissioner Grossberg
Abstain: None

Meeting was adjourned into closed session at 7:15 p.m.

ACTION FROM CLOSED SESSION

President Kaplan reported that the Board met in Closed Session under Section 2(c)11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c)21 – the discussion of minutes lawfully closed under the Act, whether for the purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in Section 2.06 of the Act.

The Closed Session minutes from June 2017 to December 2017 were reviewed. There was a motion by Commissioner Ruttenberg and seconded by Commissioner Bernstein to not release any of the minutes at this time. The motion was approved with a voice vote.

Executive McElroy discussed the IMET Tolling Agreement. The motion to extend the IMET Tolling Agreement through January 31, 2019 was made by Commissioner Bernstein and seconded by Commissioner Ruttenberg. The motion was approved with a roll call.

Roll Call:

Aye: Commissioner Bernstein, Vice President Ruttenberg, President Kaplan
Nay: None
Absent: Commissioner Flores Weisskopf, Commissioner Grossberg
Abstain: None

Motion Carried.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Bernstein and seconded by Vice President Ruttenberg and approved by unanimous vote. The Board Meeting adjourned at 9:21 p.m.

Respectfully submitted,

Liza McElroy, Secretary