

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF WORKSHOP MEETING
APRILL 11, 2018**

The Workshop Meeting of the Board of Park Commissioners of the Park District of Highland Park was held in the Board Room at the West Ridge Center, 636 Ridge Road, Highland Park, Illinois.

The meeting was called to order at 6:05 p.m. by President Kaplan.

ROLL CALL

Present: Commissioner Grossberg, Vice President Ruttenberg, Commissioner Bernstein, Commissioner Flores Weisskopf, President Kaplan

Absent: None

Staff Present: Executive Director McElroy; Deputy Director Donahue; Director Curtis; Assistant Director Carr; Assistant Director Smith; Director Romes; Manager Grill; Director Voss; Director Gogola; Superintendent Ochs

ADDITIONS TO THE AGENDA – None

PARK OPERATIONS AND GOLF OPERATIONS UPDATES

Assistant Director Smith reported that conditional occupancy was received, and Golf Operations and Parks Operations staff began occupying the building on March 12th. Over the past month, staff have continued to move in equipment and supplies. Punch list items are being completed. Once the weather allows, the asphalt surface layer will be installed, landscaping will be completed and the expansion gap at the upper lot entrance will be installed. Utilities are in the process of being disconnected at the former Parks Maintenance Garage. Once all disconnections are complete, permitting will be completed and demolition will begin.

Assistant Director Smith stated that expenses to date cover design, engineering, permitting, site testing, pre-construction management, construction administration, and construction since the approval of the Integrated Project Development Agreement in September 2016. Contingency dollars have been used for various changes to the project as real-time conditions present. The dollar amount reflected below also includes credits to the project identified through ongoing value engineering. In the last month, contingency dollars have been applied to the relocation and replacement electrical receptacles and additional conduit for security cameras. There was discussion about contacting neighbors before all the work is completed.

Estimated remaining project schedule is as follows: Parks Garage Demolition: Late April/Early May 2018.

PARK AVENUE BARGE

Assistant Director Smith explained that due to structural concerns, access to the east side of the Park Avenue barge has been restricted since 2016. The barge's condition was continually monitored. After the winter thaw in mid-February, staff found the condition of the barge to have significantly deteriorated. The WT Group visited the site in March and documented that most of the steel side plates along the lakeside of the barge had collapsed, allowing water to enter the barge and erode the underlying gravel fill causing the concrete slabs to collapse.

After visiting the site in March, PDRMA recommended that all access to the barge be restricted. Staff will be placing 48-inch concrete barriers along the west side to the water's edge and along the entire north side. This action will eliminate pedestrian access to the west side for returning boats and will result in a one-lane boat launch. It was recommended by Staff to angle the final barrier to allow more space for backing up trailers.

Staff reported that the average number of boats that launch per month is 30. The Board had questions regarding boat rescues and usage. Vice President Ruttenberg and other Board members asked the North Shore Yacht Club Commodore about barge usage by the Yacht Club. The Commodore stated that their boats use the ramp and that she had some concerns for incoming boats due to a pending storm.

Staff are currently investigating options for a permanent solution and will be preparing a Request For Proposals to hire an engineering firm to develop specifications for this work. A presentation will be made by staff on the status of the Park Avenue Barge and the measures being taken to address its condition. It was suggested that the Highland Park Police be contacted for traffic configuration. For the short term, a letter will go out to the boating community. Commissioner Bernstein questioned the access to the barge. PDRMA recommends 12 feet. The long-term plan will consist of looking at options and costs as well as contacting the North Shore Yacht Club when this topic is on the Agenda. There was discussion of traffic flow and that it should be considered and reviewed.

HIGHLAND PARK COUNTRY CLUB PROPOSAL

- **HEY AND ASSOCIATES PROPOSAL**

Assistant Director Smith reported as part of the process to convert the Highland Park Country Club property to a passive natural area, the Park District of Highland Park will select a firm to provide planning, design and engineering services. Staff is recommending entering into an agreement with Hey and Associates, Inc. Hey and Associates conducted the Master Planning for the adjacent Skokie River Woods property which included the design of the Gateway Path and development of a conceptual design for a path across Highland Park Country Club connecting Skokie River Woods to Highland park Woods.

This proposal includes the completion of the plans to construct the Gateway Pathway to provide public access to Skokie River Woods.

Below is a summary of the project approach and scope of services:

- Project Initiation and Data Review**
- Site Inventory and Analysis**
- Develop Design Program**
- Conceptual Planning**
- Design Development**
- Construction Documents**
- Permitting**
- Bidding**
- Construction (Optional, Fee TBD)**
- Demonstration Plantings**
- Additional Requested Services (Optional, Fee TBD)**

Budget Impact

Total Available HPCC Planning Budgeted Funds	\$170,000
Total Available Gateway Path Design/Engineering Budgeted Funds	\$ 60,000
Hey and Associates Fees	<u>\$188,900</u>
Anticipated Amount over/ <u>under</u> budget	(\$ 41,000)

Recommendation

Staff recommends approval for the Executive Director to enter into an agreement with Hey and Associates, Inc., for services relating to the Highland Park Country Club Conversion Project for a lump sum in the amount of \$188,900.00.

SUNSET VALLEY GOLF UPDATES

Director Romes shared that demolition of the Sunset Valley Golf Course clubhouse site began the week of Mach 12, 2018 and is nearing completion. To date, demolition has included the following:

Outside: Landscaping vegetation, bushes and trees have been removed including removal of the heritage tree and three key trees on the south side of the building. Asphalt, concrete pads and sidewalk surrounding the clubhouse have been removed. The starter hut and concrete slab has been removed and light bollards have been removed.

Inside: Existing drywall, plaster and gypsum on the walls and ceilings have been removed. Doors, windows framing and exterior wall for new storefront glazing has been removed and

boarded. Flooring has been removed. Existing locker rooms have been demolished. Electrical and plumbing fixtures have been removed and the structural beam has been removed to allow for a consistent ceiling height.

Additional progress includes installation of the footings, foundation and piers for the outside patio that wraps around the north, east and south of the building and installation of down spout drains. We have received the final permit for inside construction which is scheduled to begin the week of April 9. Executive Director McElroy reported that a letter to neighbors will be going out the first week in May to share what the Park District's plans are for the parking lot lights. Commissioner Bernstein asked if furniture had been selected; Director Romes stated that staff is currently involved in this process.

BOND COMPLIANCE

Director Curtis presented the Post Issuance Compliance Report for Debt Certificate series 2012A & 2013, and General Obligation Limited Tax Park Bonds series 2016 & 2017. Per the Bond Record-Keeping Policy, annually until 3 years after maturity, a review of all contracts and other records related to the instruments will be completed to determine whether each issuance complies with federal tax requirements. Chapman and Cutler, the District's bond counsel provides a check list for the review. The District is currently in compliance with applicable requirements so the issuances retain tax exempt status. Commissioner Ruttenberg ask for the identity of the Compliance Officer. Director Curtis, indicated that she was appointed.

REVIEW OF VOUCHERS

Director Curtis presented bills for checks written March 23, 2018 through April 11, 2018 for an amount totaling \$1,272,113.00. There were no questions from the Board.

OPEN TO PUBLIC ADDRESS TO ADDRESS BOARD

A resident at the Legacy Club had some questions regarding the newsletter on the Park District of Highland Park website.

CLOSED SESSION

Motion was made by Commissioner Grossberg, seconded by Vice President Ruttenberg, 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

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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, Commissioner Grossberg, Vice President Ruttenberg,
Commissioner Flores Weisskopf, President Kaplan

Nay: None

Absent: None

Abstain: None

Meeting was adjourned into closed session at 7:05 p.m.

ACTION FROM CLOSED SESSION

President Kaplan reported that the Board met in Closed Session under 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)11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent.

No action was taken.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Bernstein, seconded by Commissioner Grossberg and approved by unanimous voice vote. The Board Meeting adjourned at 7:37 p.m.

Respectfully submitted,

Liza McElroy, Secretary