

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF REGULAR MEETING
JUNE 26, 2018**

The Regular 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 6:08 p.m. by President Kaplan.

ROLL CALL

Present: Vice President Ruttenberg, Commissioner Bernstein, President Kaplan

Absent: Commissioner Grossberg, Commissioner Flores Weisskopf,

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

ADDITIONS TO THE AGENDA - None

PUBLIC COMMENT FOR ITEMS ON THE AGENDA - None

CONSENT AGENDA

Minutes from May 16, 2018 Special Board Meeting; Minutes from May 22, 2018 Regular Board Meeting; Minutes from May 29, 2018 Special Board Meeting; Minutes from May 29, 2018 Special Joint Meeting; Ordinance 18-03 – Prevailing Wage; Approval of 2018 Fence Replacement Project Bid; Approval of 2018 Painting Project Bid; Approval of 2018 Sunset Valley Golf Landscape Materials and Installation Project Bid; Bills and Payroll in the amount of \$2,743,334.33.

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

Roll Call:

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

Motion Carried.

UNFINISHED BUSINESS

Assistant Director Smith reported that the Park District released a Request for Qualifications (RFQ) for Engineering Services on May 25, 2018 to hire an engineering firm to conduct a thorough study for the repair or replacement of the barge at Park Avenue. The required RFQ process was qualifications-based and could not take fee into consideration. On June 8, 2018, the Park District received Statements of Qualifications from five firms. Staff reviewed all submissions and rated SmithGroup JJR as the most qualified firm to conduct this work. The evaluation criteria used to rank firms included organization and completeness of submittal, experience with projects of a similar nature, familiarity in working along the Great Lakes shoreline, and demonstrated understanding and ability to procure all required permits. As part of their work, SmithGroup JJR will explore a variety of solutions, including repair of the existing barge breakwater, removal and replacement of the barge breakwater, and removal of the barge breakwater and replacement with an alternant breakwater structure. SmithGroup JJR will also consider need for any temporary repairs. At the completion of this study, staff will present options to the Park Board which will include estimated cost, project timeline and required permitting. A determination will then be made on how to proceed with this.

Vice President Ruttenberg asked if the barge would be protected this winter if a short-term solution was implemented pending a more permanent decision for the barge. Assistant Director Smith confirmed that this would be investigated. Vice President Ruttenberg wanted to know if the 2019 boating season would be impacted if repairs were to begin Spring 2019. Assistant Director Smith replied that it was unknown when the construction would occur. Commissioner Bernstein asked how the issue of the usage of one lane has affected the boating. Assistant Director Smith asserted that boaters have been appreciative of the efforts made and support given to help the situation.

Motion was made by Commissioner Bernstein; seconded by Vice President Ruttenberg to enter into an agreement with SmithGroup JJR for engineering services related to the Park Avenue barge for a lump sum in the amount of \$40,000.

Roll Call:

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

Motion Carried.

TREASURER'S REPORT

Director Curtis reported that operations continue to move at a moderate pace for the month of May. Director Curtis stated that on May 4 there was early distribution of property tax revenue of prepayments received in December 2017. Director Curtis shared that the Illinois General

Assembly approved a budget for the fiscal year beginning July 1 which included \$29 million dollars appropriated for OSLED dollars.

Director Curtis presented bills for checks written May 18, 2018 through June 21, 2018 for an amount totaling \$2,743,334.33. There were no questions from the Board.

NEW BUSINESS

A. PARKS FOUNDATION UPDATE

Executive Director McElroy reported that the Parks Foundation will be a presence at both the 5K Race and the 4th Fest. She further explained that the Parks Foundation has been working on becoming more financially independent, making a motion to purchase their own financial software. In addition to these efforts, the Park Foundation is creating their own website as well as establishing a new committee which will deal with fundraising efforts for the Foundation.

B. DIRECTOR'S REPORT

a. 2018 Summer Camp Update

Supervisor Henriques reported that 2018 Summer Camps began on June 12 with staff in-service training. Of the approximately 230 staff hired, approximately 50% of staff returned from last year. After receiving feedback from last year's training, the staff developed in-depth training for camp first aid and behavior management. The Highland Park Police Department was invited to address the staff regarding overall safety, emergency procedures, and coordination between agencies in emergency situations.

On Thursday, June 14, the Park District hosted its second "Splash Into Camp" event which included a cook out and pool Party at Hidden Creek AquaPark. Supervisor Liang stated that Summer Camp officially started on Monday, June 18. Supervisor Henriques shared that Mini Camps will begin the week of August 6. As of June 15, there are 1,078 campers registered for camp compared to 1,147 camper registrations in 2017. Registration is still being accepted for the second session of camp and Mini Camps which will impact both registration and revenue.

Vice President Ruttenberg asked how many people are being employed by the Park District this summer. Executive Director McElroy stated that there are at least 500 employed this summer making the Park District of Highland Park one of the largest employers in the city.

b. 2018 Summer Recreation Events

Supervisor Henriques reported that the Firecracker 5K and 2 mile walk for SMILE will be held Sunday, July 1 at Sunset Woods Park. The July 4th Parade will begin at 9:30 a.m. with the Children's Bike and Pet Parade immediately followed by the main parade. Fourth Fest will be held from 11:00 a.m.- 2:00 p.m. at Sunset Woods Park. Fireworks will be held at Wolters Field from 4:00 p.m. – 10:00 p.m. at no charge.

Hidden Creek AquaPark will host fireworks viewing from 8:15 p.m. – 10:00 p.m. There is a \$5.00 per person admission charge. Supervisor Henriques explained that the Firecracker Baseball Tournament will be held July 5-8. The locations for the tournament include Sunset Woods Park, West Ridge Park, Danny Cunniff Park and Wolters Softball Fields. There will be 30 teams participating this year.

c. Community – The Anti-Drug (CTAD)

Director Romes highlighted some information from the 2017 Annual Report of Community – The Anti-Drug. The Park District of Highland Park is a partner of CTAD. Director Romes stated that the District supports CTAD in their efforts by hosting meetings, distributing materials and by providing resources to CTAD.

C. BOARD COMMENTS - None

OPEN TO THE PUBLIC TO ADDRESS BOARD

Rick Heineman, Glencoe Avenue, wanted to know if the Park District might become involved with the maintenance and supervision of the playground at Lincoln School now that the school has closed.

Michael Stroz, 580 Hillside, commented on lighting in the Ravinia Business District and inquired about Jens Jensen and Brown Park.

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 Grossberg, Commissioner Flores Weisskopf
Abstain: None

Meeting was adjourned into closed session at 6:45 p.m.

ACTION FROM CLOSED SESSION

President Kaplan reported that the Board met in Closed Session under Section 2(c)(1) – the appointment, employment, compensation, discipline of the District including legal counsel for 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.

Meeting reconvened to Open Session at 7:14 p.m.

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 7:15 p.m.

Respectfully submitted,

Liza McElroy, Secretary