

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF REGULAR MEETING
MAY 22, 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 6:03 p.m. by President Kaplan.

ROLL CALL

Present: Vice President Ruttenberg, President Kaplan

Absent: Commissioner Grossberg, Commissioner Flores Weisskopf,
Commissioner Bernstein

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, Manager Laue

PUBLIC COMMENT FOR ITEMS ON THE AGENDA - None

TREASURER'S REPORT

Director Curtis presented an overview of the 2017 Comprehensive Report prepared by Lauderbach and Amen. Director Curtis stated that there are 984 campers enrolled as of today. She stated that 250 additional enrollments are expected, there are spots available but some of the camps are full.

Director Curtis presented bills for checks written April 21, 2018 through May 17, 2018 for an amount totaling \$1,571,357.890. There were no questions from the Board.

NEW BUSINESS

A. Parks Foundation Update

Director Gogola reported that the Parks Foundation currently has eight members. The Champions Banquet was a success and raised double the amount of money from last year. Director Gogola explained that the Foundation is in the process of securing financial software to allow the Foundation to move its financial processes away from the Park District and have its own system. President Kaplan thanked Chris Maliszewski and Carol Sassorossi for their work on the Champions Banquet. Executive Director McElroy acknowledged Director Gogola for her work with the Parks Foundation.

B. Director's Report

Executive Director McElroy gave an overview of upcoming activities and events occurring around the Park District. The beaches and pool will open this weekend. She reported that staff have been hired, training is ongoing and the District is looking forward to a safe boating and pool season. Executive Director McElroy shared that the meeting for the Public Input Phase of the Lakefront Master Plan scheduled for tomorrow evening will be held at the Highland Park Country Club due to the tremendous response from residents. Executive Director McElroy explained that Senior Planner Schwartz has spent a lot of time working on pulling out initiatives that the Master Plan addressed, which include successes along the lakefront.

Executive Director McElroy stated that the trend in the Park District's Baseball Program has been amazing. Baseball Programs start June 4. There will be more Special Events than ever before this summer at Rosewood, some of which include: yoga, paddle and movies. Executive Director McElroy introduced Manager Laue and he then introduced himself with a brief work history overview. President Kaplan then welcomed him and thanked him for joining the Park District of Highland Park.

C. Board Comments

OPEN TO PUBLIC TO ADDRESS BOARD

David Sogan, 1092 Wade Avenue, Highland Park addressed the Board regarding the issues with the barge at Park Avenue Beach. He has been involved with the many fixes to the barge over the years and suggested to the Board that the Park District form a Risk Management Board for Park Avenue Beach to keep track of the various issues that come up. Mr. Sogan suggested that the Risk Management Board meet a few times a year to start to compile and record things that come occur.

Commissioner Bernstein arrived at 6:25 while Mr. Sogan was addressing the Board.

CONSENT AGENDA

Minutes of April 24, 2018 Regular Board Meeting; Minutes of May 8, 2018 Workshop Meeting; Surplus Ordinance 18-02; Approval of Districtwide Asphalt Project Bid; Approval of Sole Source Contract for Horseback Riding Services at Big Top/Little Top Camp; Bills and Payroll in the amount of \$1,571,357.89

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

A. 2017 Comprehensive Annual Financial Report

On May 9, 2018, Ron Amen from the accounting firm of Lauterbach & Amen presented to the Finance Committee, a draft version of the Park District of Highland Park's audited financial statements for 2017. Lauterbach & Amen issued an unqualified or clean opinion for the report. Also, for the 28th consecutive year the District earned the Government Finance Office Association, Certificate of Achievement for Excellence in Financial Reporting. The Management Letter was presented and no material errors were noted. GASB Statements No. 74 & 75 were discussed and will be implemented with the 2018 financial statements. Commissioner Bernstein thanked the Finance Department for all their hard work to make the audit a successful one.

In accordance with state statute, the CAFR must be approved by the Board of Commissioners and filed with Lake County by June 30, 2018. The FY 2017 Annual Financial Report will be filed with the State of Illinois Comptroller's office. Staff recommends the approval of the December 31, 2017 Comprehensive Annual Financial Report of the Park District of Highland Park.

Motion was made by Vice President Ruttenberg; seconded by Commissioner Bernstein to approve the 2017 Comprehensive Annual Financial Report.

Roll Call:

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

Motion Carried.

B. Approval of 2018 Sunset Valley Golf Club – Cart Barn, Parking Lot, Car Chargers Bid

The Park District completed course renovations of the Sunset Valley Golf Club in Fall 2018 and is currently in the construction phase of Clubhouse. Additional projects prior to the course and clubhouse opening in August 2018 are the conversion of the current Golf Cart Barn to accommodate electrically charged golf carts, the addition of parking lot lights in both the south and east parking lots, and installation of two new automobile charging ports for electrical cars. Details on these projects are below.

- **Cart Barn Conversion:** On March 6, 2018, the Park Board of commissioners authorized the Park District to enter into a 5-year capital lease agreement with EZGO for 65 lithium ion golf carts. With the approval of this golf cart lease, the current storage barn where the carts are parked while not in use requires a conversion to accommodate electric charging stations. These charging stations are needed to charge the golf carts per the EZGO lithium ion golf cart specified requirements. The current cart barn does not have the electrical power needed to accommodate these carts and electric must be fed underground from the current utility service at the clubhouse.
- **Parking Lot Light, fixture, and pole:** Renovation of the Clubhouse includes an expanded kitchen and improved bar, restaurant, and lounge area. In effort to accommodate guests who stay for dinner or for evening rentals during the off season, the parking lot must have lights to ensure safety after dark.

The Park District held a neighborhood meeting on Thursday, May 10 to inform residents of the new parking lot light proposal. In addition, the Park District applied to the City of Highland Park's Design and Review Commission who on May 15 approved the addition of parking lot lights. The District's plan is to furnish and install three (3) sixteen-foot (16") light poles within the median of both the south and east parking lots. Each pole has two (2) LED light fixtures.

- **Car Chargers:** In effort to create a green culture through sustainability efforts, the Park District will support and encourage the use of electrical vehicles by installing two (2) single pole electric car charging stations in the south parking lot.

The Park District combined these three projects into one bid packet in effort to streamline electrical work with one contractor. With board approval of the electrical contractor, staff will complete the electrical permitting process with the City of Highland Park and plans to begin work as soon as May 28, 2018 in effort to meet the anticipated completion date of July 1, 2018. Staff recommends accepting the base bid and alternate #1 for the Sunset Valley Golf Cart Barn, Parking Lot Lights and Car Charging Stations from Genesis Electric in the amount of \$137,828.

Motion was made by Vice President Ruttenberg; seconded by Commissioner Bernstein to approve 2018 Sunset Valley Golf Club – Cart Barn, Parking Lot, Car Chargers purchase.

Roll Call:

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

Motion Carried.

ADDITIONS TO THE AGENDA

President Kaplan explained that three issues remain where there is not agreement regarding the Highland Park Country club. They are: the locker rooms, Lot 3 and purchase if Lot 1.

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Commissioner Bernstein had questions about the easements and where they were located on the plat of survey. Vice President Ruttenberg volunteered to highlight the easements with Adam Simon.

ADJOURNMENT

There being no further business, a motion was made by Vice President Ruttenberg and seconded by Commissioner Bernstein and approved by unanimous vote. The Board Meeting adjourned at 8:12 p.m.

Respectfully submitted,

Liza McElroy, Secretary