

**PARK DISTRICT OF HIGHLAND PARK  
BOARD OF PARK COMMISSIONERS  
MINUTES OF WORKSHOP MEETING  
JULY 10, 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 6:02 p.m. by President Kaplan.

**ROLL CALL**

**Present:** Commissioner Grossberg, Vice President Ruttenberg, Commissioner Bernstein, President Kaplan.

**Absent:** Commissioner Flores Weisskopf

**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; Senior Planner Schwartz

**ADDITIONS TO THE AGENDA** – None

**GOLF MECCA**

President Kaplan opened the discussion and reported that the Board had received and reviewed the updated proposal from the Golf Mecca group. He expressed disappointment with their proposed plan and stated that when asked to come back with a modified plan they did not. Commissioners Bernstein, Ruttenberg, and Grossberg also expressed concerns with the proposal that includes the areas east of the river.

The Golf Mecca group made their presentation to the Board and those in attendance at the meeting. Their intent is to utilize the property on the west side of the River as well as use some property to the east of the River. Keith Bank and Dave Fairman both asked the Board to reconsider the proposal in its entirety as they believe this is right for the property and the community. Representatives from the PGA and CDGA also spoke in support of the project.

Dave Fairman explained that the members of his team were aware of the Park District Board's direction to keep the Golf Mecca west of the river. However, the team felt that the proposed site should be reconsidered. He offered that the Golf Mecca team would be willing to conduct a new community survey. He felt that the previous survey information is no longer relevant.

Commissioner Bernstein stated that the Park Board had made their intentions clear that any future proposal should only include the area west of the River. Commissioner Bernstein shared

his displeasure that the plan made no accommodations for the fieldhouse. He felt that the community derives great benefit from the uses at the fieldhouse. Vice President Ruttenberg expressed his opinion that a price cannot be placed on open land and that the City deserves to have passive land for recreation

There were comments from the public. Gerald Marx of the Legacy Club stated he was not a fan of the plan. Shelly Solo was for the plan and felt it would not compete with Sunset Valley Golf Course. Adam Stohler, Councilman and liaison to the Park District, spoke about the storm water management needs at the property that are a high priority for the City.

### **HPCC AGREEMENTS**

Executive Director McElroy reported that the City Council had met the previous night to discuss the agreements for the Highland Park Country Club. Attached are the remaining concerns that were expressed by the City Council. President Kaplan and the Board reviewed each of the points below. Adam Stolberg and Alyssa Knobel, both on the City Council, were in attendance.

### **LOT 3**

- Add provision to require a Request for Proposal when contemplating assignments, management agreements for the Property.
- Add language to provide the City access to financial records for the Property
- 4.b. – Two sentences added are not supported (year three shall be the average of the mgmt. fee paid and increase by CPI).
- 9, Surrender – strike new language, “except for any portion of Lot 1 which was ever included in the Enterprise Property”.
- 13, Alterations and Improvements – add that alterations and additions shall be depreciated.
- 18, Termination –
  - Change 10 years to 5
  - Change 5 years to 3
  - Add language that sets forth City reimbursement of capital is based on depreciated cost
  - Whose asset are the capital improvements?

The Board agreed to most of the points above. However, under the termination clause the Board recommends changing 10 years to 8 years and agreed to 3 years. In regard to 4b, the Board still has concerns with the Management Fee.

### **TRANSFER OF PROPERTY**

- Make sure everything in the agreement is mutual (District and City)
- 6, Real Estate Taxes and Assessment – add City to the statement that “Nothing in this Agreement shall be taken as the District and *City*’s consent...”

- 9, subsection 2 Stormwater Management – carve out an exception for the City so the Park District shouldn't seek compensation from the City for damages.

The Board agreed to all points under the Transfer of Property.

#### **LOT 4**

- 3.e., Maintenance of Common Areas and Common Facilities – Current language is the District can proceed with capital improvements to common areas without City input or approval – strike. Rewrite so City input and approval is needed.
- 9, Parking Lot – Include language that sets forth minimum of 35 parking spaces for seniors. Keep all other language which sets forth an agreement must be made before seniors relocate; new parking lot would be constructed and City and District shall discuss location of designated spaces. Parking to be reviewed annually thereafter.
- 9, Parking Lot – “Agreement” should be “agreement”.
- 9.e – Concern that we are limiting ourselves to a future that is unknown pertaining to the parking. Add language that District approval shall not be unreasonably withheld.
- 13, Taxes and Assessments – Add City consent – make everything mutual.

Under 3.e, the Board recommends that language is added “so long as not unreasonably withheld or delayed or conditioned.”

Under 9.e, the Board recommended the same language as above and added a no sticker provision.

#### **TREE NURSERY**

- 2, Term – space needed to enter Effective Date.
- 4.d., Use – add “notification of access is provided to the City a minimum of 24 hours in advance”
- 4.f. – Change the negative “not inconsistent”.
- 11, Insurance – change that each Party shall be added as an additional insured”
- 13, Termination – Reconcile a. with b. and c.
- 13.c. – clean-up language.

Under 4.d, the Board would like a provision included in regard to emergency situations. Councilman Stolberg and Knobel understood the feedback from the Park District. Executive Director McElroy will get the changes that were discussed to Manager Neukirch.

#### **BRIERGATE & RAVINIA TIF UPDATES**

Director Curtis attended a meeting with representatives from the City, Districts 112 & 113, and two community members at large to discuss both the Briergate and the Ravinia TIF.

Director Curtis gave an overview of the Ravnia TIF. The Ravinia Business District TIF was created in 2005 and will expire in 2029. The primary goal, ensure the Ravinia Business District

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continues to serve as a viable neighborhood retail district, while maintaining its historical character. Created using a ‘pay as you go’ approach, no bonds have been issued, instead projects are supported through the accumulation of property tax revenue. Cumulative total since inception:

- property tax increment revenue \$1,886,096 (2017 \$213,987)
- interest revenue \$8,266
- expenditures \$443,721

The fund balance as of December 31, 2017 came to \$1,450,640.

Base EAV \$6,437,551 2017 EAV \$9,314,110 PDHP’s estimated forgone revenue \$15,200.

During 2017, \$0 were spent. The Ravinia District Infrastructure Investment Action Plan (2017-2028) was finalized. Contracts were approved by the City Council in January 2018:

- RATIO Design
- SpaceCo Engineering
- HAI Cost Engineering
- Schuler Shook (lighting)

2018-2019 development will continue:

- Implement- Infrastructure Action Plan
- Complete 100% construction documents for street lights
- Complete 60% engineering drawings for streetscape
- Continue marketing of area in coordination with Special Service Area (SSA) 17

Development of 515 Roger Williams Avenue, is anticipated to commence in 2018. Per the City’s website, the City is working with Klairmont Investments, LLC to finalize the proposed four-story mixed-use building with 30 rental units. No TIF revenue will be used for the project.

Commissioner Bernstein will recuse himself from the discussion about the Briergate TIF.

Director Curtis gave an overview of the Briergate Business District TIF. The Briergate Business District TIF was created in December 11, 2017 and will expire within 23 years. The primary goal, to encourage redevelopment to revitalize the Briergate area to improve the quality of life in the community, and to ultimately benefit all taxing bodies.

2017-2018 Action steps taken by City

- Potential land use, and zoning changes were discussed at the City’s Committee of the Whole Meeting.
- Neighbor meeting was held to discuss land use and redevelopment.

2018-2019 Development:

- 1600 Old Deerfield Road- An offer was accepted for the property. Discussion are in the due diligence period.
- The City received a residential land use proposal for the property.
- Toys R Us property will be auctioned on July 12<sup>th</sup>.

- \$10M of improvements planned for Old Skokie Road by Tesla

Director Curtis reminded the Board that there was a section included in the TIF agreement that provides:

- (a) it will require payment of development impact fees and/or the provision of land in connection with new developments within the Briergate TIF District, to the extent provided and required by Chapter 160 of the City Code;
- (b) it will use its best efforts to ensure that the developer of new residential units within the Briergate TIF District provide all land and funding, at no cost to the PDHP, for the construction of a public park that is commensurate with the size and density of such residential development, in accordance with then-prevailing PDHP standards; and
- (c) neither the execution of this Agreement nor the adoption of the Briergate TIF District is to be deemed or interpreted as an obligation of the PDHP to incur any costs in connection with the design or development of any public park to be located within the TIF District, nor an obligation for the PDHP to own or maintain any such park. The City further agrees that prior to the issuance of any building permits for the construction of any housing units within the TIF District, it will require the developer of such units to meet with representatives of the PDHP to discuss the provision of land and/or the design and development of a public park in connection with such construction.

President Kaplan reminded the Board that additional lights at Brown and Jen Jenson Park were discussed at a previous meeting.

### **PURCHASING POLICY**

Director Curtis explained that The Purchasing policy has been updated to provide functionality while maintaining strong controls. Some sections were slightly updated while others were rewritten or eliminated. An attempt was made to remove procedures. Senior Planner Amalia Schwartz, created the Projects Purchasing Manual which is a dynamic document providing staff with step by step procedures for various purchasing scenarios.

Major updates:

- 3.15.12 Independent Contractor Agreement- now clearly states “regardless of dollar amount, an Independent Contractor Agreement and Certificate of Insurance are required for all services occurring on PDHP property or for the Park District.
- 3.15.15-3.15.20 Purchasing limits were updated to reflect changes in Park Code and organizational structure. (If purchasing authority is approved by supervisor)
  - Coordinator \$500 (no change)
  - Supervisors and Trades & Specialty Staff \$500- \$2,499 (added)
  - Managers \$ 2,500- \$4,999 (added)
  - Assistant Directors and Directors \$5,000-\$14,999 (increase from \$4,999)
  - Executive Director \$15,000- \$24,999. (increased from \$19,999 due to change in park code). Bid levels are now \$25,000.
- 3.15.22 Waiver of Competitive Bidding was expanded to better define the type of purchase.
- 3.15.23-3.15.29 discuss RFP, RFQ, & Bids. These sections were edited to provide policy guidance for staff, and direction to utilize the Projects Purchasing Manual for procedure.

- The Purchasing Card policy was added to subsume the Purchasing Policy. It is not intended to avoid or bypass appropriate policy.

Commissioner Bernstein asked how many staff members have authority to purchase. Director Curtis explained that much of the staff has the ability to make purchases but there are internal controls built-in. Vice President Ruttenberg discussed two items. The first was to drop the “IT” from “Director of Finance and IT”. The second was to make it clear that the Deputy Director have the same authority as the Executive Director in the event the Executive Director is not available.

### **REVIEW OF VOUCHERS**

Director Curtis presented bills for checks written June 27, 2018 through July 15, 2018 for an amount totaling \$962,927.17. There were no questions from the Board.

### **SUNSET VALLEY GOLF UPDATES**

#### **A. CLUBHOUSE**

Director Romes shared that The Clubhouse renovation at Sunset Valley Golf Club continued to show significant progress in the month of June. Outside the Clubhouse the patio and knee wall have been completed. The trellis is 90% complete and will be done by the first week of July. The East and North walls on the outside of the building have been painted. The concrete tent pad was poured and cut. New curbing was installed along the first tee box and grading on the west side of the building has been completed and prepared for asphalt cart paths to be poured in July. By July 20, new gutters will be installed, the trellis will be completed, the concrete tent pad will be stained, and the entire building will be painted. After July 20, landscaping will be planted and installed on the entire site.

On the inside, the walls have all been painted, floors have been prepped for new carpet and tile, bathroom flooring and wall tile has been installed, and kitchen FRP walls have been installed. Pro shop, lounge and bar flooring will be completed the first week of July. The week after, kitchen and bar equipment, the bar and pro shop desk millwork, lighting, televisions, and reclaimed wood in the lounge area will be installed. Substantial completion and permitting is scheduled for July 20, after which indoor and outdoor furniture will be delivered. The entire Clubhouse project remains on schedule to be completed by August 3.

Other progress on the Clubhouse site includes the completion of the cart barn conversion for the new electric golf carts, demolition of the Parks building and installation of a new sewer drain in the south and east parking lots. New curbing and asphalt will be completed in the parking lot(s) by mid-July, along with installation of the parking lot lights and painting the cart barn.

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A variety of change orders have been added to the project due to minor project additions. The chimney will be repaired and converted into a gas ignited/operated fireplace. New gutters and downspouts will be added to the roof, and outdoor hose spigots will be installed.

Mrs. Bernstein wanted to know if ADA accommodations were a part of the renovation.

**B. GOLF COURSE**

Superintendent Ochs reported on the condition of the course. Commissioner Grossberg had a question about the divets. Superintendent Ochs explained that there will be narrative regarding this. Superintendent Ochs explained that the roots on the greens are better than before. The cart path will have to be utilized through Labor Day. Commissioner Bernstein commented that the playability of this course after rain will be terrific. Commissioner Bernstein also expressed his opinion that the rates are competitive with our neighbors. Superintendent Ochs stated that the course will be open to the Public August 18. Executive Director McElroy shared that Junior Golf and the Foundation will be playing the course on August 17.

President Kaplan reported that Executive Director McElroy, Vice President Ruttenberg and himself had attended a meeting at the Legacy Club the prior evening and that it went very well.

**OPEN TO PUBLIC ADDRESS TO ADDRESS BOARD**

Mrs. Bernstein stated that she did not believe in building in your own competition which referenced the Golf Mecca presentation earlier in the meeting.

**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 8:30 p.m.

Respectfully submitted,

Liza McElroy, Secretary