

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF REGULAR MEETING
OCTOBER 23, 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 6:04 p.m. by President Kaplan.

ROLL CALL

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

Absent: Commissioner Bernstein

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

ADDITIONS TO THE AGENDA - None

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

David Sogin recommends option #3 for the barge replacement. He suggested that Park District Staff develop a list of user needs, priorities of those needs and costs associated with them.

Dave Multack asked if the Board was going to decide on the barge option at this meeting.

Mike Stroz appreciates option #3, but felt this option could use a bit more flushing out before a decision was reached.

CONSENT AGENDA

Minutes from September 25, 2018 Regular Board Meeting; Minutes from October 9, 2018 Workshop Meeting; Sunset Woods Park Athletic Light Pole Structural Assessment; Approval of 2018 HPCC Golf Conversion Project: Seed Installation, Monitoring and Management; Bills and Payroll in the amount of \$1,900,998.77.

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

Roll Call:

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

Motion Carried.

UNFINISHED BUSINESS

A. Park Avenue Barge

Assistant Director Smith reported that at the October 9th Workshop Meeting, representatives from SmithGroup presented on the four design concepts that were developed. Each concept was examined for ease of design and construction, permitting requirements, service life, and cost.

SmithGroup reported that in their opinion the best concept for the cost is concept 3, cellular sheetpile, as this approach has the highest service life with minimal maintenance. While the most cost-effective option compared to longevity of service is concept 3, the least expensive and quickest to permit and construct is concept 4, filling the remaining structure with rubble. SmithGroup reported that at less than half of the cost of a full replacement, concept 4 is an attractive option.

SmithGroup's recommendation is that should funds be or become available, concept 3 be implemented. However, if the goal is to quickly provide a 'repair' to the existing dilapidated barge to ensure its continued function as wave protection, then concept 4 is the preferred option.

Staff recommend concept 3, cellular sheetpile, be implemented and request that the Park Board authorize the Executive Director to enter into an agreement with SmithGroup for an amount not to exceed \$55,000 for the Construction Documents and Bidding Assistance phases of this project. President Kaplan shared a concern that once a decision is reached, the Finance Committee should get involved to determine the affordability of the project. Assistant Director Smith stated that a decision could be contingent upon Finance Committee's approval.

Vice President Ruttenberg liked concept 3, but has a concern regarding the cost. He stated a list of alternatives, pluses and minuses for concept 3 which include: removal of the rip rap and changing the length of the replacement. Vice President Ruttenberg stated that he would like to see a fifth alternative discussed; perhaps a cove like at Rosewood using large rocks instead of steel. President Kaplan agreed that a fifth alternative was a good idea. He asked

Assistant Director Smith to go back to the SmithGroup to discuss a possible fifth option. Assistant Director Smith stated that if a kick-off date in December were still to occur, the timeline for the project would remain viable. The Commissioners all agreed that something needs to be done and further discussion should occur.

Motion was made by Vice President Ruttenberg; seconded by Commissioner Flores Weisskopf to authorize the Executive Director to enter into an agreement with SmithGroup for an amount not to exceed \$55,000 for the Construction Documents and Bidding Assistance phases for this project.

Roll Call:

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

Motion was made by Vice President Ruttenberg; seconded by Commissioner Grossberg to table this motion.

Roll Call:

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

Motion Carried.

TREASURER'S REPORT

Director Curtis reviewed the Projected Year End Report. The bottom-line project year end is \$37,000 over budget or 1/2%. The projected year end will total 7.25 million. For the last few years the District has implemented a planned use of capital reserves which has resulted in a planned deficit budget. The projected year end capital expenditures are lower than budget at \$243,000 and the operational deficit is \$280,000.

Director Curtis presented the vouchers for checks written September 21, 2018 through October 18, 2018 for an amount totaling \$1,900,998.77. Vice President Ruttenberg has reviewed the report.

NEW BUSINESS

A. 2018 Camp Report

Through District-wide collaboration and partnerships with the North Suburban Special Recreation Association (NSSRA) and NSSD 112 Extended School Year Program, the Park District of Highland Park provided a summer of extraordinary experiences to 1,136 campers in 24 different camps. Camp participation increased by 6% compared to the 2017 season (217 campers). Of these campers, 43 received scholarships, a 19% decrease from 2017.

With parents and campers in mind, an improved Camp Parent Manual was created to strengthen our brand and provide consistent information regarding all Park District camps. To improve communication with parents, all camps held a parent meeting prior to the beginning of the session. To interact with parents, each camp created a Sway page. Each Sway page was a micro-website sharing important information, photos, and frequent updates of our camp days. To ease first day jitters and allow parents to get last-minute questions answered, all camp families were invited to our Splash Into Camp event at Hidden Creek AquaPark.

The overall increase in 2018 camp numbers can largely be attributed to Junior and Senior Crew popularity. The variety of activities in the Crew Camp curriculum attracted participants looking for an all-encompassing camp experience. Junior and Senior Spotlighters campers performed live prior to a WNBA game. Junior campers performed the national anthem; senior campers performed a dance routine.

All camps were enhanced by the amenities the Park District has to offer, including mini golf, tennis instruction, nature discovery programs, gymnastics classes, ice skating, swim lessons, outdoor pool, and lakefront area.

Vice President Ruttenberg asked if there was an open enrollment period at the close of camp. Supervisor Fiori stated that they have considered that idea for the future, but it would not be occurring in 2019.

B. 2018 Aquatics End of Season Wrap Up Report

The Summer aquatics season ran May 26 – September 3. The Aquatics Staff consisted of a team of 89 employees, which included Facility Management, Lifeguards, Slide Attendants, Custodial Services, Maintenance and Customer Service Staff. Staff conducted 76 hours of preseason training during the month of May, including American Red Cross certification for basic lifeguarding, water park lifeguarding and water front lifeguarding,

The goal of 2018 was to focus on maintaining high safety standards. Some of the initiatives included: development of rescue scenario practical exam to ensure competency of lifeguards, the consistent use of three points of contact while getting

on/off lifeguard chair, weekly mandatory in-service trainings for staff, live action drills during shifts to ensure safety preparedness and pre-season and in-season training with the Fire Department.

Pipe repairs were made to the Splash Pad to improve performance of main features. The pool shell was patched and repainted. The Slide Structure storage fences were repainted. There were 40 new deck chairs purchased, the Bath House floor was resurfaced, and interior was repainted.

It was a successful season at Rosewood Beach. Collectively, staff did a great job of managing the beach and creating a safe, quality environment. After evaluating operations in 2017, staff determined that due to distance between Rosewood Beach and Hidden Creek AquaPark the hiring of a seasonal facility manager to be on-site 5 days a week would be a benefit to the daily operations of Rosewood Beach. Having this position in place in 2018 proved to be a significant boost to the operations and will be retained for the 2019 season.

For the second full season, the auto attendant allowed for a fast and secure way for Non-Residents to purchase parking and/or admission to the beach. This also allows staff resources to be focused and allocated to the primary needs of the beach which is public safety. Park District staff does monitor the lots to help enforce that non-resident parking is restricted to the upper lot of rosewood beach.

Once again in 2018, the Park District provided shuttle bus service to transport patrons from the overflow parking lot at Ravinia School to the beach as well as to help those who needed to get from upper Rosewood to the beach.

For a second year the Park District partnered with Uncle Dan's Outfitters to provide stand up paddle board rentals this season. The rental program was improved this year and was in the North/Nature Cove. Concession services were provided by Northshore Catering. We will continue to evaluate our services and options during the offseason for concessions.

Vice President Ruttenberg asked if the Paddleboard Program was successful this past summer. Assistant Director Carr stated that from an operation standpoint Uncle Dan's was very successful with helping Park District staff monitor the beach.

C. Parks Foundation Update

Commissioner Grossberg stated that revenue was earned for the Foundation from the Halloween Hayride. The Parks Foundation is looking for an accounting firm to audit their accounts. A website is in the processing of being created. The Foundation has created its own database. Commissioner Grossberg reported that there is a Champions Banquet Meeting scheduled this week to start discussing plans for the 2019 Banquet.

D. Director's Report

Executive Director McElroy shared that the change in venue for the Halloween Hayride proved to be successful as the event was well attended and brought all areas of staff together.

She stated that the Highland Park Country Club Advisory had three sub-committee meetings this week. There is also an internal staff committee working with Hey and Associates. This coming Friday night is Trick or Treat at West Ridge Center.

Executive Director McElroy stated that lifeguards are needed for winter jobs at the Recreation Center of Highland Park and the Park District will train those who are hired. There will be meeting of a small group at District 112 to discuss programming and opportunities for programs for non-school hours.

President Kaplan asked if the Board could get a Financial report on the Learning Center. Executive Director McElroy said that would be a part of the Budget Report. President Kaplan stated that he wanted to compare 2017 to 2018.

OPEN TO PUBLIC TO ADDRESS BOARD – None

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 7:25 p.m.

Respectfully submitted,

Liza McElroy, Secretary