

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF REGULAR MEETING
SEPTEMBER 25, 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 6:00 p.m. by President Kaplan.

ROLL CALL

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

Absent: None

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

ADDITIONS TO THE AGENDA - None

PUBLIC COMMENT FOR ITEMS ON THE AGENDA – None

CONSENT AGENDA

Minutes from August 28, 2018 Regular Board Meeting; Minutes from September 17, 2018 Workshop Meeting; First Student Transportation Services Contract Extension; Bills and Payroll in the amount of \$3,040,942.14.

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

Roll Call:

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

Nay: None

Absent: None

Abstain: None

Motion Carried.

UNFINISHED BUSINESS

a. Highland Park Country Club Agreements

President Kaplan shared that the two outstanding issues between the Park District of Highland Park and the City have been resolved. The number of parking spaces for Seniors and the hours for parking at the Country Club/Recreation Center of Highland Park Country Club parking lot. It was agreed that prior to when the City relocates the Seniors to the Highland Park Country Club, the location and hours will then be discussed. The second issue, the administrative fee to run the Learning Center/Lot 3, agreement has been reached by both parties on a five-year fee of 5% capped at \$20,000.

President Kaplan stated that the District may go to RFP to decide on a future party to run the property, but this can all be renegotiated after five years which will require City and Park District approval. Vice President Ruttenberg asked when the final documents would be finalized. Commissioner Bernstein recognized the work of President Kaplan and Vice President Ruttenberg and thanked them for taking the lead on getting this job finalized.

TREASURER'S REPORT

Director Curtis reported that all summer revenue has been recognized. She explained that the budget process is underway. Director Curtis stated that an area of concern is District 112's full day kindergarten which is impacting the District's after school registration. Hopefully, the District will see a rebound in this registration in the winter session.

Director Curtis reported a Finance Committee Meeting is scheduled for September 27 at 5:00 p.m. to review the five-year Capital Plan. At the October 9 Workshop Meeting, the five-year Capital Plan will be presented to the Board. Director Curtis shared that there are tentative plans for a Finance Committee to be held on October 26 in the morning to review the Budget and the Levy and that at the November 6 Workshop Meeting the Budget and the Levy will be presented to the Board.

NEW BUSINESS

A. IAPD Professional Services Agreement for Executive Director Search

President Kaplan shared that the Board solicited and received proposals from the Illinois Association of Park Districts (IAPD) and GovHR USA for assistance in search services for replacing the retiring Executive Director. After reviewing both proposals, President Kaplan is recommending that the Park Board of Commissioners approve the agreement from IAPD for the Executive Director services search in the amount \$10,400. Commissioner Grossberg asked if this was the historical precedent for this selection process. Commissioner Bernstein stated that this is a process the District should go through to do a thorough search to advertise and filter potential applicants.

Motion was made by Vice President Ruttenberg; seconded by Commissioner Grossberg to accept the Illinois Association of Park Districts Professional Services Agreement for the Executive Director search in the sum of \$10,400.

Roll Call:

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

Motion Carried.

B. Parks Foundation Update

Commissioner Grossberg does not have an update this month.

C. Director's Report

Executive Director McElroy introduced Assistant Director Smith to provide updates on Rosewood Beach and the Ravinia Business District lights. Assistant Director Smith reported that after further investigation to shore up the ravine, the repairs along the lower level of Rosewood Beach from the bridge to the lake required a change of plans. The Army Corp is no longer able to construct a wall on the northside and instead will be installing large limestone blocks, 3' X 3' X 4' to run along the north side and south bank which will prevent erosion on either side. The work will commence in November and will last one month.

Assistant Director Smith stated that the City is finalizing the lighting plan for the Ravinia Business District. The Park District owns a portion of the property that runs along Jens Jensen Park. The City wants to erect some lighting on the Park District property. President Kaplan asked if the District needed to grant the City an easement. Commissioner Bernstein responded that that was unnecessary, but that a license spelling out maintenance and insurance would be required. Staff will investigate.

Executive Director McElroy shared that the Halloween Hayride will be held at the Highland Park Country Club on Friday, October 12 from 6:30-9:00 p.m. There is Beach Campout at Rosewood Beach on September 29 5:00 p.m. – September 30 9:00 p.m.

D. Board Comments

Commissioner Bernstein shared that he would like to start holding Advisory Meetings again this Fall for Golf and Baseball. Commissioner Flores Weisskopf wanted to acknowledge Executive Director McElroy for her outstanding work these past 10 years at the Park District of Highland Park and stated that her leaving was bittersweet.

OPEN TO PUBLIC TO ADDRESS BOARD

Mike Stroz, 580 Hillside Drive, Highland Park stated that as a Ravinia resident he is happy about the new lights in Ravinia. He also advised that the Rotary and Interact organization will be cleaning up at Moraine Beach Saturday, September 29 from 12:00 noon – 3:00 p.m.

CLOSED SESSION

Motion was made by Vice President Ruttenberg, seconded by Commissioner Grossberg, 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, Commissioner Grossberg, Vice President Ruttenberg,
Commissioner Flores Weisskopf, President Kaplan
Nay: None
Absent: None
Abstain: None

Meeting was adjourned into closed session at 6:40 p.m.

ACTION FROM CLOSED SESSION IF ANY

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 7:40 p.m.

Respectfully submitted,

Liza McElroy, Secretary