

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF WORKSHOP MEETING
FEBRUARY 12, 2019**

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 6:03 p.m. by Vice President Ruttenberg.

ROLL CALL

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

Absent: President Kaplan arrived at 6:38 p.m.

Staff Present: Executive Director McElroy; Deputy Director of Operations Donahue; Director Romes; Director Curtis; Manager Dunn; Manager Grill; Director Gogola; Assistant Director Smith; Assistant Director Carr; Manager Johnson

ADDITIONS TO THE ADGENDA - None

RECREATION CENTER PROPERTY NAME DISCUSSION

Executive Director McElroy shared the proposed interim name for the Recreation Center Property, "The New Community Park of the Recreation Center". Commissioner Bernstein stated that in the bullet points supporting the proposed interim name, he did not hear the word "new" and thus felt it should be removed. Commissioner Bernstein further explained that the community should feel as though the property has always been there. It was agreed that for now the interim name should be "The Community Park at the Recreation Center."

RAVINE 10

Manager Grill provided an overview of a potential GLFER project for Ravine 10 which outfalls with Lake Michigan at Moraine Park. Funding for a US Army Corps Feasibility Study was awarded in October 2018. The Corps has presented the City of Highland Park and the Park District with a feasibility cost share agreement (FCSA). The study will develop alternative solutions to restore the ravine channel, banks, and lake bluff and is valued by the Corps at \$308,139. The District's share of the cost is projected to be \$36,424, with the City of Highland Park paying an equivalent amount as local sponsor match.

Manager Grill reported that in 2016, the Park District, City of Highland Park (CHP) and the North Shore Water Reclamation District (NSWRD) signed a Letter of Intent requesting that the US Army Corps of Engineers proceed with the first step (Federal Interest Determination or FID) to develop

a Great Lakes Fishery and Ecological Restoration (GLFER) project on Ravine 10, which outfalls with Lake Michigan at Moraine Park. The FID was approved, and funding awarded for a Feasibility Study in October 2018. To complete this study, the Corps requires local sponsors to sign a cost share agreement to initiate the 65/35 federal cost share. The study is valued at \$308,139 and the Corps pays the first \$100,000. The local share of \$72,849 (35% of \$208,139) is to be split between the CHP and the District. Capital funds are available in 2019. District staff is working with CHP staff to generate a memo of understanding outlining the terms of the local cost match.

Manager Grill shared that the purpose of the Feasibility Study is to generate alternative approaches to restoration in the stream channel, stream banks, ravine and lake bluff to benefit habitat while providing protections for infrastructure including the Moraine pathway, utility lines in the stream, and replacement of steel walls and other degraded bank protections that are unsightly and failing in purpose.

Manager Grill concluded by stating that the next step in the GLFER process will be a Project Partnership Agreement (PPA) signed by the local sponsors. At this time, the partners will have weighed in on the alternate plans and have agreement on how the project cost will be shared, based on benefits accruing to the interests of each. The project cost is estimated to be \$3.2 million with a 65/35 cost share. The Corps is scheduled to provide a draft of the PPA in August 2019 with final signatures due August 2020.

Commissioner Bernstein requested that the Park District of Highland Park's approval be contingent on the City's approval. Commissioner Grossberg asked about the walkway and what the cost would be. Manager Grill responded that there is \$300,000 budgeted for that project. Commissioner Grossberg wanted to know if the stairway was included as well. Manager Grill stated that the cost of \$300,000 did not include the stairway, only the pathway.

Commissioner Grossberg asked about exposed pipe which Manager Grill falls under the City's responsibility. Vice President Ruttenberg asked about the \$300,000 from which we will use for this project. Vice President Ruttenberg asked about the total cost over the next few years and Manager Grill explained that amount is a little over \$700,000. Vice President Ruttenberg asked if the North Shore Water Reclamation was participating. Manager Grill stated that she had heard they we are participating in the project but that was yet to be determined. Vice President Ruttenberg asked if the neighbors impacted would be asked to contribute to the project financially and Manager Grill explained that the contribution from these residents would be to grant easements.

PERSONNEL POLICY REVIEW

Manager Dunn reviewed a summary of proposed changes to the Full-Time Personnel Manual. The Manual includes all required Federal, State, and local laws. Manager Dunn stated that it is best practice to review the Personnel Manual every five years. Commissioners Grossberg and Flores Weisskopf were the designated liaisons for review and updates to this Manual with staff. These policies have also been reviewed by Ancel Glink.

Manager Dunn reported that some of the proposed changes include: American with Disabilities Act (ADA), legally required language; Internship Program, formalized existing practices; Flexible Scheduling; Uniform/Safety Shoes Reimbursement, IRS required language; Anti-Bullying Policy; Employee Transgender Policy and Family Military Leave Act (Illinois), State legal requirement.

Vice President Ruttenberg asked about employee clothing and uniforms. Manager Dunn shared that the IRS has regulations that the District has to tax employees for uniforms above a certain threshold. Manager Dunn stated that the amount which would not be taxable would be \$100.00. Commissioner Flores Weisskopf stated that there are employees for which uniforms are necessary. Commissioner Bernstein shared that he felt certain required clothing should not be taxable. Director Curtis stated that Lauderbach and Amen have also reviewed this policy and that the District may be pushing the envelope with the \$100.00 amount.

Commissioner Bernstein further stated that we want the District employees to wear their uniforms as much as possible for our branding and that we should defer to Ancel Glink and our auditors. Executive Director McElroy shared that Staff will report back to the Board on this issue.

REVIEW OF VOUCHERS

Director Curtis presented the vouchers for checks written January 15, 2019 through February 6, 2019 for an amount totaling \$469,535.70. There were no questions from the Board.

OPEN TO PUBLIC TO ADDRESS BOARD - None

CLOSED SESSION

Motion was made by Commissioner Bernstein, seconded by Vice President Ruttenberg 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 Grossberg, Vice President Ruttenberg, Commissioner Flores Weisskopf, Commissioner Bernstein, President Kaplan

Workshop Meeting Minutes
February 12, 2019

Nay: None
Absent: None
Abstain: None

Meeting was adjourned into closed session at 6:55 p.m.

Meeting was adjourned into open session at 8:52 p.m.

ACTION FROM CLOSED SESSION IF ANY

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.

No action taken.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Ruttenberg and seconded by Commissioner Flores Weisskopf and approved by unanimous vote. The Board Meeting adjourned at 8:53 p.m.

Respectfully submitted,

Liza McElroy, Secretary