

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF WORKSHOP MEETING
APRIL 9, 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 6:01 p.m. by President Kaplan.

ROLL CALL

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

Absent: Commissioner Bernstein; Commissioner Flores Weisskopf arrived at 6:02 p.m.

Staff Present: Interim Executive Director Donahue; Director Romes; Director Curtis; Assistant Director Carr; Manager Johnson; Director Voss; Manager Grill; Manager Reyes; Assistant Director Smith

ADDITIONS TO THE AGENDA - None

**COMMUNITY PARK AT THE RECREATION CENTER OF HIGHLAND PARK
UPDATE**

Manager Grill reported on the developments on the potential for stormwater capacity at the community park at the Recreation Center of Highland Park as well as progress in the planning process. Hey and Associates has created a draft design that will retain most elements and she explained that there will be a few new features gained. The new storage would be built between the large north pond and the two ponds closest to the Recreation Center. Though the ponds will be separated, the north pond will handle regular storm events and higher levels can spill into the new pond. The new area is about 10 acres in size and preliminary plans show that it will provide an additional plus or minus 50 acre-feet of storage. Most of the pathways will remain as well as the gazebo.

Manager Grill stated that a hemi marsh will be created which is comprised of five acres of open water as well as an emergent area with plantings in shallow water beneficial for different species of birds, plantings, fish and amphibians. As currently designed, the usual water level will be three feet deep and will allow two additional feet for storage capacity during rain events.

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Manager Grill shared that the construction documents are moving forward and Hey and Associates are working on a proposal for the elements. Vice President Ruttenberg asked if both ponds are going to be wet ponds the whole time. Manager Grill said yes and confirmed that they will rise to two feet. Commissioner Grossberg wanted to know if this area will look like the Botanic Gardens and Manager Grill said that yes it will resemble a wetland marsh area. Commissioner Grossberg asked if the Army Corp of Engineers was going to get involved in the project. Manager stated that they could become involved somewhere down the road.

HELLER NATURE CENTER EXHIBIT IMPROVEMENT PROJECT UPDATE

Manager Reyes shared that in 2007, The Heller Nature Center installed a new exhibit in the lobby of the facility. This 600 square foot exhibit highlights the three main biological communities found at Heller Nature Center: oak hickory woodlands, northern flatwoods, and tallgrass prairie. Each area features interactive displays that educate visitors about the plants and animals that make up each community.

Over the past 12 years this exhibit has been enjoyed by many visitors. However, general wear and tear has caused the exhibit to need significant repairs. Additionally, while the exhibit has served a core purpose of inspiring the community to understand, appreciate and explore the 100 acres of natural areas that surround the facility, it needs a refresh.

In effort to address the necessary repairs and desired refresh of the Heller Nature Center Exhibit, the Park District has contracted Layman Design to provide design services and incorporate new content into the existing exhibit. Layman Design will also provide project management services and a design package that the Park District will use to solicit fabrication and repair services from a third party. The established budget for the repairs and new features is \$60,000.

The project is nearing completion of the conceptual phase and is ready to begin detailing the final design and development package. Commissioner Grossberg added how lucky the Park District is to have Heller Nature Center and thanked Manager Reyes for all the work done at Heller Nature Center.

2018 YEAR-END REVIEW

Director Curtis explained that the review is a district wide overview and that information is based on activity types. 2018 reflects a deficit of 7.2 million. The year-end came in with a deficit of 5.9 million. The five operating funds are as follows: General Fund is under budget with a deficit of 506,00, the Special Recreation Fund is slightly over budget by \$14,000, The Recreation Fund ended with a surplus of \$553,000, the The Debt Service has a surplus of \$4,000 and the Capital Projects used less reserves than originally budgeted, 5.9 million deficit which was 1.4 million less than budgeted.

Property taxes were under budget by \$291,000 district wide. During the 2019 budget presentation in October 2018, District 112's move to full day kindergarten and its impact on the Park District was discussed. This change impacted the District's programming for that age group. Those programs can in under budget by \$281,000.

The delay of the opening of Sunset Valley Golf Course, the fees and changes were underbudget by \$421,000. Camp revenue was up by almost \$5,000. Hidden Creek AquaPark, Deer Creek Racquet Club and the Recreation Center of Highland Park membership was under budget by \$126,000. Programs, camps, memberships and rentals comprise 70% of the District's revenue. President Kaplan asked for a breakdown of the membership loss. Director Curtis explained that Hidden Creek AquaPark was under budget by almost \$20,000, Fitness Center membership was underbudget by almost \$91,000 and Indoor Tennis was underbudget by \$15,000. Commissioner Grossberg asked why the Staff number was low and Director Curtis stated that changes in staffing throughout the year accounted for the numbers.

POST ISSUANCE BOND COMPLIANCE REPORT

Director Curtis stated that in conjunction with the Debt Certificates issued on June 18, 2012, the Bond Record-Keeping Policy was adopted by the board. Per the policy, the district agrees to keep and retain sufficient records to support the continued exclusion of interest paid on the Certificates 2012A and 2013 and General Obligation Limited Tax Park Bonds Series 2016 and 2017 from federal income taxation. The post-issuance tax rules fall into two categories: use of proceeds and other requirements related to the private activity bond tests; and arbitrage yield restriction and rebate requirements. Annually, until the Debt Certificates and Bonds mature plus 3 years, a review of all contracts and other records will be completed to determine whether each issue complies with the federal tax requirements. To facilitate the review, Chapman and Cutler has provided the district with a check list which provides a methodology for compliance. The attached report summarizes the findings for the reviews related to Debt Certificate 2012A, 2013, & Bond 2016 ,2017. The District is currently in compliance with the applicable tax law requirements and no further action is necessary at this time.

REVIEW OF VOUCHERS

Director Curtis presented the vouchers for checks written March 15, 2019 through April 4, 2019 for an amount totaling \$436,046.59. Vice President Ruttenberg approved the vouchers.

OPEN TO PUBLIC TO ADDRESS BOARD

George Williams of the Legacy Club had a question regarding the ponds at the community park at the Recreation Center of Highland Park. He asked Manager Grill when they would be put into the park, she stated most likely sometime in 2020.

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

Workshop Meeting Minutes

April 9, 2019

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, President Kaplan

Nay: None

Absent: Commissioner Bernstein

Abstain: None

Motion Carried

Meeting was adjourned into closed session at 6:32 p.m.

Meeting was reconvened into open session at 8:30 p.m.

ACTION FROM CLOSED SESSION IF ANY

President Kaplan reported that the Board met in Closed Session under Section 2(c)6 – the setting of a price for sale or lease of property owned by the District.

No action taken.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Flores Weisskopf and seconded by Vice President Ruttenberg and approved by unanimous vote. The Board Meeting adjourned at 8:31 p.m.

Respectfully submitted,

Kathy Donahue, Secretary