

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF REGULAR MEETING
APRIL 23, 2019**

The Regular Meeting of the Board of Park Commissioners of the Park District of Highland Park was held in the Multipurpose Room, at 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 Flores Weisskopf, President Kaplan

Absent: Commissioner Bernstein

Staff Present: Interim Executive Director Donahue; Director Romes; IT Manager Johnson; Director Curtis; Assistant Director Smith; Director Voss; Assistant Director Carr; Senior Planner Schwartz; Director Gogola; Manager Henriques; Supervisor Fiori, Manager Reyes

ADDITIONS TO THE AGENDA - None

PUBLIC COMMENT FOR ITEMS ON THE AGENDA – None

HIGHLAND PARK COMMUNITY NURSERY SCHOOL AGREEMENT

Mr. Zach Wackman from Highland Park Community Nursery School Day Care shared that the new building for the Community Nursery School would be located on District 112 property at the northwest corner of West Ridge Center. The parking lot is primarily on the District 112's property but connects to the Park District. Mr. Wackman stated that there will be ingress and egress to Ridge Road from the parking lot. Mr. Wackman described the proposed landscaping for the project which will extend along the perimeter of the building and will provide screening for the neighbors on the north property line. He further stated that the proposed lighting for the project has been discussed with the neighbors. There will also be a water retention area.

The ingress and egress issue and use of the parking lot is the main component of the agreement under discussion at the meeting. Mr. Wackman explained that there will be 30 designated parking spots for the Community Nursery School and their staff will park in six additional designated spots. Commissioner Grossberg asked about the signage for the parking spots and requested that Mr. Wackman ensure that the signage makes clear distinction as to which spots belong to the Community Nursery School. President Kaplan asked Mr. Wackman for reassurances that there will be some type of buffer area between the parking lot and the Safety Village. Mr. Wackman said that removable ballards will be provided by the School and will

remain in place unless some type of delivery needs to be made in that area. Mr. Wackman also reminded the Board that this issue is covered in the agreement with the Park District.

Motion was made by Vice President Ruttenberg, seconded by Commissioner Flores Weisskopf to approve the Ordinance 19-04 – Authorizing the Board President and Interim Executive Director of the Park District to execute an easement agreement between the Park District of Highland Park and Highland Park Community Nursery School and Day Care Center.

Roll Call:

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

Motion Carried

CONSENT AGENDA

Minutes from March 12, 2019 Special Meeting; Minutes from March 12, 2019 Workshop Meeting; Minutes from March 14, 2019 Special Meeting; Minutes from March 15, 2019 Special Meeting; Minutes from March 16, 2019 Special Meeting; Minutes from March 19, 2019 Regular Board Meeting; Renewal of 2018 Landscape Services Maintenance Contract; Renewal of 2018 Routine Grounds Maintenance Contract; Community Park – Hey and Associates, Inc. Change Order; Resolution 19-02 – North Suburban Special Recreation Association (NSSRA) Property Acquisition; Bills and Payroll in the amount of \$1,503,337.25.

Motion was made by Vice President Ruttenberg; seconded by Commissioner Flores Weisskopf to approve the Consent Agenda except for the Workshop Meeting Minutes of April 9, 2019.

Roll Call:

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

Motion Carried

Motion was made by Vice President Ruttenberg, seconded by Commissioner Flores Weisskopf to reflect that changes be made to the April 9, 2019 Workshop Meeting to show that Commissioner Bernstein was absent, and President Kaplan was present at this meeting.

Roll Call:

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

Motion Carried

UNFINISHED BUSINESS

Senior Planner Schwartz introduced Mr. Jeff Andreasen who presented a progress update on the Attitude and Interest Survey. Mr. Andreasen explained that the questionnaire was developed through the input from Board of Commissioners and Staff. The questionnaire is expected to take residents 12-15 minutes to complete asks them to rate satisfaction with District programs, facilities and parks. The questionnaire will also identify unmet recreational needs in the community, asked participants to share priority parks, facilities and programs and indicate priority improvements.

The District's contract with aQity guarantees 800 completed surveys to achieve a 95% Confidence level and a +/- 3.5% margin of error. aQity will compare respondent demographic information to U.S. Census data to ensure a representative sample. The random sample is provided by a third-party source which has a national database of residential household that is continually updated. The questionnaire will only be available for those selected as part of the random sample.

Mr. Andreasen further explained that selected households will have the option of responding by phone, online or by mail. A printed questionnaire will be mailed to the random sample of households along with a pre-paid envelope addressed to aQity research. The mailing will include a URL to complete the survey online and a toll-free number to complete the survey by phone. Post card reminder will be sent out to non-respondents to encourage participation. aQity will call any remaining non-respondents to remind them of the survey, provide the url, and offer to complete the survey with them by phone. The data collection begins Monday May 6.

President Kaplan asked how many surveys were being sent out. Mr. Andreasen stated that there will be 3000-4000 surveys mailed to receive a response of 800 completed surveys. President Kaplan asked if there was a focus on specific houses and Mr. Andreasen stated that it is random coverage. Commissioner Grossberg inquired if only completed surveys would be used and Mr.

Andreasen shared that a set amount of the survey would need to be completed to be considered for the data. President Kaplan asked if the Board could see the final product before it is sent out the public. Planner Schwartz said yes.

TREASURER'S REPORT

President Kaplan thanked Vice President Ruttenberg for all his work on the easement issue.

Director Curtis reported on the revenue section of the district-wide report and noted that revenue is recognized on the program start date. Director Curtis stated that an example of this were summer camps which were incorrectly budgeted as revenue and had not been recognized yet. The revenue begins when camp starts. Director Curtis shared that the timing of the budget for fees and charges is overstated, which includes picnic permits, daily fees, Hidden Creek AquaPark, Park Avenue Beach and Sunset Valley Golf Club. She shared that remaining areas currently receiving daily fees, the Recreation Center of Highland Park, the pool, Deer Creek Racquet Club are all in-line with the budget for March.

Director Curtis reported that the Park District received the final property tax extension from Lake County. The extension was calculated at \$11,505,859 for General, Recreation and Special Recreation funds. The District requested slightly more than that at \$11,661,498, a difference of \$155,000. Director Curtis stated that the first distribution will be received on May 15. The three largest distributions will be received in June and then September.

Director Curtis presented the vouchers for checks written March 15, 2019 through April 18, 2019 for an amount totaling \$1,503,337.25. There were no questions from the Board.

Vice President Ruttenberg asked if the \$155,000 differential in taxes will impact the budget. Director Curtis stated that it would not.

Vice President Ruttenberg asked Director Romes about the numbers at Sunset Valley Golf Club on Easter Sunday. Director Romes reported that there were 225 rounds on Sunday and 170 on Saturday. Commissioner Weisskopf asked about the restaurant attendance and Director Romes stated that there were close to 70 people who ate at the restaurant. Commissioner Flores Weisskopf wanted all to remember that the restaurant is not just for golfers but can be enjoyed by all. Director Romes stated that a little over \$20,000 was generated at Sunset Valley Golf Club this past weekend.

NEW BUSINESS

A. Childhood Enrichment Update

Director Romes, Manager Henriques, Manager Reyes and Supervisor Fiori presented the new Park School, the Childhood Enrichment Program for the Park District of Highland Park. Prior to Fall 2018, residents whom resided within the boundaries of North Shore School District 112

were only offered half-day Kindergarten. Conveniently, in effort to supplement a full-day of educational preparedness to this age group, the Park District has a long history of providing introductory recreation and enrichment programs to Kindergartners. These programs play a key role in the development of social, emotional, mental and physical skills, further preparing children for long term educational success. Participation in Park District programs at the Kindergarten level averaged about 550 registrations per semester and are a significant component of overall participation.

Manager Henriques explained that in Fall 2017, North Shore School District 112 announced that full-day Kindergarten would be implemented in all Schools starting in Fall 2018. In effort to prepare for this community change, Park District staff engaged parents of Kindergartners in the community, to understand what role the Park District should continue playing in the development of youth in Highland Park. The Park District held a variety of focus groups and open houses and made a variety of programming changes in Fall 2018. While significant efforts were made to accommodate families, participation experienced a 42% decline, with Childhood Enrichment classes experiencing the largest loss in registrations.

Supervisor Fiori shared that recognizing this sharp decline in participation, Park District staff developed a committee comprising of nearly every Recreation Professional employed with the Park District. The committee identified three major goals which are to a) recapture lost enrollment from Kindergartners, b) increase enrollment for preschoolers, and c) increase programming for grades 1-5. The committee embarked on a 16-week process that included data collection, researching participation patterns, and engagement with parents in the community to identify attitudes, interests and unmet needs.

Supervisor Fiori explained that the goal of the Park School is to offer high quality programming with convenience. Supervisor Fiori shared that before and after care has been added, parents can drop their children off as early as 7:15 a.m. and pick them up at 5:45 p.m. Programs between West Ridge Center and Heller Nature Center will be integrated to make a full day for students. Supervisor Fiori wanted to thank Registration and Marketing for their help in getting the program up and running.

President Kaplan asked Supervisor Fiori if the Park School will be in competition with the Highland Park Community Nursery School. She explained that the Park School is embracing building partnerships to create great programming. Commissioner Grossberg wanted to know if the Park School will follow a typical semester. Supervisor Fiori explained that the Park School will be closely aligned with District 112 programming and calendar. Commissioner Flores Weisskopf stated that she feels the Park School is taking advantage of the already successful part of the Park District's educational programs.

Vice President Ruttenberg left at 7:00 p.m.

B. GO Highland Park

Director Gogola shared that the Park District of Highland Park is pleased to partner with the Lake County Health Department in its countywide initiative to improve the health of Lake County residents. GO Lake County is designed to help every community in the county become healthier and more active by enhancing and increasing the shared experience of walking and other forms of active living.

Director Gogola stated that the GO initiative was founded in 2016 by the Gurnee Park District and inspired by the former U.S. Surgeon General Dr. Vivek H. Murthy's call to action encouraging U.S. residents to be more active. His challenge focused on the health benefits of walking at least 30 minutes each day for people of all ages and stages of life. Shortly after the Gurnee Park District launched "Go Gurnee," they partnered with the Lake County Health Department and Community Health Center and the Live Well Lake County movement to expand GO initiatives into all Lake County communities. Today, more than 20 municipalities within the county are active participants in the initiative.

As a participating community in the GO initiative, the Park District of Highland Park must fulfill a set of criteria, including:

- Create and maintain a Go Highland Park page on pdhp.org and link to the Go Lake County website page.
- Create a free launch event with associated launch marketing support. The first event will be a community walk on Saturday, June 8 at the Community Park at the Recreation Center of Highland Park.
- Create free quarterly events to encourage residents moving. Events could include group-led walks or other physical activities such as biking or swimming. The second event in 2019 will be scheduled in the early Fall TBD.

The Marketing, Planning, and Recreation Center of Highland Park teams will work together in the coming weeks to kick off this worthwhile initiative.

C. Director's Report

Interim Executive Director Donahue shared that the first day of Summer Registration is April 24 starting at 7:00 a.m. The Champions Banquet will be held Tuesday, May 21 from 6:00 p.m. – 8:00 p.m. at the Highland Park Country Club. The guest speaker this year is Mike Ditka. This year's Ice Show will be held at Centennial Ice Arena on May 17 at 7:00 p.m. and on May 18 at 11:00 a.m. and 4:00 p.m. The Dance Show will be presented on May 4 at 2:00 p.m. at Highland Park High School. The Theater Show is Sunday, May 5 at 2:30 p.m., 4:00 p.m. and 6:30 p.m. at Edgewood Middle School. Tickets for all these shows are available in person and on-line.

Sunset Valley Golf Club will be hosting Cinco De Mayo Fiesta and Golf on May 5. There will be a Mexican themed menu at 13ninety Restaurant and Bar. Mother's Day Brunch and Golf will

be held on May 12. These are just some of the many programs occurring at the Park District in the coming days and weeks.

D. Parks Foundation Update

Commissioner Grossberg gave a brief report of the activities of the Parks Foundation. The Foundation is awaiting an audit. The goal is to file the report by May 19.

The Foundation has created a 2019 budget. Director Romes shared that there is a capital campaign raising funds for the renovation of a small parcel of open land located just south of the parking lot at Sunset Valley Golf Club. This parcel of land will become a short game golf practice area. The Foundation has received a generous donation toward youth golf development. Director Romes explained that the foundation has been raising money toward this project and needs to raise more money before planning will start. The total project is estimated to cost between \$175,000-\$225,000. The Foundation would like to raise funds in 2019 so that construction can begin in 2020 with a 2021 opening to the public.

Commissioner Grossberg stated that the Shrimp Boil at Bluegrass raised around \$4,000, and the raffle winner donated his winnings back to SMILE and the Park District.

E. Board Comments – None

OPEN TO PUBLIC TO ADDRESS BOARD

Mr. Tom Luce, a resident of the Legacy Club, asked for a progress update on the barge at Park Avenue.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Grossberg and seconded by Commissioner Flores-Weisskopf and approved by unanimous vote. The Board Meeting adjourned at 7:17 p.m.

Respectfully submitted,

Kathy Donahue, Secretary