

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF WORKSHOP MEETING
FEBRUARY 12, 2013**

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 6:02 p.m. by President Meyers.

ROLL CALL

Present: Commissioner Bernstein, Commissioner Waxman, Commissioner Flores Weisskopf, Vice President Kaplan, President Meyers

Staff Present: Executive Director McElroy, Director Becker, Director Stumpf, Director Baker, Director Behlow, Director Donahue, Asst. Director Malartsik, Asst. Director Romes, Manager Gardocki, Coordinator Warsaw, Clerk LaKoske, Assistant Fishbein, and Recording Secretary Jendreas

Guests: Residents Barney Ruttenberg, David Sogin, and Janet Bernstein

ADDITIONS/DELETIONS TO THE AGENDA - None

REVIEW OF THE 2013-2014 BUDGET/DEBT DISCUSSION

Director Becker presented a review of the 2013-2014 Budget and said that it represents the fiscal priorities for the year ending March 31, 2014. Guided by the Park District's mission, the proposed budget complies with the provisions of the Park District Code. It is also aligned with the Board approved *Budget Philosophy and Guidelines* as well as the *Fiscal Operations and Business Policies*. Director Becker said that in response to the Park District's goal of long-term financial stability, sustainability, and the ongoing maintenance of Park District assets, the proposed budget focuses on debt service and capital as well as operations.

Director Becker stated that the budget process is a collaborative effort, and he thanked staff for all their hard work. He said staff continues to place a high priority on opportunities to increase revenues, where possible, while keeping expenditures to a minimum. Fees are regularly reviewed, and were studied closely as part of this budgeting process. Consequently, the proposed budget reflects minimal, if any, growth in revenue generating operations.

Director Becker explained the changes in the budget from previous years and said that property taxes have been reallocated. He said the District has a positive operating budget in its two main

operating funds, with a \$718,000 surplus. The property tax is flat, mainly because demographics have changed, there are fewer families, and there is more competition in fitness and camps.

Director Becker went on to explain the Recreation and Corporate Funds in detail, and reviewed the rest of the funds. He also explained the pay down of the District's IMRF liability.

Commissioners expressed concerns that they would like to see actual operations expenses rather than just fund balances, and they wanted to know how property taxes are allocated. He compared the Park District to a business which is subsidized by property tax dollars. He suggested that for next year, the budget could show actual revenues and expenses for each "business" so the Board can see how programs fair. President Meyers said that the budget is a totality issue and if Commissioners have questions on specific line items, Executive Director McElroy will have staff members available to provide answers.

Discussion followed regarding the pay down of the District's IMRF liability, and a new debt issuance to provide resources to continue funding the capital plan to meet the District's future capital needs. Director Becker presented several debt scenarios. The Board approved the concept of going out for the debt issuance, but President Meyers expressed some concerns that the District's bond rating will be impacted and it was suggested that the Finance Committee review the issue.

All Commissioners were in agreement to continue the process with the Public Hearing and final Board approval at the April 23, 2013 Board Meeting.

President Meyers called for a short recess at 8:00 p.m., and the meeting was called back to order at 8:10 p.m.

REVIEW OF THE MASTER PLAN CONSULTANT PROPOSAL

Manager Gardocki explained that as part of selecting the Comprehensive Master Plan consultant, staff has been in negotiations with the preferred firm – The Lakota Group. She said the scope of the project was refined and she reviewed changes in the revised proposal. The total project fee is \$128,794.00.

Commissioner Bernstein asked staff to contact the City of Highland Park to get information on their experience with The Lakota Group. Staff replied this was accomplished.

There was consensus of Commissioners to negotiate a contract with The Lakota Group, have it reviewed by the Park District Attorney, and place this item on the February 26, 2013 Board Meeting Agenda.

REVIEW OF PLANS FOR DEER CREEK ENTRANCE AND LOBBY IMPROVEMENTS

Director Malartsik gave an update on the status of the Deer Creek ADA and Lobby Improvement Project and displayed renderings of the proposed improvements. He listed the following as not being in compliance with the ADA: entrance ramp and concrete walkway, 2nd floor restrooms,

and front desk countertops. Other issues of concern were: poor control when customers walk into the lobby, and a large lounge area with dark, unused space.

Director Malartsik described changes which included a new entrance ramp, new office area, new restrooms, and addition of windows. The estimated cost is \$400,000 of which 25% would be paid for out of the Special Recreation Fund. The original budget was \$300,000.

Commissioners expressed positive comments about the changes. President Meyers suggested that the proposed project be presented to the Tennis Advisory Committee for informational purposes and feedback.

President Meyers suggested that staff establish a fund-raising project to solicit contributions from people in the community in order to pay for improvements (example: “buy a brick”).

REVIEW OF HIDDEN CREEK AQUAPARK DESIGN OPTIONS

Assistant Director Malartsik gave an update on the status of the Hidden Creek AquaPark Improvement Project, specifically the sand area. He explained the problems in this area: poor drainage is causing sand to flow out and clog pool drains and the filter system, the surface of the sand area is peeling and looks terrible. A community survey was done which gave residents different choices for replacement of the sand area, such as kiddie pool, spray pad, or zip line. The number one choice was a spray pad.

Assistant Director Malartsik displayed renderings of proposed project and explained the concept of a spray pad.

A lengthy discussion ensued about addressing the Hidden Creek AquaPark facility as a whole, because of aging equipment, and avoiding the idea of band aiding one small section. It was mentioned that this was a constrained site and there aren't a lot of options. President Meyers suggested the possibility of bringing in outside consultants to create a plan that would increase the “WOW” factor of the whole facility. He asked staff to look at short term solutions for the sand area and report back to the Commissioners with options and costs.

DATA SECURITY POLICY DRAFT

Commissioners reviewed the information provided on the Data Security Policy Draft and were in favor of placing the item on the February 26, 2013 Board Meeting Agenda.

WELLNESS POLICY DRAFT

Commissioners reviewed the information provided on the Wellness Policy Draft and were in favor of placing the item on the February 26, 2013 Board Meeting Agenda.

REVIEW OF FEBRUARY VOUCHERS

Commissioners reviewed the information provided on the February Vouchers and were in favor of placing the item on the February 26, 2013 Board Meeting Agenda.

OPEN TO PUBLIC TO ADDRESS BOARD - None

CLOSED SESSION

Motion was made by Commissioner Bernstein, seconded by Commissioner Flores Weisskopf, 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)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 Flores Weisskopf, Commissioner Waxman, Vice President Kaplan, President Meyers

Nay: None

Absent: None

Motion carried.

Meeting was adjourned into Closed Session at 9:50 p.m.

ACTION FROM CLOSED SESSION

President Meyers 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; 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)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.

No action needs to be taken.

ADJOURNMENT

Workshop Meeting Minutes
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There being no further business, a motion was made by Commissioner Kaplan, seconded by Commissioner Waxman, and approved by unanimous voice vote. The Board Meeting adjourned at 10:12 p.m.

Respectfully submitted,

Liza McElroy, Secretary