

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF WORKSHOP MEETING
JULY 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 6:02 p.m. by President Kaplan.

ROLL CALL

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

Absent: None

Staff Present: Executive Director Romes, Deputy Director Donahue, Interim Director
Becker, Assistant Director Carr, Director Voss, Assistant Director Smith,
Director Gogola, Manager Johnson

ADDITIONS TO THE AGENDA – None

OPEN TO PUBLIC TO ADDRESS BOARD – None

BOARD ORIENTATION

Executive Director Romes introduced Mr. Rob Bush of Ancel Glink, who gave an overview of the Board Orientation Manual. Vice President Ruttenberg asked if action could be taken at Workshop Meetings. Mr. Bush stated that Staff should check the Park District's Ordinance, and stated that the Ordinance if necessary, could be changed to allow voting at Workshop Meetings.

POLICY MANUAL REVIEW

Executive Director Romes stated that the Park District's Policy Manual is intended to describe existing policies which guide the administration and operation of the District. Park District staff have reviewed the entire policy manual and made numerous revisions and updates. Changes to the policy manual were reviewed by Park Board Commissioners Cal Bernstein and Vice President Barney Ruttenberg, as well Park District Counsel, Ancel Glink.

Executive Director Romes explained that while individual policies are updated from year to year, the entire policy manual was last reviewed and approved in its entirety in 2003. Revisions and updates to the policy manual include, but are not limited to: historical updates, statutory compliance, incorporation of newly approved or updated policies, elimination of redundant or

irrelevant provisions, reorganization, general correction of grammatical mistakes and the elimination of procedures which vary from facility to facility and are subject to more frequent operational changes.

Director Romes shared that after final review from the Park Board of Commissioners, Staff will submit additional changes to Park District Counsel, Ancel Glink. Park District Staff will seek approval of the revised and updated Policy Manual from the Park Board of Commissioners at the July 23 Park Board Meeting.

Commissioner Grossberg stated that the manual will be a great resource for new Board members. Commissioner Grossberg stated that Staff should become familiar with the new Manual. Executive Director Romes shared that Staff training for the new manual will occur.

ENVIRONMENTAL REPORT CARD PRESENTATION

Assistant Director Smith shared that the Illinois Parks and Recreation Association's Environmental Report Card is an agency self-assessment tool used to measure a District's environmental impact and stewardship. As part of the Distinguished Accreditation process, the Park District has completed this evaluation. Assistant Director Smith stated that this report card is put together by the IPRA and suggests industry wide standards. The Park District of Highland Park is compared to other Districts to obtain the results of the report.

Assistant Director Smith stated that the report card reminds the District what it is doing, what it is not doing and what it could do better. Assistant Director Smith listed a few items to improve upon such as: written standards for recycled material, electric vehicles and solar options. He stated that Staff will be coming back to the Board in the future with some ideas to implement some of these items.

ROSEWOOD BEACH UPDATE

Assistant Director Smith stated that there have been changes at Rosewood Beach since early May. He shared that the lake levels continue to rise, the impact almost exponential at times. Assistant Director Smith stated that there has been further erosion.

Assistant Director Smith explained that Staff has met with SmithGroup who have conducted work at Rosewood. SmithGroup has a lot of data on the beach and they are assisting the District to obtain the beach nourishment permit. Assistant Director Smith added that Thatcher Foundations, the firm that designed and installed the revetment around the Interpretive Center, visited the site and recommended additional revetment.

Assistant Director Smith shared that Staff will make a presentation of recommendations at the July 24 Meeting. Commissioner Bernstein asked if permits will be required, Assistant Director Smith said yes permits will be required. President Kaplan suggested that Staff report back to the Board prior to the July 23 meeting so that the Board can review all suggested work and reports prior to the meeting.

Commissioner Bernstein asked about the safety and stability issues with this area. Assistant Director Smith stated that it is safe, there is no threat of collapse. Commissioner Bernstein asked if there had been any complaints or comments from the community and Assistant Director Smith stated he had not received any. Deputy Director Donahue shared that people have asked her if the Interpretive Center is safe. Commissioner Bernstein suggested that the Park District send out a letter or a release stating that the Interpretive Center is safe. Executive Director Romes shared that a letter would be posted on the Park District of Highland Park website.

REVIEW OF VOUCHERS

Interim Director Becker presented the vouchers for checks written June 21, 2019 through July 2, 2019 for an amount totaling \$366,119.19. There were no questions from the Board.

ADJOURNMENT

There being no further business, a motion was made by Commissioner Grossberg and seconded by Vice President Ruttenberg and approved by unanimous vote. The Board Meeting adjourned at 7:03 p.m.

Respectfully submitted,

Brian Romes, Secretary