

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF REGULAR MEETING
AUGUST 24, 2022**

The meeting was called to order at 6:02 p.m. President Grossberg.

ROLL CALL

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

Absent: Commissioner Bernstein

Staff Present: Executive Director Romes; Director Smith; Director Voss; Director Peters; Director Gogola; Director Kopka; Assistant Director Maliszewski; Assistant Director Murrin; Manager Schwartz; Manager Sassorossi; Manager Johnson; Coordinator Hejnowski

Guest Speakers: None

ADDITIONS TO THE AGENDA

Executive Director Romes reported that he will provide an update under New Business regarding the Sale of Surplus Personal Property, specifically our 552 Electric Zamboni.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

None.

CONSENT AGENDA

A motion was made by Commissioner Kaplan, seconded by Commissioner Ruttenberg to approve the Minutes from the July 20, 2022 Lakefront, Parks, & Natural Areas Committee Meeting; the Minutes from the July 27, 2022 Regular Board Meeting; the 2022 Facility and Parks Asphalt Improvements Project Bid; the 2022 Cyber Insurance Mitigation; and Bills and Payroll in the amount of \$1,867,563.14

Roll Call:

Aye: Commissioner Kaplan, Commissioner Ruttenberg, Vice President Freeman, President Grossberg

Nay: None

Absent: Commissioner Bernstein

Abstain: None

Motion Carried

FINANCIAL FORECASTS AND TREASURER’S REPORT

Operations (General and Recreation Funds) Budget vs. Actual

Director Peters reported that as of July 31, 2022, actual revenues are exceeding budgeted revenue by about \$1.2 million and actual expenses are \$1.6 million less than budgeted for a year-to-date net difference of about \$2.8 million surplus. When compared to the pre-COVID years (2017-2019), the District has about a \$1 million surplus.

Conclusion

As of July 31, 2022, Park District programs and facilities are performing better than budget, \$1.2 million of the operating surplus is due to timing differences, \$55,000 surplus from West Ridge Center which is primarily due to early childhood programming revenues, \$278,000 surplus from tennis which is due to the 400 additional participants, \$20,000 surplus from aquatics, \$77,000 surplus from athletics, and \$150,000 surplus from Sunset Valley Golf Club. Additionally, replacement takes are \$230,000 greater than anticipated. Conversely, there is a \$177,000 surplus from property taxes and a \$32,000 surplus from interest revenue. Lastly, there is a savings of \$714,000 from salaries and wages due to open positions. Overall, the Park District is in a very favorable position at the end of July.

UNFINISHED BUSINESS

A. Approval of the Centennial Ice Arena Renovation and Site Improvements Project Bid

Manager Schwartz reported that staff reviewed the detailed bid results for the 2022 Centennial Ice Arena Renovation Improvement Project with the Finance Committee on August 10, 2022. After review and discussion with legal counsel, staff has determined Stucky Construction to be the lowest, most responsible bidder. Staff are recommending the full project scope including all base bid items, all alternate additions, soft costs, FFE, and contingency is estimated at \$4,296,752, which exceeds the 2022 budget by \$1.4 million. This includes the interior facility renovations, new entry, the parking lot, and pedestrian pathway repairs including a turnaround and drop-off location and enhanced lighting, and drainage improvements.

Commissioner Ruttenberg is not prepared to approve this without a review of the design concepts, renderings, and floor plan layouts for the interior renovations.

A motion was made by Commissioner Kaplan and seconded by Commissioner Ruttenberg to move on to the next agenda item so that Manager Schwartz could gather design concepts, renderings, and floor plan layouts for the interior renovations.

Roll Call:

Aye: Commissioner Kaplan, Commissioner Ruttenberg, Vice President Freeman, President Grossberg

Nay: None

Absent: Commissioner Bernstein

Abstain: None

Motion Carried

Executive Director Romes reported that this item is not on the agenda, however, it pertains to Centennial Ice Arena projects. At the March 30 Regular Meeting, the Park Board of Commissioners approved the Highland Park Giants Centennial Ice Arena Locker Room License Agreement. According to the ten-year term, 50% of the construction costs for the locker room would be split between the Park District and the Giants Hockey Association. The Agreement had a final good faith estimate of \$141,000. Unfortunately, like several projects, the updated construction quote from the general contractor is \$180,000. The approved license agreement stated that in the event the actual bid prices for the work exceed the good faith estimate of \$141,000 by more than 15%, the Highland Park Giants can terminate the agreement. Both the Park District and the Highland Park Giants met and both parties are in favor of moving forward with the 50/50 split, however, they requested to pay \$50,000 upon substantial completion and that the remaining balance is paid over the term of the agreement, and that the current ten-year term is extended to fifteen-years.

The Park Board of Commissioners supports the 50/50 split, allowing the Highland Park Giants to pay \$50,000 upon substantial completion and the remaining balance to be paid over the current ten-year term.

Manager Schwartz reported that Woodhouse Tinucci presented design concepts, renderings, and floor plan layouts for the interior renovations in January to the Facility and Recreation Committee. She shared images of the design concepts, renderings, and floor plan layouts. The new layout includes a shared shower space and single-user restrooms to allow for more cubby space in the four public locker rooms, a new entry experience, an inviting customer service counter, an open office space to improve efficiency, a dedicated space for the Highland Park Giants locker room, removal of the concession area to increase viewing into the gymnastics studio, removal of the drop ceiling to brighten the lobby, improvements to the multi-purpose room, and restroom renovations that include a new gender-neutral stall. As a reminder, the ice arena, gymnastics studio, and mechanical room are excluded from the renovations.

Commissioner Ruttenberg would like to know if the proposed open office space makes the manager's office more accessible to the public.

Manager Schwartz reported that the manager's office is located behind the customer service counter allowing privacy.

Commissioner Ruttenberg is opposed to that, he would like the manager's offices to have a view of the lobby and ice rink.

Assistant Director Maliszewski reported that the proposed office layout is consistent with other facilities, allowing managers to have private discussions.

Executive Director Romes appreciates the perspective, however placing managers at customer services counters or in offices that are just as easily accessible will strip our frontline staff and customer service team of their duties, since the public will bypass the frontline/customer service team.

A motion was made by Commissioner Ruttenberg, seconded by Commissioner Kaplan to accept base bid Items 1-10 and 12-14, alternates 3,7,11,12,14 from Stuckey Construction for the 2022 Centennial

Ice Arena Renovation Improvement Project, authorizing the Executive Director to enter into an Agreement in the amount of \$3,533,755. Conversely, the Park Board of Commissioners accepted change order 1 amounting to a deduct of \$36,858.

Roll Call:

Aye: Commissioner Kaplan, Commissioner Ruttenberg, Vice President Freeman, President Grossberg

Nay: None

Absent: Commissioner Bernstein

Abstain: None

Motion Carried

B. Park Avenue Breakwater and Boat Ramp Construction Update

Director Smith reported that mobilization begins September 6, 2022, so staff has been working with Lakes and Rivers, the North Shore Yacht Club (NSYC), and the City of Highland Park to review the project schedule, boating accommodations, and site access during construction. As a reminder, the concrete launch ramp and sand ramp will be closed during construction so motorized watercraft can launch from Llyod Beach and Boat Launch, Winnetka Park District. Non-motorized watercraft can launch from the south beach at Park Avenue on weeknights after 4:00 p.m. and on weekends. As far as access to the site, pedestrians will have access to the south beach and the yacht club building at any time. Vehicles will be able to access the south parking lot on the weekends. Lastly, launching will not be permitted from the north beach.

Commissioner Ruttenberg would like to know if the City of Highland Park expressed security concerns.

Director Smith reported that the City of Highland Park has not expressed any security concerns.

President Grossberg would like to know if there are any objections from the boating community.

Executive Director Romes reported that the Commadore requested that non-motorized crafts be able to launch from the north beach, however, both the Park District and the City of Highland Park declined the request due to safety concerns addressed by both parties.

NEW BUSINESS

A. Parks Foundation

Director Gogola reported that the Parks Foundation approved the transfer of \$22,500 to the Park District to pay for the Sunset Woods Park new seating plaza and they approved transferring \$5,000 to the FYI Swim Program Fund which supports Highwood residents. The Foundation hosted the VIP Beach Party at Park Avenue with the Park District. Several council members and legislators attended, which raised an additional \$20,000 for Park Avenue projects. Lastly, the Foundation is preparing for its end-of-year annual appeal and are beginning to plan the 2023 Champions Banquet.

President Grossberg would like to know if the FYI Swim Program Fund is self-sustaining.

Director Gogola reported that the Foundation applied for a grant to support that fund.

B. Board Committee Updates

Executive Director Romes reported that at the August 10 Finance Committee Meeting staff reviewed the long-term emergency replacement proposals for the compromised ice rink floor at Centennial Ice Arena and provided a recommendation. The Park Board awarded the project to Ice Builders, Inc. The emergency replacement project is estimated to cost approximately \$1.5 million and will take approximately six months to complete.

Staff also reviewed the bid results from the 2022 Centennial Ice Arena Renovation and Site Improvements Project and provided a recommendation. It was the consensus of the Park Board to proceed with the bid from Stuckey Construction which includes lobby renovations, removal of the concession area, updated locker and restrooms, along with an improved drop-off area and vehicle turn-around, resurfaced parking lots with more lighting and pedestrian connections, and drainage improvements to protect the infrastructure.

Lastly, staff provided an update on the District's Ten-Year Funding Model.

At the August 17 Facility and Recreation Committee Meeting, architect consultants, Holabird and Root, and Construction Managers, Gilbane Construction Company, provided a progress update of the conceptual plans and plan to deliver cost estimates at the next meeting.

Lastly, at the August 18 Finance Committee Meeting staff reviewed the quarterly treasurer's report and financial forecasts by fund through June 30, 2022, and the bid opening for the 2022 Facility and Parks Asphalt Improvements Project and provided a contract recommendation. The project would replace cart path holes 2, 3, 4, and 5, repair the parking lot at Heller Nature Center parking, and stripe the parking lot at Sunset Woods Park.

C. Director's Report

Executive Director Romes reported that the iconic Rocket Ship playground is now open for play. We will have a grand opening celebration in the morning on Saturday, October 1 at 9:30 or 10:00 a.m. in conjunction with the Touch-a-Truck event and staff would like to host a groundbreaking photo op at Park Avenue on Tuesday, September 6, at 5:00 p.m. This will be a very casual event and quick event. As for upcoming events, the West Ridge Open House is tomorrow, August 25 from 5:00 – 6:30 p.m. which families can meet our new amazing staff, learn about upcoming events, and kids can participate in our mini dance session. The event is free prizes will be raffled! The CDGA Super Senior Championship is Thursday, September 8, from 8:00 – 3:00 p.m. at Sunset Valley Golf Club. The Parks for Pollinators Bioblitz is Sunday, September 11, from 1:00 – 3:00 p.m. at the Preserve. This is a free event where community members work with park staff to create a snapshot of the variety of wildlife that can be found in The Preserve (iNaturalist app to take pictures). This information will help us understand how we can better protect pollinators and other important wildlife in our community. The Parks for Pollinators is a national campaign, hosted through a partnership between the National

Recreation and Park Association (NRPA) and The Scotts Miracle-Gro Foundation, aiming to raise public awareness of the pollinator crisis and encourage local action through public parks and recreation. The Family Luau is Friday, September 16, from 6:00 – 8:00 p.m. at Rosewood Beach, and Autumn Fest is Friday, September 23, from 4:00 – 7:00 p.m. at the Heller Nature Center. Families can enjoy a petting zoo, pumpkin patch, campfire, games, and entertainment.

NEW BUSINESS

Executive Director Romes reported that staff have determined that our 552 Electric Zamboni is inoperable as the batteries are corroded. Conversely, this machine would no longer be needed once the new Zamboni arrives in 2023, so staff would like to sell the machine to recover some costs and free up storage space for the renovations occurring at Centennial Ice Arena. Staff are currently pursuing offers and meeting with potential buyers this week.

Pursuant to Section 2.02 of the Open Meetings Act, an agenda for each regular meeting shall be posted at the principal office of the public body and at the location where the meeting is to be held at least 48 hours in advance of the holding of the meeting. We are seeking consensus from the Park Board to allow the sale of our 552 Electric Zamboni to the highest bidder. If the property cannot be sold or donated, the District will dispose of it in the most economical method possible. If staff receives consensus from the Park Board, staff will recommend that the Park Board approve a ratified ordinance at the September 14 Workshop Meeting to formally dispose of the item.

Staff received consensus from the Board to sell the 552 Electric Zamboni and request approval of Ordinance 2022-05: Authorizing and Providing for the Conveyance or Sale of Surplus Personal Property so that the Park District of Highland Park can dispose of surplus property as indicated in Addendum 1 of the Ordinance.

D. Board Comments

None.

OPEN TO THE PUBLIC TO ADDRESS THE BOARD

None.

ADJOURNMENT

A motion was made by Commissioner Kaplan and seconded by Commissioner Ruttenberg and approved by a unanimous vote. The Board Meeting adjourned at 7:15 p.m.

Respectfully submitted,



Roxanne Hejnowski, Assistant Secretary