

NOTICE OF FINANCE COMMITTEE MEETING

Thursday, January 20, 2022

**Immediately Following the 5:00 p.m.
Facility & Recreation Committee Meeting**

Park District of Highland Park
Board of Park Commissioners
636 Ridge Road, Highland Park, IL 60035

FINANCE COMMITTEE MEETING AGENDA

Pursuant to Section 7(e) of the Open Meetings Act, the President of the Board of Park Commissioners has made a finding that it is not practical or prudent to hold in person Meetings because of the COVID-19 public health emergency. Neither the elected officials nor the public will be allowed to attend Regular or Committee Meetings in person but will participate virtually by the means described below.

Members of the public may view a live stream of the Meeting by clicking the Thursday, January 20 Finance Committee Meeting Video link found at <https://www.pdhp.org/park-board/meetings/>

I. CALL TO ORDER

II. ROLL CALL

III. ADDITIONS TO THE AGENDA

IV. PUBLIC COMMENT FOR ITEMS ON AGENDA

For public comment, members of the public can attend the virtual meeting so they may have the opportunity to speak during the public comment period.

If you wish to speak during the virtual meeting you will need to register at the link below. https://us02web.zoom.us/webinar/register/WN_kogFYLmnQ2yluhDGS9bMMQ

Registrants will receive an email with meeting access information from it@pdhp.org.

Anyone wishing to speak during the public comment period of the virtual meeting will need to use the "Raise Hand" function in Zoom to indicate that they would like to speak. The Board President or Board Secretary will call on registrants who have activated the "Raise Hand" feature in alphabetical order

V. APPROVAL OF THE FINANCE COMMITTEE MEETING MINUTES FROM DECEMBER 8, 2021

VI. PARK AVENUE

- A. Temporary Boat Ramp Repair Project Bid Results**
- B. Breakwater and Boat Ramp Replacement Project**

VII. MILLARD BLUFF TREE REMOVAL BID

VIII. 2022 RICOH COPIER LEASE BUYOUT

IX. HIDDEN CREEK AQUAPARK SLIDE STRUCTURE REPAIRS BID

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- X. RENEWAL OF THE 2021 LANDSCAPE SERVICES BID PROPOSAL
- XI. RENEWAL OF THE 2020 ROUTINE GROUNDS MAINTENANCE SERVICES BID PROPOSAL
- XII. 2022 SUNSET VALLEY GOLF CLUB CART PATH BRIDGE REPLACEMENT AND REMOVAL BID RESULTS
- XIII. OTHER BUSINESS
- XIV. OPEN TO PUBLIC TO ADDRESS BOARD
- XV. **CLOSED SESSION PURSUANT TO THE FOLLOWING SECTIONS OF THE OPEN MEETINGS ACT:** 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 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. Possible action by the Board on items discussed in closed session.
- XVI. **ADJOURNMENT**

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the Park District's ADA Compliance Officer, Brian Romes, at the Park District's Administrative Office, 636 Ridge Road, Highland Park, IL Monday through Friday from 8:30 a.m. until 5:00 p.m. at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter require five (5) working days advance notice. Telephone number 847-831-3810; fax number 847-831-0818.

MINUTES OF A THE FINANCE COMMITTEE MEETING OF THE PARK DISTRICT OF HIGHLAND PARK HELD ON DECEMBER 8, 2021, 4:00 PM. PURSUANT TO SECTION 7(e) OF THE OPEN MEETINGS ACT, THE PRESIDENT OF THE BOARD OF PARK COMMISSIONERS HAS MADE A FINDING THAT IT IS NOT PRACTICAL OR PRUDENT TO HOLD IN PERSON MEETINGS BECAUSE OF THE COVID-19 PUBLIC HEALTH EMERGENCY. NEITHER THE ELECTED OFFICIALS NOR THE PUBLIC WILL BE ALLOWED TO ATTEND REGULAR OR COMMITTEE MEETINGS IN PERSON BUT WILL PARTICIPATE VIRTUALLY. LINKS TO THE VIRTUAL MEETING CAN BE FOUND ON THE PARK DISTRICT WEBSITE [HTTPS://WWW.PDHP.ORG/PARK-BOARD/MEETINGS/](https://www.pdhp.org/park-board/meetings/)

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

Also, Present: Executive Director Romes; Director Peters, Director Voss, Director Smith, Director Carr, Director Gogola, Director Dunn, Assistant Director Maliszewski, Assistant Director Murrin, Manager Johnson; Coordinator Hejnowski

Guest Speakers: None

Approval of the Finance Committee Meeting Minutes from November 18, 2021

The minutes from the November 18, 2021, Finance Committee Meeting were approved.

Purchase of Capital Equipment

Manager Ochs reported that the 2022 golf capital equipment replacement plan includes two John Deere 2700 E Hybrid Triplex Mowers for \$99,581.84 and a John Deere ProGator 2020A for \$27,115.28. Total trade in equipment amount is \$24,450 vs. the total cost to the Park District is \$102,517.12. Staff has \$104,000 in the 2022 proposed budget for capital equipment, so the total savings is \$1,482.88. Staff are recommending approval from the Finance Committee to secure these capital items in 2021, otherwise the price will significantly increase next year. Delivery and payment would not be until May of 2022, however the current price will be locked in.

Staff received consensus from the Finance Committee to secure both items and place the purchase on the consent agenda for the December 16, 2021 Regular Board Meeting.

Director Voss reported that included in the 2021 Capital Plan is the necessary replacement of two John Deere 1200H Hydro Rakes. Staff have identified two John Deere 1200H Hydro ballfield groomers available through a cooperative purchasing program established by the Illinois Association of County Board Members. Through a competitive bid by the Illinois Association of County Board Members, units of local government in Illinois are eligible to purchase John Deere commercial equipment through local dealers. The cost of each groomer is \$18,418.60 for a total of \$36,837.20 Once the new groomers are received, Staff will auction the current two 2012 John Deere 1200H Hydro Rakes through the District's GovDeals website account per Park District Code for selling District Equipment and a board approved surplus ordinance. Staff are requesting approval from the Finance Committee to place the purchase of two ballfield groomers on the consent agenda for the December 16, 2021 Regular Board Meeting.

Staff received consensus from the Finance Committee to secure both items and place the purchase on the consent agenda for the December 16, 2021 Regular Board Meeting.

2022 Budget Presentation

Director Peters reviewed highlights from the 2022 Budget Book.

Letter from the District

Director Peters reported that while the COVID-19 Pandemic continues to challenge the District, it remains financially healthy.

Budget Overview

The General, Special Recreation and Recreation Funds anticipate a combined operating surplus, before transfers, of \$3,512,527. Of that surplus, \$3,500,000 will be transferred to the Capital Projects Fund and an additional \$1,674,735 to Debt Service.

Summary of the 2022 Budget

Director Peters reported that capital expenditures are approximately \$12.5 million, operating expenditures are approximately \$19.4 million, consolidated expenditures, including operations, debt, and capital, are approximately \$35.1 million, consolidated operating revenues are approximately \$22.9 million, and tax support for the 2022 fiscal year represents approximately 55% of total revenues.

New for 2022

Director Peters reported that 2022 plans for a return to normalcy or the “new normal” after the impacts from the global pandemic. Budget preparation was guided by guidelines in Phase 5 of the Restore Illinois State Plan. However, staff will continue to be prepared to adapt quickly. In effort to remain both fiscally responsible and strategic in the delivery of services to the community, staff anticipates development of its new strategic plan, an updated compensation plan and increased collaboration with the Parks Foundation to support Capital Campaign Fundraising.

Acknowledgements

The 2022 budget is a collaborative effort that involves supervisors, managers, and support staff, throughout the District. Additionally, the Budget will be reviewed continuously during the year and could not have been accomplished without the efforts of Park District staff and the support of our Park Board Commissioners.

Future Planning

Director Peters reported that there are two projects currently in progress, this includes the Conversion of The Preserve of Highland Park (previously referred to as the Highland Park County Club) and the Sunset Woods Playground renovation and Site Master Plan. Projects commencing in 2022 include the Centennial Ice Arena Renovation and Planning and Design for Construction of Multi-Purpose Facility (addressing West Ridge Center). Lastly, future projects include the Sports Field Master Plan (Synthetic Turf Field Construction).

Land Management Plan

The Land Management Plan covers 9 major topics: Park Maintenance, Stormwater Management, Lakefront Maintenance, Natural Areas, Park Inventory, Real Estate, Park Amenities, Connectivity, and Cultural Resources. Additionally, in keeping with the Districts strong foundation in planning and track record of plan implementation, the Park District is embarking on the Park Site Plan initiative.

- A. **Park Site Plans** are initiatives in response to goals and objectives established in GreenPrint and the Land Management Plan and seeks to evaluate the District's outdoor parks based on PDHP standards to then offer recommendations for park improvements.
- B. **Sunset Woods Site Master Plan** recognizes Sunset Woods as Highland Park's destination community park nestled in the center of town. The plan strives to consider the timeless park holistically and in the context of the Highland Park community and surrounding area.
- C. **Golf Learning Center Optimization Report** is intended to improve financial performance while meeting community and regional recreational needs at the Highland Park Golf Learning Center facility.

Athletic Fields Master Plan

The Park District provides both informal and programmed competition level sports fields at locations throughout the community. The District's Planning and Athletics Departments developed a comprehensive sports field master plan that addresses existing fields to meet current and projected program needs as well as explores potential new field configurations that would gain efficiencies in scheduling, program management, and tournament opportunities; ancillary amenities and infrastructure; maintenance; stormwater management, lighting, and utilities; as well as improved parking management strategies.

Lakefront Master Plan

Director Peters reported that the Lakefront Master Plan recommendations are intended to guide lakefront operations, beaches, capital planning, and support possible future grant opportunities. Additionally, the Park Avenue Site Master Plan, was a recommendation of the lakefront master plan update.

- A. **Park Avenue Site Master Plan** addresses key issues facing the site including, improvements to the yacht club building, enhancements for non-motorized boaters, and enhancements to the pedestrian connections to and through the park. This plan does not directly address the breakwater nor boat launch.

Beach Management Plan

In 2020 the Park District was awarded a grant from the Illinois Coastal Management Program to conduct a Beach Management Plan to recommend achievable operations and maintenance strategies to respond to climate change effects at Park District lakefront properties. The Park District worked with coastal engineers and regional experts to develop strategies tailored to each unique property. The Park Board of Commissioners adopted the plan in April 2021. This Beach Management Plan provides recommendations for protecting and managing the Park District of Highland Park's beaches, bluffs, ravines, and other lakefront properties at Moraine Beach, Park Avenue Boating Facility, Millard Beach, and Rosewood Beach.

Sustainability Plan

The Park District of Highland Park embraces concepts of sustainable practices in its mission statement and in its Environmental Policy. From 1992 to 2015 the District's Environmental Policy served as the primary document guiding sustainable efforts. In 2015, Park District staff developed the District's first sustainability plan to identify strategies to achieve sustainability goals and better coordinate with City-wide priorities. The 2015 plan has since been used as an internal document guiding practices leading to quantifiable achievements in District operations.

Capital Plan (Annual and 5-year)

The Park District’s 5-year Capital Plan is approved annually, and reviewed throughout the year, to ensure critical repair and replacement projects, facility, and park improvements, and GreenPrint Projects are identified and funded. The Plan is prioritized into 6 tiers, Tier 1 Safety/Legal Compliance, Tier 2 Critical Repair/Replace, Tier 3 Scheduled Replacement, Tier 4 Improvement of existing Items, Tier 5 New improvements, and Tier 6 Unfunded.

Strategic Plan

At the end of 2016, the District completed its 2012-16 Strategic Plan. As one of the top park districts in the state and an “Illinois Distinguished Agency” with a wide variety of outstanding programs, events, parks, and facilities, it is important for the District to continue to be proactive meeting the community’s ever-changing demands for programs and facilities. In 2016, staff developed the 2016-2020 Strategic Plan incorporating new initiatives identified through a series of focus groups with staff and community representatives.

While the District completed nearly all initiatives outlined in the Strategic Plan, due to the COVID-19 Pandemic the environment has significantly changed, necessitating an update to the District’s Strategic Plan in 2022. For the upcoming year, the District’s established Strategic Planning Themes will coincide with Emergency Response Planning efforts due to COVID-19, which includes Fiscal Responsibility, Operational Efficiency, Maximized Customer Experience, and Unified and Engaged Work Culture.

Commissioner Bernstein would like to know when the Park Site Plans will be presented to the Park Board of Commissioners.

Director Smith reported that staff will present this plan at the January Parks and Natural Areas Committee Meeting.

Public Meeting Schedule

Director Peters reported that the Tax Levy Public Hearing and Ordinance will be approved at the December 16 Regular Board Meeting and the 2022 Budget will also be presented, notice of the public hearing for the 2022 budget will be posted in local papers by January 13, 2022, the public hearing for the 2022 Budget will occur at the January 25, 2022 Regular Board Meeting and staff will be requesting approval of the 2022 Budget, and lastly, the approved 2022 Budget and Appropriations will be taken to Lake County on January 26, 2022.

Salaries and Wages

Salaries and merits were frozen last year due to the pandemic. In 2022 a 3% merit pool increase is budgeted for all full-time employees. According to Park District Policy, every five years, the entire Classification and Compensation Plan shall be reviewed by a qualified third-party consultant. Staff have included this initiative in the annual work plan for 2022.

Mid-Range Planning

Director Peters reported that staff are planning for an updated Strategic Plan in 2022.

Debt Position

Staff recently issued two debt certificates, and Director Peters is pleased to report that the payments for those certificates has not increased.

Tax Funding

Director Peters reported that Parks District’s tax rate is 6.9%, which is lower than other taxing bodies.

Capital Analysis

Director Peters reported that the 2022 Budget includes the following GreenPrint 2024 initiatives in the Capital Fund, Centennial Ice Arena Renovation for \$2.1 million, Sunset Woods Playground Renovations for \$300,000, and the Multi-Purpose Building to Address the Aging West Ridge Center for \$1.5 million. Additionally, the 2022 budget has been prepared with the assumption of being in Phase 5 of the Restore Illinois plan and operating under the “new” normal. Results should be better than budgeted if the mask mandate is eliminated, especially for indoor programming, such as the Recreation Center.

Commissioner Bernstein would like to know how the funds from the bond issuance will be allocated.

Director Peters reported that \$15 million is allocated for West Ridge Center and \$2 million is allocated for Park Avenue.

Commissioner Bernstein requested that the language in the bond issuance be revised to permit wiggle room if funds need to be allocated elsewhere.

Commissioner Bernstein would like to know if the property tax figure is accurate.

Director Peters reported that the \$13.6 million budgeted for property taxes is a conservative number, so the District could potentially receive more.

Commissioner Bernstein would like to know what a realistic number for property taxes is.

Director Peters reported that the District could receive \$14 million from property taxes.

Proposed 2022 Budget by Fund

- A. Table 1** - Director Peters reminded the Finance Committee that there is a \$9.7 million planned deficiency to fund capital projects.

- B. Table 2** - staff are recommending transferring \$1 million from the General Fund to the Capital Fund so the reserve will be 47% in 2022 which is like pre-covid years. Staff are recommending transferring \$2 million from the Recreation Fund to the Capital Fund so the reserve will be 48% in 2022 which is like pre-covid years. Lastly, staff are recommending transferring \$500,000 from Special Recreation to the Capital Fund so the reserve will be 36% in 2022 which is less than pre-covid years, however this was planned.

President Ruttenberg would like to know the bottom line, specifically how much revenue does the Park District vs. the projected expenses.

Director Peters reported that the bottom line will be shared at the end of tonight’s presentation.

Commissioner Bernstein would like to know why the reserves are higher than pre-covid years.

Director Peters reported that the reserves are not significantly higher, however it was advised by the District's legal and financial council in case the state pivots back to mitigation measures and limited capacities.

- C. **Table 3** - Director Peters reported that staff are budgeting for phase 5, the new normal in 2022. Staff used the 2020 Budget to develop the 2022 Budget.

Appendix A, Capital Budget

Director Peters shared a chart of the 2022 Capital Projects, providing a description of the project, the budgeted fund, and the tier which the project has been identified under.

Appendix B, Five Year Capital Replacement

Director Peters shared a chart of the five-year capital plan, which lists the project description and the amount of money budget each year for those projects.

Appendix C, Full-Time Pay Range by Grade Level

Director Peters shared a chart listing the grade and position along with the minimum and maximum pay range for those positions.

Appendix E, Daily Fees

Director Peters shared a chart which provides a breakdown of daily fees for each cost center.

President Ruttenberg would like to know if our fees are compatible to neighboring Park Districts.

Executive Director Romes reported that the District fees align with neighboring community, however it's not comparing apples to apples.

President Ruttenberg requested a comparison of PDHP indoor facility fees vs. neighboring communities.

Commissioner Bernstein would like to know why Hidden Creeks AquaPark's deficit is larger in 2021 than in 2020 when the facility was closed.

Director Carr reported that revenue was better than anticipated, however, due to staffing challenges and costs of labor the deficit was higher.

Commissioner Bernstein would like to know why \$290,000 is allocated for Millard Park in 2022.

Director Voss reported that staff are working with V3 on bids and staff has planned to move forward with all the items recommended aside from the toe stabilization, which was estimated at over \$1 million.

Commissioner Bernstein would like to know what is budgeted for Moraine Park.

Director Smith reported that the budgeted figures are for the path restoration, drainage improvements, and repairs to the toe of the slope.

Commissioner Bernstein would like to know what's budgeted for Moroney Park.

Director Smith reported that staff budgeted to relocate the playground at Moroney Park.

Commissioner Bernstein would like to know when the project will be presented to the Park Board of Commissioners.

Director Smith reported are currently in the exploratory phase, however, staff will be seeking direction on the scope of the project from the Park Board of Commissioners in January of 2022.

Commissioner Bernstein would like to know if the parking lot resurfacing will occur in conjunction with facility renovations at Centennial Ice Arena.

Director Smith reported that the parking lot resurfacing will occur in conjunction with facility renovations, however that does not include relocating gymnastics.

Commissioner Bernstein would like to know if staff included contingency costs for the breakwater and boat ramp replacement project at Park Avenue.

Executive Director Romes reported that staff are budgeting \$2.5 million for the project, however, the contingency could be as high as 25%, which the total cost for the replacement would be \$2.7 million.

Commissioner Bernstein would like to know if the 2022 budget assumes all vacant full-time positions will be filled.

Director Peters reported that the 2022 budget assumes all vacant full-time positions will be filled.

Combined Budget and Appropriation Ordinance January 1, 2022 to December 31, 2022

Director Peters reported that staff will review the budget one last time at the December 16 Regular Board Meeting. Afterwards the budget will sit for 30 days, and a public hearing will take place in January of 2022. The same night of the public hearing staff will be seeking approval from the Park Board of Commissioners to approve the combined budget and appropriation ordinance. Overall, Director Peters reported that cash on hand and short-term investments at the beginning of the fiscal year is \$37.6 million. As of December 31, 2022 the estimated cash and short-term investments expected to be on hand is \$27.8 million.

President Ruttenberg would like to know how much cash will be available for Tier 6 unfunded projects.

Director Peters reported that the District must have a minimum \$1.5 million in the General Fund as of December 31, 2021, however, the District will have \$2.8 million, so staff could transfer more to the Capital Fund. As for the Recreation Fund, the District must have \$3.2 million as of December 31, 2022, however, the District will have \$6.1 million.

President Ruttenberg reported that the General and Recreation Funds will be over-funded as of December 31, 2022 so there is flexibility to transfer more funds to the Capital Fund to cover the costs of Tier 6 Unfunded projects.

Executive Director Romes reported that having over-funded reserves allows the District to change and adapt to the environment and needs of the community to support unfunded projects.

Commissioner Bernstein would like to know what the next steps are for the budget.

Director Peters reported that the Annual Workplan will be inserted into the 2022 Budget and she will follow up with counsel to revise the language regarding how the bonds are spent.

President Ruttenberg requested a high level, 15-minute conversation at the December 16 Regular Board Meeting.

Commissioner Bernstein reported that some of the items in the Capital Plan are controversial so he will follow-up with Executive Director Romes to further discuss his concerns.

Sunset Woods Albion Restoration Bid

Director Voss reported that Albion Jacobs Highland Park, LLC recently completed construction of a residential building at 1850 Green Bay Road. This development borders Sunset Woods Park and required some construction work to take place on a portion Park District property. This work included demolition of the Firehouse Activity Center, removal of the asphalt parking lot, replacement of an existing stormwater pipe, improvements to an existing pedestrian path, and removal of a small play area designated for the previous Karger Center. In addition, Albion Jacobs requested permission to place a construction trailer and stage equipment and materials on this portion of Sunset Woods Park. To allow for these activities to occur on Park District property, a Temporary Construction Easement was granted with Albion Jacobs. Included in the Easement is the agreement to reimburse the Park District for expenses necessary to restore this portion of Park District property at Sunset Woods Park including the establishment of native plantings.

Staff released a bid for ecological restoration and planting in the designated natural area on this eastern portion of Sunset Woods Park. Four bids were received on Tuesday, December 7, 2021. The project scope includes restoring and over-seeding a 1.2-acre woodland and seeding a 0.32-acre upland meadow area. The work of this project includes all labor, materials, and equipment to control designated invasive species by mechanical and chemical means and to install native seeds. In addition to the base proposal, there were 3 Alternates. Alternate 2 includes live plug installation in the woodland restoration area. Alternate 3 includes per diameter at breast height (dbh) tree removal costs of specific size classes.

The lowest responsible bidder was Davey Resource Group. This contractor has favorable references and experience working with the Park District of Highland Park, including current restoration work at Heller Nature Center and Rosewood Park.

Staff are requesting approval from the Finance Committee to place base bid and Alternates 2 and 3 from Davey Resource Group in the amount of \$43,518.27 on the consent agenda at the December 16, 2021 Regular Board Meeting.

Commissioner Bernstein would like to know how much Albion is willing to reimburse the Park District for the restoration.

Director Voss reported up to \$50,000 so the project.

Staff received consensus from the Finance Committee to place the Bid from Dave Resource Group in the amount of \$43,518.27 on the consent agenda at the December 16 Regular Board Meeting.

Other Business

Director Peters reported the next Finance Committee will be on Thursday, January 20 at 4:00 p.m.

Commissioner Bernstein thanked staff and fellow Bord Members for working together and placing the District in a strong financial position.

Adjournment

The meeting adjourned at 5:50 p.m.



Memorandum

To: Finance Committee

From: Jeff Smith, Director of Planning and Projects; Brian Romes, Executive Director

Date: January 20, 2022

Subject: **2022 Park Avenue Temporary Boat Ramp Repair Project Bid Results**

Summary

On June 1, 2021, there was a failure in the concrete boat ramp at the Park Avenue Boating Facility that forced the closure of the ramp. A section of concrete collapsed due to a void under this area. Staff have explored a variety of repair options and worked with Wiss, Janney, Elstner Associates to develop engineering documents for a temporary repair that would allow for safe use during the 2022 boating season. This repair approach was presented to the Lakefront Committee on November 4, 2021, and the anticipated cost was discussed with the Finance Committee on November 18, 2022.

Separate from this project, SmithGroup has completed construction documents for the replacement of the Park Avenue breakwater and concrete boat ramp. Bid solicitation for this project was released on January 19, 2022. Contingent upon Park Board approval, construction of the breakwater and boat ramp would begin after Labor Day Weekend 2022. Therefore, the intention of the temporary ramp repair is to allow use of the concrete boat ramp from Memorial Day Weekend 2022 through Labor Day Weekend 2022.

Staff received seven responsive and responsible bids on Tuesday, January 18, 2022 for the 2022 Park Avenue Temporary Boar Ramp Repair Project. The project includes the casting a new concrete topping over the damaged portion of the submerged concrete ramp (Item 2), filling a void below upper portion of the concrete ramp (Item 3), and repairing damaged concrete at the top of ramp (Alternate 1).

Bid results are listed below. The low bidder was Misfits Construction Company.

COMPANY	ITEM 1 Mobilization & General Conditions	ITEM 2	ITEM 3	TOTAL BASE PROPOSAL	ALTERNATE 1
Misfits Construction Company	\$14,500	\$12,000	\$4,000	\$30,500	\$4,000
MAG Construction	\$17,985	\$29,000	\$3,500	\$50,485	\$4,500
Schaeffges Brothers, Inc	\$20,400	\$30,000	\$4,000	\$54,400	\$7,007
Chicago Underwater	\$4,428	\$41,191	\$8,866	\$54,485	\$16,978
Kovilic Construction	\$23,500	\$29,825	\$6,500	\$59,825	\$5,000
Lakes and Rivers Contracting	\$5,000	\$57,000	\$3,000	\$65,000	\$3,000
Zera Construction Company	\$55,370	\$21,345	\$4,650	\$81,365	\$3,125



Memorandum

To: Finance Committee

From: Jeff Smith, Director of Planning and Projects; Brian Romes, Executive Director

Date: January 20, 2022

Subject: **Park Avenue Breakwater and Boat Ramp Replacement Project Update**

Summary

At the September 28, 2021 Regular Board Meeting, the Park Board of Commissioners awarded a contract to SmithGroup for **Phase 3: Final Engineering and Permitting** of the Park Avenue Breakwater and Boat Ramp Replacement Project at Park Avenue Boating Facility. At the December 7, 2021 Workshop Meeting, representatives from SmithGroup provided an update on **Task 3.4: Final Construction Documents**. SmithGroup has now completed the final construction documents and provided a final opinion of probable construction cost.

	Current Estimate January 7, 2022 100% Design	Previous Estimate November 19, 2021 65% Design
Mobilization & Site Preparation	\$115,941	\$110,000
Demolition & Removal	\$493,000	\$510,000
Boat Ramp Construction	\$195,275	\$180,000
Breakwater Construction	\$1,140,076	\$1,170,000
Ancillary Items and Furniture	\$349,150	\$230,000
Project Total	\$2,293,442	\$2,200,000
Contingency @ 25% (65% Design)		\$550,000
Contingency @ 20% (100% Design)	\$458,688	
Project Subtotal (w/contingency)	\$2,752,130	\$2,750,000

Bid solicitation for this project was released on January 19, 2022 and bids are due on February 17, 2022. Staff will review the current opinion of probable construction cost and project schedule.



Memorandum

To: Park Board of Commissioners

From: Rebecca Grill, Natural Areas Manager; Dan Voss, Director of Parks; Brian Romes, Executive Director

Date: January 20, 2022

Subject: **Millard Bluff Tree Removal Bid**

Background

Millard Park and Beach is one of four lakefront properties maintained by the Park District. Over the past few years, storm and wave damage exacerbated by high lake levels have led to failures of the slope at the toe of the bluff. Based on a recommendation from the Beach Management Plan completed by SmithGroup, staff received approval to contract V3 Companies to conduct a Slope Stability Analysis and provide recommended strategies for ensuring safety and long-term preservation of the bluff in keeping with its natural character and use as a passive park and beach.

At the August 24, 2021 Board Meeting, representatives from V3 Companies provided an overview of their analysis including several site recommendations with probable costs. According to the V3 report, given the existing bluff conditions and cyclical fluctuations of Lake Michigan water levels, there are several solutions appropriate for the Park District to consider as a means to address existing bluff failures and minimize the potential for future failures or loss of land at the top of the bluff.

Staff provided an update to the Parks and Natural Area Committee on September 30, 2021 regarding capital planning and recommended restoration work to begin in fall 2021 and spring 2022.

The 2022 Millard Bluff Tree Removal bid was released on January 4, 2022. A mandatory pre-bid meeting was attended by four companies on January 7, 2022.

This project has been budgeted in the 2022 Capital Plan.

Bid Results

Staff received one bid on Friday, January 14 from Clean Cut Tree Service, Inc. in the base proposal amount of \$95,000.00.

Recommendation

Staff will discuss results of the bid opening and next steps.



Memorandum

To: Finance Committee

From: Dan Johnson, IT Manager; Jeff Smith, Director of Planning and Projects; Brian Romes, Executive Director

Date: January 20, 2022

Subject: **2022 Ricoh Copier Lease Buyout**

Summary

In August of 2016 staff reviewed print structures throughout the Park District. At that time, the Park District operated 43 printers and copiers, utilizing over 900,000 sheets of paper per year.

In December 2016 staff recommended entering into a five-year lease agreement with Ricoh Solutions to provide 11 new printers and copiers throughout the Park District and remove the 43 devices. This reduced the Park District's overall paper usage by 60%.

In January 2022 the lease agreement with Ricoh Solutions will end. The Park District has the option of returning or purchasing the existing printers and copiers. Due to the current condition of the equipment is in good shape and are meeting the Park District's needs staff recommended a buyout of the 11 printers and copiers. Toner and repair service for the equipment will continue through a separate maintenance agreement. The copiers are anticipated to provide at least two additional years of life. Staff will consider releasing a Request for Proposal for a new copier lease in 2024.

Financial Impact

Current Annual Lease	\$40,054.80
Proposed Buyout Payment	\$25,425.53
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2022 Cost Reduction	\$14,629.27
2023 Cost Reduction	\$40,054.80

Recommendation

Staff recommend consensus from the Finance Committee approval from the Park Board of Commissioners at the January 26, 2022, Regular Board Meeting for the purchase of 11 printers and copiers from Ricoh Solutions in the amount of \$25,425.53 on consent agenda.



Memorandum

To: Finance Committee

From: Mitch Carr, Director of Recreation and Facilities; Brian Romes, Executive Director

Date: January 20, 2022

Subject: **Hidden Creek AquaPark Slide Structure Repairs Bid**

Summary

Staff received two responsive and responsible bids on Tuesday, January 11, 2022, for repairs to the Hidden Creek Aqua Park Slide Structure. The repair project includes

- a) removing the railing on the structure and refurbishing it
- b) removing damaged concrete and replacing it with formed concrete
- c) reinstalling the railing.

The project would commence in early spring and is anticipated to be completed by April 30, weather permitting.

Below are the bid results. The low bidder was Misfits Construction Company. Staff have conducted reference verification for this contractor which were favorable and included Park Districts in Tinely Park and Hanover Park.

Company	Base Bid
Misfits Construction Company	\$46,400
Crossroad Construction	\$47,490

Financial Impact

Amount in 2022 Capital Budget for Project	\$ 50,000
Construction Bid	\$ 46,400
Anticipated Amount Under Budget	\$ 3,600

Recommendation

Staff recommends consensus from the Finance Committee approval from the Park Board of Commissioners at the January 26, 2022 Regular Board Meeting for the Base Bid Proposal from Misfits Construction Company and authorize the Executive Director to enter into an agreement in the amount of \$46,400 on the Consent Agenda.



Memorandum

To: Finance Committee of the Park Board of Commissioners
From: Dan Voss, Director of Parks; Brian Romes, Executive Director
Date: January 20, 2022
Subject: **Renewal of the 2021 Landscape Services Bid Proposal for 2022**

Summary

The Park District of Highland Park released the Landscape Services Bid in March of 2021. The bid proposal specifies weekly mowing and additional landscaping tasks such as weeding, edging, cultivating, and mulching at twelve (12) park sites and nine (9) alternate Park District sites. The work specified in the bid would take place primarily over 26 weeks, beginning approximately the third week of April continuing through the second week of October.

Maintenance at North Shore Special Recreation Association’s (NSSRA) new building on Lake Cook Road was also included as an alternate in an effort to receive competitive pricing compared to if NSSRA had bid their site alone.

Staff recommended and the Park Board of Commissioners approved a contract for the 2021 season for the base bid and all 11 alternates with low bidder Balanced Environments, Inc.

Financial Impact

Base Bid Proposal Price	\$19,662.09
Alternates 1-11	\$32,094.27
Total Proposal Price	\$51,756.36
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NSSRA annual cost (reimbursement)	(\$2,547.35)
Park District sites net Proposal Price	\$49,209.01
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Approved 2022 Budgeted Funds	\$74,209.01
Anticipated Amount <u>under</u> budget	\$25,000.00

Recommendation

Staff recommends consensus from the Finance Committee approval from the Park Board of Commissioners at the January 26, 2022 Regular Board Meeting for renewal of the 2021 Landscape Services bid proposal and all alternates 1-11 from Balanced Environments Inc. in the total amount of \$51,756.36 on the Consent Agenda.



Memorandum

To: Finance Committee of the Park Board of Commissioners
From: Dan Voss, Director of Parks; Brian Romes, Executive Director
Date: January 20, 2022
Subject: **Renewal of the 2020 Routine Grounds Maintenance Service Bid Proposal for 2022**

Summary

The Park District of Highland Park bid the Routine Grounds Maintenance Services in early 2020. The bid proposal specifies weekly mowing and string trimming at 22 park sites and 9 alternate sites, taking place over 26 weeks, beginning approximately the third week of April, and continuing through the second week of October.

Upon the beginning of Phase 3 of the Governor’s Restore Illinois plan in June of 2020, staff recommended and the Park Board approved a shortened 14-week contract for the base bid, plus 6 alternate sites with low bidder Balanced Environments, Inc.

In 2021, Staff recommended and the Park Board approved the entire 26-week contract for the base bid, plus 6 alternate sites with Balanced Environments, Inc.

Financial Impact

Total Budgeted Funds for Routine Grounds Maintenance	\$68,676.66
Base Bid, Alternates 1-2, 5-6, and 8-9 for 26 weeks	\$68,676.66
Anticipated Variance	\$0.00

Recommendation

Staff recommends consensus from the Finance Committee approval from the Park Board of Commissioners at the January 26, 2022 Regular Board Meeting for the final renewal of the 2020 Routine Grounds Maintenance Services bid proposal and alternates 1-2, 5-6, and 8-9 for the entire 26 weeks from Balanced Environments, Inc. in the amount of \$68,676.66 on the Consent Agenda.



Memorandum

To: Finance Committee

From: Jeff Smith, Director of Planning and Projects; Brian Romes, Executive Director

Date: January 20, 2022

Subject: **2022 Sunset Valley Golf Club Cart Path Bridge Replacement and Removal Bid Results**

Summary

Staff received five responsive and responsible bids on Tuesday, January 11, 2022 for the 2022 Sunset Valley Golf Club Cart Path Bridge Replacement and Removal Project. The awarded contractor will be responsible for the removal and replacement of bridges 1, 7, and 9 and the removal of bridge 8. This project is year one of a two-year project. Year two will occur in early 2023 and include the removal and replacement of bridges 2, 3, and 5 and the removal of bridge 6. Fabrication of the bridges was bid separately.

Bid results are listed below. The low bidder was Copenhaver Construction, Inc. References for this contractor are favorable.

Company	ITEM 1 Bridge #1 Removal & Replacement	ITEM 2 Bridge #7 Removal & Replacement	ITEM 3 Bridge #8 Removal	ITEM 4 Bridge #9 Removal & Replacement	TOTAL
Copenhaver Construction, Inc	\$140,903.00	\$132,495.00	\$47,543.00	\$134,471.00	\$455,412.00
Schaeffges Brothers, Inc	\$163,823.60	\$141,568.34	\$62,832.90	\$155,835.04	\$524,059.88
Integral Construction, Inc	\$173,424.00	\$144,938.00	\$59,719.00	\$153,919.00	\$532,000.00
Kovilic Construction Company, Inc	\$223,130.00	\$212,170.00	88,375.00	\$215,046.00	\$738,721.00
Misfits Construction Company	\$251,954.00	\$218,924.00	\$84,494.00	\$274,465.00	\$829,837.00

Financial Impact

2022 Budgeted Funds:	\$755,000.00
Replacement & Removal Bid Results	\$455,412.00
Bridge Fabrication	\$164,700.00
Construction Soft Cost Estimate	\$32,000.00
<u>15% Contingency</u>	<u>\$97,816.80</u>
Anticipated Amount <u>Under Budget</u>	(\$5,071.20)

Recommendation

Staff recommends consensus from the Finance Committee approval from the Park Board of Commissioners at the January 26, 2022 Regular Board Meeting to approve Items 1, 2, 3, and 4 from Copenhaver Construction, Inc and authorize the Executive Director to enter into an agreement in the amount of \$455,412.00 on the Consent Agenda.