

**PARK DISTRICT OF HIGHLAND PARK  
BOARD OF PARK COMMISSIONERS  
MINUTES OF REGULAR MEETING  
SEPTEMBER 24, 2013**

The Regular 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 6:00 p.m. by President Meyers.

**ROLL CALL**

**Present:** Commissioner Bernstein, Commissioner Flores Weisskopf, Commissioner Ruttenberg, Vice President Kaplan, President Meyers

**Absent:** None

**Staff Present:** Executive Director McElroy, Director Stumpf, Director Donahue, Director Becker, Director Behlow, Asst. Director Romes, Director Baker, Asst. Director Malartsik, Manager Naatz, Supervisor Fiori, Supervisor Lebak, and Recording Secretary Jendreas

**Guests:** Resident Rick Heineman, and Ron Amen from Lauterbach & Amen LLP

**ADDITIONS TO THE AGENDA** – None

**PUBLIC COMMENT FOR ITEMS ON AGENDA** - None

**CONSENT AGENDA**

Minutes of August 27, 2013 Regular Meeting; Minutes of September 10, 2013 Workshop Meeting; Minutes of September 10, 2013 Special Meeting; Bills and Payroll in the amount of \$1,177,838.04; Park Avenue Engineering Services Proposal from Baird in the amount of \$40,000.00; Sole Source Purchase of “Spin Bikes” for the Recreation Center of Highland Park; Ordinance 13-09 – Identifying Work Contracts to the Installment Purchase Agreement Entered into in Connection with the Issuance of Debt Certificates, Series 2013; Ordinance 13-10 – Declaration of Surplus Property and Authorization of Conveyance or Sale; Approval of Strategic Plan

Motion was made by Commissioner Ruttenberg, seconded by Vice President Kaplan, to accept the Consent Agenda.

**Roll Call:**

**Aye:** Commissioner Bernstein, Commissioner Flores Weisskopf, Commissioner Ruttenberg, and Vice President Kaplan, President Meyers

**Nay:** None

**Absent:** None  
**Abstain:** None

**Motion carried.**

**UNFINISHED BUSINESS**

**Approval of 2013 Comprehensive Annual Financial Report**

Ron Amen, from Lauterbach and Amen LLP, presented highlights of the Comprehensive Annual Financial Report (CAFR). He said that all units of government, under State Statute, are required to have an auditor's opinion, and his firm is independent of the Park District. He noted that the Park District, for the eleventh consecutive year, received the *Certificate of Achievement for Excellence in Financial Reporting for 2012*. Mr. Amen also explained the Management Letter which contains comments and suggestions that are designed to assist in effecting improvements in internal controls and procedures.

Motion was made by Commissioner Bernstein, seconded by Vice President Kaplan, to approve the 2013 Comprehensive Annual Financial Report.

**Roll Call:**

**Aye:** Commissioner Bernstein, Commissioner Flores Weisskopf, Commissioner Rutenberg, Vice President Kaplan, and President Meyers  
**Nay:** None  
**Absent:** None  
**Abstain:** None

**Motion carried.**

**Ordinance 13-11 – Authorizing an Intergovernmental Agreement Between the North Shore Sanitary District (NSSD) and the Park District of Highland Park regarding a Shared Water Main Project**

Director Stumpf said that the Draft Intergovernmental Agreement to facilitate a shared construction of the proposed water main serving NSSD pump station, and Rosewood Park facilities, was brought to the Board for review at the July 9<sup>th</sup> Workshop Meeting. At that time the Board requested further review and detail on the cost to the Agency. After review of the needs of each Agency it was agreed to do a 50:50 cost-share on the total project, which he said is fair and equitable. Commissioners were in agreement with the cost-share.

Motion was made by Commissioner Flores Weisskopf, seconded by Commissioner Rutenberg, to adopt Ordinance 13-11- Authorizing an Intergovernmental Agreement between the North Shore Sanitary District and the Park District of Highland Park regarding a Shared Water Main Project.

**Roll Call:**

**Aye:** Commissioner Bernstein, Commissioner Flores Weisskopf, Commissioner Rutenberg, Vice President Kaplan, and President Meyers

**Nay:** None

**Absent:** None

**Abstain:** None

**Motion carried.**

**Ordinance 13-12 – Authorizing a Grant of Temporary Construction Easement to the North Shore Sanitary District (NSSD) for Construction of a Water Main Project**

Director Stumpf discussed the need for a Temporary Construction Easement for construction of the water main that will serve the NSSD pump station and Rosewood Park facilities.

Motion was made by Commissioner Rutenberg, seconded by Vice President Kaplan, to adopt Ordinance 13-12- Authorizing a Grant or Temporary Construction Easement to the North Shore Sanitary District for Construction of a Water Main project.

**Roll Call:**

**Aye:** Commissioner Bernstein, Commissioner Flores Weisskopf, Commissioner Rutenberg, Vice President Kaplan, and President Meyers

**Nay:** None

**Absent:** None

**Abstain:** None

**Motion carried.**

**Ordinance 13-13 – Authorizing a Memorandum of Understanding between the North Shore Sanitary District and the Park District of Highland Park regarding Easements for a Water Main**

Director Stumpf explained that once the shared water main at Rosewood Park is constructed, it will be turned over by ordinance to the City of Highland Park. This Memorandum of Understanding lays the groundwork for the eventual Permanent Easement.

Motion was made by Commissioner Rutenberg, seconded by Commissioner Bernstein, to adopt Ordinance No. 13-13 - Authorizing a Memorandum of Understanding between the North Shore Sanitary District and the Park District of Highland Park regarding Easements for a Water Main.

**Roll Call:**

**Aye:** Commissioner Bernstein, Commissioner Flores Weisskopf, Commissioner Rutenberg, Vice President Kaplan, and President Meyers

**Nay:** None

**Absent:** None

**Abstain:** None

**Motion carried.**

**Designation of Open Meetings Act (OMA) Officer**

Executive Director McElroy said that with changes to the Illinois Open Meetings Act and Freedom of Information Act, the Agency's Counsel conducted training for the Park Board, and a requirement for the District is to appoint an Open Meetings Act Officer. Staff is recommending that the Board designate Liza McElroy as the Officer.

Motion was made by Commissioner Bernstein, seconded by Vice President Kaplan, to designate Liza McElroy as the Open Meetings Act Officer

**Roll Call:**

**Aye:** Commissioner Bernstein, Commissioner Flores Weisskopf, Commissioner Rutenberg, Vice President Kaplan, and President Meyers  
**Nay:** None  
**Absent:** None  
**Abstain:** None

**Motion carried.**

**Approval of Updated ADA Transition Plan**

Director Stumpf advised that because of new Americans with Disabilities Act (ADA) guidelines, a District-wide audit was conducted and the Transition Plan completed and later modified. Phase I was also completed.

Motion was made by Commissioner Bernstein, seconded by Vice President Kaplan, to approve the updated ADA Transition Plan.

**Roll Call:**

**Aye:** Commissioner Bernstein, Commissioner Flores Weisskopf, Commissioner Rutenberg, Vice President Kaplan, and President Meyers  
**Nay:** None  
**Absent:** None  
**Abstain:** None

**Motion carried.**

**TREASURER'S REPORT**

Director Becker said that staff is constantly looking for ways to improve the Financial Reports to make them more user friendly. He provided a summary of the Agency's current investments which total \$24 million, in addition to \$960,000.00 in the operating account. The Agency has started to receive second installment property taxes. He briefly reviewed the funds.

President Meyers asked Director Becker if he could create a monthly pro-forma without taxes, for the Recreation Fund, and Director Becker said he would prepare one for next month.

### **NEW BUSINESS**

#### **Camp 2013 Report**

Supervisors Kathy Fiori and Megan Leback gave a brief overview of the 2013 camp season and noted some of the changes for the 2014 season. They said the Camp Brochure will be released at the end of October and Registration will begin on January 8, 2014. Supervisors Fiori and Leback thanked Ms. McElroy and the Commissioners for their support of the Program.

President Meyers said he and the entire Board feel that all residents of Highland Park should be given the opportunity, and any assistance needed, to attend the camps.

#### **Director Report**

Executive Director McElroy said that September was busy with many special events, including the Autumn Fest at Heller Nature Center which was very well attended. She reminded Commissioners of the Grand Re-Opening of Deer Creek Courts on September 26<sup>th</sup>, from 5:00 to 6:00 p.m., and the 30 Year Celebration of Centennial Ice Rink on October 19<sup>th</sup> from 4:30 to 6:30 p.m. She listed other upcoming events, details of which can be found on the Park District Website.

### **COMMISSIONER/COMMITTEE/STAFF REPORTS**

Commissioner Flores Weisskopf said the kick-off meeting for the new mature adult group committee will be held on October 7<sup>th</sup>.

### **OPEN TO PUBLIC TO ADDRESS BOARD**

Resident Rick Heineman, 1449 Glencoe Avenue, expressed his views on demographic analysis by the Park District and sharing information with the school districts.

### **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 Rutenberg, Vice President Kaplan, President Meyers

**Nay:** None

**Absent:** None

**Abstain:** None

**Motion carried.**

Meeting was adjourned into Closed Session at 7:25 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**

There being no further business, a motion was made by Commissioner Bernstein, seconded by Vice President Kaplan, and approved by unanimous voice vote. The Board Meeting adjourned at 7:\_\_\_ p.m. .

Respectfully submitted,

Liza McElroy, Secretary