

**PARK DISTRICT OF HIGHLAND PARK  
BOARD OF PARK COMMISSIONERS  
MINUTES OF WORKSHOP MEETING  
SEPTEMBER 10, 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 6:00 p.m. by President Meyers.

**ROLL CALL**

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

**Absent:** Commissioner Flores Weisskopf

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

**Guests:** Resident Janet Bernstein; Ron Amen, Lauterbach & Amen LLP; Brian Foote, Woodhouse Architects; Jerry Aulisio, AT Group; Dave Olson and Rick Nielsen, W. B. Olson

**ADDITIONS/DELETIONS TO THE AGENDA**

President Meyers removed *VI. NSSD Easement/Agreements* from the Agenda.

**REVIEW OF THE 2012-2013 COMPREHENSIVE FINANCIAL REPORT**

Ron Amen, from Lauterbach and Amen LLP, presented highlights of the Comprehensive Annual Financial Report (CAFR), and reviewed some of the funds. He noted that the Park District received the *Certificate of Achievement for Excellence in Financial Reporting* for 2012. He explained the Management Letter which contains comments and suggestions that are designed to assist in effecting improvements in internal controls and procedures.

Commissioners discussed the property tax levy and how Highland Park compares to other park districts with respect to the percentage of revenues earned from taxes.

While discussing the Management Discussion and Analysis, President Meyers expressed concern that the District's replenishment of the reserves through the issuance of a bond issue in March was not more directly connected to the reduction of the District's unfunded IMRF liability. As a

result, staff agreed to move the comment noting the debt issuance to page one of the Management Discussion and Analysis while also maintaining it on page 10.

### **REVIEW OF ROSEWOOD BIDS**

Jerry Aulisio of AT Group; and Dave Olson and Rick Nielsen of W.B. Olson, were present, and provided a presentation of the overall project budget and bids received. Mr. Aulisio said there was great bid coverage overall on the project in all major categories.

Mr. Olson explained that they meet with all responsible bidders to go over the scope of work and make sure all specifications are met. They also make sure the company is in good standing with the state, and that they have the ability to be insured and bonded.

Mr. Aulisio reviewed the alternates. Alternate #2 is recommended, to replace the bluff stairway in its entirety. The approved budget estimate is \$4,946,380.00 and the total project estimate is \$4,887,135.00.

Commissioners were pleased with the bids and the fact that the project estimate came in under budget. President Meyers asked if any further City permits were needed, and Director Stumpf said no.

Commissioners asked about the U. S. Army Corps of Engineers (USACE) bidding process and when the Park District would break ground.

Ms. McElroy said that the USACE bid opening is scheduled for September 17<sup>th</sup>. Mr. Foote, from Woodhouse, explained that they are working in an expeditious manner with the City to obtain all permits which should be executed by the end of the month. The groundbreaking will be held at the beginning of October.

### **ORDINANCE 13-09 – IDENTIFYING WORK CONTRACTS TO AN INSTALLMENT PURCHASE AGREEMENT HERETOFORE ENTERED INTO BY THE PARK DISTRICT OF HIGHLAND PARK, LAKE COUNTY, ILLINOIS**

Director Becker explained that when the Park District issued \$8,755,000 in Debt Certificates, there was no specific spending plan. The District must report, in the form of an ordinance, the manner in which it spends the funds.

Ms. McElroy said that Ordinance 13-09 will be on the September 24, 2013 meeting agenda for approval.

### **NOVA UPDATE**

Ms. McElroy advised that an intergovernmental meeting was held with the School Districts, City, and Park District to discuss NOVA. School District 113 is proposing to house the program.

All Commissioners were in favor of Ms. McElroy pursuing further information on this proposal and working with District 113 and the City.

**OPEN TO PUBLIC TO ADDRESS BOARD** - None

**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 7:08 p.m.

Respectfully submitted,

Liza McElroy, Secretary