

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF WORKSHOP MEETING
NOVEMBER 8, 2023**

The meeting was called to order at 6:00 p.m. President Grossberg.

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Ruttenberg to allow Vice President Freeman to participate in tonight's meeting by electronic means.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Kaplan, Commissioner Ruttenberg, President Grossberg

Nay: None

Absent: None

Abstain: None

Motion Carried

ROLL CALL

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

Absent: None

Staff Present: Executive Director Romes; Deputy Director Carr; Director Smith; Director Peters; Director Voss; Director Gogola; Director Hall; Director Baird; Assistant Director Acevedo; Assistant Director Reyes; Manager Baczek; Manager Schwartz; Manager Nichols; Coordinator Hejnowski

Guest Speakers: None

ADDITIONS TO THE AGENDA

None.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

None.

DRAFT OF THE 2024 FIVE-YEAR CAPITAL PLAN

Commissioner Bernstein commended staff as this plan has been presented to the Finance Committee and very few changes were made to tonight's presentation.

Director Smith reviewed the capital plan prioritization tiers, noting that tiers 1-3 are safety and legal compliance, critical repairs, and scheduled replacements (highest priority), tiers 4-5 are improving existing items and new items, and tier 6 are unbudgeted items.

He reviewed the 2024 budget summary which includes: \$198,000 for districtwide and annual items, \$446,000 for technology, \$348,000 for parks equipment, \$3.4 million for park improvements, \$35,473 for Centennial Ice Arena, \$720,000 for Deer Creek Racquet Club, \$30,000 for the Highland Park Golf Learning Center, \$45,000 for Heller Nature Center, \$122,000 for Hidden Creek AquaPark, \$1.1 million for Park Avenue Beach and Boating Facility, \$1.1 million for the Recreation Center of Highland Park, \$40,000 for the Rosewood Beach Interpretive Center, \$1.1 million for Sunset Valley Golf Club, and \$1.8 million for West Ridge Center.

Commissioner Kaplan would like to know if the 2024 budget for the Recreation Center of Highland Park includes locker room renovations.

Director Smith reported the 2024 budget includes locker room renovations.

Commissioner Kaplan would like an update on Rory David Duetsch Park at a future meeting.

Director Peters reviewed the Capital Plan Ten-Year Funding Model for tiers 1-5, highlighting annual transfers to the capital fund and bond issuance years. The plan shows the Park District plans for three bond issuances, the first in 2024, second in 2028, and third in 2031. Overall, all the fund balances will be in the black over the next ten years.

Commissioner Bernstein would like to know if the ending fund balances in 2026 and 2027 will negatively affect the Park District's triple A Bond Rating from Moody's.

Director Peters reported that this plan shows the worst-case scenario and was reviewed by the District's financial counsel. The counsel did not have any concerns that the Park District's Triple A Bond rating would decrease in 2026 or 2027 due to having less than \$1 million in the capital fund.

CONSIDERATION TO APPROVE THE SUNSET WOODS PARK IMPROVEMENTS SITE DESIGN AND ENGINEERING SERVICES AGREEMENT

Director Smith reported that at the September 27, 2023 Regular Meeting, staff reviewed the three Request for Qualifications submittals for design services for the Open Space Lands Acquisition and Development (OSLAD) Grant Project to implement Phase 1 of the Sunset Woods Master Plan which includes new multi-use basketball court, new skate park, new wheel friendly plaza, new game court, native planting and interpretation area. The scope also includes design services for related Capital Projects for replacement of

athletic field and tennis lighting, assessment of existing tennis courts and associated drainage improvements. Staff received consensus from the Park Board of Commissioners to proceed soliciting a proposal from the top-ranked firm, Lamar Johnson Collaborative (LJC). Staff have negotiated a fee with LJC and presented the collaborative proposal. He reported that the total design fee is \$186,000. There is \$178,000 in the 2024 budget. The Park District's legal counsel is reviewing the proposal. Staff will have an update at the November 14, 2023 Finance Committee Meeting and request approval at the November 15, 2023 Regular Meeting.

CONSTRUCTION PROJECT UPDATES

A. Lot 3 Enterprise Facility at 2205 Skokie Valley Road

Executive Director Romes reported that at the October 25 Regular Meeting Staff reviewed the Request for Proposals (RFP) for the Recreational Services of an Enterprise Facility at 2205 Skokie Valley Road. Staff received consensus from the Park Board of Commissioners to work with Park District Legal Counsel to negotiate terms and develop a donor agreement with Ron Saslow and a license agreement with The Golf Practice. Agreements are anticipated to be considered for approval by the Park Board of Commissioners at the November 15 Regular Board Meeting. Staff also received consensus to continue negotiations directly with Golf Development Strategies on an agreement for future consideration.

B. Hidden Creek AquaPark Deck Replacement and Shade Structures project

Director Smith reported that the project scope includes removal/replacement of the existing concrete deck, special consideration for the interface with the concrete deck and pool gutter, and the removal/installation of new shade structures. Construction will begin next week. The project should be completed before the end of the year.

C. Port Clinton and Old Elm Park Playground projects

Manager Schwartz reported that In April, the District hired Teska and Associates to design Old Elm and Port Clinton's playground replacements. Over the summer, the District sent out preliminary engagement surveys to residents within half a mile of each playground to collect feedback about preferred playground equipment and other park specific design elements. Feedback collected was given to Teska to begin design work. PDHP worked with Teska to further refine the designs. Next week, staff would like to hold two community meetings to share the new playground layouts and to collect community feedback on the proposed playground equipment options. Feedback will then be incorporated into final designs, and the projects will be bid out in January 2024. Construction is anticipated for Summer 2024.

Teska developed two site layouts for each park, layouts were shared with the Park Board of Commissioners for feedback.

Commissioner Bernstein requested an update regarding community feedback at a Lakefront, Parks, and Natural Areas Committee Meeting.

D. New Community Center at West Ridge Park

Manager Schwartz reported that the project has entered building schematic design. Staff are discussing site adjacencies of the park with Architects Holabird and Root to better understand where the new building should be placed on the site. The deliverable at the end of this phase is to have a refined schematic design which will be submitted to W.B. Olsen, Construction Management firm, to gather costs.

REVIEW OF VOUCHERS

Director Peters reported the only remarkable item is camp bussing costs.

OTHER BUSINESS

None.

OPEN TO THE PUBLIC TO ADDRESS THE BOARD

None.

CLOSED SESSION

A motion was made by Commissioner Kaplan, seconded by Commissioner Ruttenberg to adjourn into Closed Session for discussion of Section 2(c)1: The employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body; Section 2(c) 11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent;

Roll Call:

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

Nay: None

Absent: None

Abstain: None

Motion Carried

The meeting adjourned into Closed Session at 7:09 p.m.

The meeting reconvened into Open Session at 7:31 p.m.

Action From Closed Session If Any

President Grossberg reported that the Park Board of Commissioners met in Closed Session under Section 2(c)1: The employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or

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specific volunteers of the public body or legal counsel for the public body; Section 2(c) 11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent;

No action was taken.

ADJOURNMENT

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Kaplan and approved by a unanimous vote. The Board Meeting adjourned at 7:32 p.m.

Respectfully submitted,

Roxanne Hejnowski

Roxanne Hejnowski, Assistant Secretary