

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF REGULAR MEETING
JULY 26, 2023**

The meeting was called to order at 6:0 p.m. President Grossberg.

ROLL CALL

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

Absent: Commissioner Ruttenberg

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

Guest Speakers: None

ADDITIONS TO THE AGENDA

None.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

None.

CONSENT AGENDA

A motion was made by Commissioner Kaplan, seconded by Commissioner Bernstein to approve Minutes June 7, 2023 Lakefront, Parks, & Natural Areas Committee Meeting, the Minutes June 7, 2023 Facility and Recreation Committee Meeting, the Minutes June 14, 2023 Workshop Meeting, the Minutes June 20, 2023 Finance Committee Meeting, the Minutes June 28, 2023 Regular Meeting, the Plat of Dedication for Public Right of Way, and Bills and Payroll in the amount of \$2,852,510.99

Roll Call:

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

Nay: None

Absent: Commissioner Ruttenberg

Abstain: None

Motion Carried

FINANCIAL FORECASTS AND TREASURER'S REPORT

Operations (General and Recreation Funds) Budget vs. Actual

Director Peters reported that as of June 30, actual revenues are exceeding budgeted revenue by about \$1.7 million and actual expenses are \$1.6 million less than budgeted, for a year-to-date surplus of \$2.7 million.

Conclusion

The following Park District programs and facilities are performing better than budget: interest income has a \$273,000 surplus, youth dance has a \$26,000 surplus, tennis has an \$83,000 surplus, sponsorship revenue has a \$33,000 surplus, Recreation Center memberships has a \$137,000 surplus, and golf has a \$237,000 surplus. Also, there is a \$239,000 savings from payroll expenses.

UNFINISHED BUSINESS

A. Consideration to Approve the New Community Center at West Ridge Park Design Contract

Manager Schwartz reported at the May 10, 2023, Workshop Meeting, Holabird and Root presented the results of the preliminary planning phase reconciled with the market study conducted by BerryDunn for the West Ridge Center Building and Park Project. At that meeting, the Park Board of Commissioners directed staff to begin negotiating terms with Holabird and Root for a design agreement, based on the report presented to construct a new building at West Ridge Park. Staff are concurrently evaluating construction management contracts and expect to present a contract in August.

The proposal from Holabird and Root covers design services for program development & schematic design, design development, construction documents, permit and bidding coordination, and construction administration and project close out. The proposal is for design of the master plan including the additional building square footage if the Park District were to receive the \$2.8 Million PARC grant and proposed park site improvements such as the athletic fields. The intention is to design the full project and provide the Park District with options to proceed with part of or all the master plan at the time of bid.

Staff used project cost estimates to evaluate the fiscal impact of the design proposal fees, compared to the Park District's available funds. Additionally, staff completed an analysis to compare the average percentage of design costs from other similar projects completed by the Park District and neighboring Park Districts. Through this analysis, staff believe the design proposal fees are fair and consistent with previous projects and market comparisons. The \$1,234,356 design proposal fee is included in the chart below within the soft costs category. Also in this category are furniture, fixtures, and equipment fees, owners' costs, permitting fees, and pre-construction services costs. Estimated costs will be further refined through the design process.

The Draft AIA Document B133 – 2019 standard form of Agreement Between Owner and Architect has been reviewed by Park District Legal Counsel.

Commissioner Bernstein is looking forward to the process to design a new Community Center at West Ridge Park.

A motion was made by Commissioner Bernstein and seconded by Commissioner Kaplan to authorize the Executive Director to enter into an AIA Document B133 – 2019 standard form of Agreement for design services with Holabird and Root for the lump sum amount of \$1,234,356.

Roll Call:

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

Nay: None

Absent: Commissioner Ruttenberg

Abstain: None

Motion Carried

B. Sunset Woods Park North Parking Lot Update

Executive Director Romes reported that Staff and Park Board Liaisons President Grossberg and Vice President Freeman have been working with Hilco Realty Management on a possible Agreement that would result in constructing a new shared parking lot along the northeast corner of Sunset Woods Park. The proposed parking lot includes roughly 18 spaces in addition to an ADA accessible space and would accommodate both park users and residents of the adjacent apartment complex. Staff reviewed with the Finance Committee on July 18 and again this evening the letter of intent which includes Hilco funding the parking lot design, engineering and construction for the parking lot, ongoing maintenance, and a donation to be made to the Parks Foundation of Highland Park. Staff are proposing a neighborhood meeting on August 21, 2023, to highlight what is happening in the park before coming to the Park Board of Commissioners at the August 23, 2023, Regular Meeting to request approval of the Easement Agreement.

President Grossberg would like to know the number of parking spaces North Shore School District 112 was going to provide.

Mr. Hilco reported that NSSD112 was going to provide 16 parking spaces, however, the deal fell through.

Commissioner Bernstein would like to know if the 50/50 split would require the Park District of Highland Park to cover 50% of repaving costs for a parking lot that is on private property.

Executive Director Romes reported that all costs will be split 50/50 between the Park District and Hilco.

Commissioner Kaplan and Commissioner Bernstein would like Hilco and staff to follow up with the City of Highland Park to see if lights are needed in the parking lot for safety.

The Executive Director reported that staff are seeking consensus from the Park Board regarding the letter of intent which includes Hilco funding the parking lot design and the concept engineering designs for the parking lot.

Staff received consensus from the Park Board of Commissioners to cosign the letter of intent and move forward with the concept engineering designs for the parking lot.

C. Committee on Local Government Efficiency Update

Executive Director Romes reported that At the May 24, 2023, Regular Meeting, the Park Board of Commissioners approved a resolution forming a Committee on Local Government Efficiency. The resolution was signed and submitted to the Lake County Board on May 26.

The purpose of the Efficiency Committee is to study and make recommendations on Park District efficiency, accountability, and transparency as a separate and district taxing body. This is an opportunity to educate and advocate for the benefits of operating separately from general purpose governments.

The roles of Committee members include Park District staff will prepare, distribute, and present a draft Efficiency Report, Committee Members will review the Efficiency Report and provide comments or recommendations for increased accountability, efficiency or transparency, and the Park Board President will chair the Committee Meetings.

The Committee is required to meet at least three (3) times before submitting the report to the Lake County Board. The Efficiency Report is due no later than Nov. 24, 2024. Meetings must be public and held in accordance with the Open Meetings Act (8-member committee; 5 members must be present for a quorum). Lastly, an opportunity must be provided for any person from the public in attendance to be heard at each meeting.

Executive Director Romes reviewed the proposed Committee Meeting schedule, recommending that final meeting be held in December of 2023 in which a motion will be made authorizing the Executive Director to submit the Efficiency Report to the Lake County Board. However, the Efficiency Report has until November 24, 2024, to complete and submitted the Efficiency Report to the Lake County Board.

NEW BUSINESS

A. Approval to Purchase a 2023 Capital Replacement Backhoe

Director Voss reported The Park District's 1998 John Deere backhoe, having reached its useful life, is listed on the 2023 capital plan for replacement. During 2022, Staff determined a CASE 580SN 4WD backhoe would meet the current and future needs of the District. CASE backhoes are available through Sourcewell, a joint purchasing cooperative program for state, local, and city governments.

At the December 14, 2022 Regular Meeting, the Park Board of Commissioners approved a purchase for a CASE 580SN 4WD backhoe for \$122,478.27, which included the trade-in of the District's current backhoe from Burris Equipment Co. in Waukegan. Upon recent discussions with Burris Equipment Co., the manufacturer CASE is not able to provide a production date for the 580SN and appears very probable the District will still be waiting well into 2024.

At a different manufacturing location, CASE is producing a newer model, the 580SV. Several of these 580SV 4WD backhoes are being delivered to our area. Staff were able to see, test, and compare this newer model and is comfortable that the differences between the two pieces of equipment are minor and would not negatively effect on our typical District uses.

The CASE 580SV 4WD backhoe is also available through Sourcewell.

A motion was made by Commissioner Bernstein and seconded by Commissioner Kaplan to terminate the approved purchase order 121922-01 for a CASE 580SN 4WD backhoe in the amount of \$122,478.27 and approve the purchase of a CASE 580SV 4WD backhoe from Burris Equipment Co. in the amount of \$116,445.31.

Roll Call:

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

Nay: None

Absent: Commissioner Ruttenberg

Abstain: None

Motion Carried

B. Parks Foundation Update

Parks Foundation President Labrador reported that the foundation has been working vigorously to raise funds to support Park District Projects. He is pleased to report that the Parks Foundation has earned new members who bring incredible energy and ideas. The Parks Foundation is composed of eleven members. Also, the website has been updated allowing for donations to be made through mobile devices. The website has generated \$30,000 in donations since the updates.

Lastly, he thanked Director Gogola and Bob Bernstein for their ongoing support to the Parks Foundation.

Commissioner Bernstein requested a joint meeting between the Parks Foundation and the Park Board of Commissioners.

C. Board Committee Updates

Executive Director Romes reported that at the July 18 Finance Committee Meeting staff reviewed the preliminary engineering blueprints for the proposed parking lot at Sunset Woods Park North. A neighborhood meeting will be scheduled in mid-August.

Staff reviewed the three proposals for the New Community Center at West Ridge Park, this included a Design Contract from Architects, Holabird and Root, and two Construction Management Agreements, one from Gilane the other from WBO.

Staff provided a five-year financial analysis report of Heller Nature Center and Deer Creek Racquet Club.

Lastly, staff provided a quarterly financial update for the Recreation Center of Highland Park and reviewed annual maintenance and new enhancements occurring during the annual closure.

D. Directors Report

Executive Director Romes reported that Sunset Valley Golf Club is hosting a two-day tournament today and tomorrow, the North Shore Amateur Tournament. Due to storms, there was a two-hour delay to kick off the first day of the tournament, but the tournament proceeded with 168 players. This is the most players the tournament has had since 1999. To accommodate all the players, 56 groups of threes will tee off both holes #1 and #10 starting at 7:00 a.m.

There are four (4) divisions this year, separating the Open and Senior which was previously combined. We saw more participation from seniors by giving them their own division.

Additionally, he is pleased to welcome Nick Baird as the Park District's new Director of Recreation. Nick has roughly 18 years in Recreation experience including 2 years as Manager at the Wilmette Park District, 4 years as Director of Revenue Services at the Bolingbrook Park District, 3 years as the Executive Director of the Buehler YMCA, and most recently as the Senior Manager of Life Strategies at the Center for Enriched Living. Nick's first day will be this coming Monday, July 24. He will be responsible for areas of Recreation including Fitness, Registration, Aquatics and Tennis.

E. Board Comments

President Grossberg commended Director Gogola for the Park Avenue Grand Opening Event, noting it was a remarkable event.

Executive Director Romes commended Director Smith for working tirelessly with engineers and contractors to renovate the site, construct the new breakwater, and boat ramp.

The Park Board echoes President Grossberg and Executive Director Romes' sentiments.

Commissioner Bernstein commended staff for everything they did regarding the July Fourth Events. He was amazed by the Highland Park community and their support.

Executive Director Romes thanked the Park Board of Commissioners for allowing staff the opportunity to not work the event. He thanked Coordinator Hejnowski for orchestrating the Community Picnic since this is not in her typical job description to coordinate events, but she saw the need and provided support.

OTHER BUSINESS

None.

OPEN TO THE PUBLIC TO ADDRESS THE BOARD

Rick Heinemann

1449 Glencoe Ave, Highland Park

There is a contingent buyer for the property at Lincoln School. He reviewed the minutes from the June 7 Lakefront, Parks, and Natural Areas Committee and thanked the Park Board of Commissioners and Park District staff for inviting community members to complete a survey and attend open houses to gather feedback regarding the proposed playground renovation at Lincoln. He is pleased with the four playground renovation concepts developed by Park District staff.

CLOSED SESSION

A motion was made by Commissioner Kaplan, seconded by Commissioner Bernstein, to adjourn into Closed Session for discussion of 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.

Roll Call:

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

Nay: None

Absent: Commissioner Ruttenberg

Abstain: None

Motion Carried

The meeting adjourned into Closed Session at 7:04 p.m.

The meeting reconvened into Open Session at 7:07 p.m.

Action From Closed Session If Any

Regular Meeting Minutes
July 26, 2023

President Grossberg reported that the Park Board of Commissioners met in Closed Session under 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.

A motion was made by Commissioner Bernstein, seconded by Commissioner Kaplan that the Closed Session minutes from January 11, 2023 Workshop Meeting; January 18, 2023 Facility and Recreation Committee Meeting; February 1, 2023 Special meeting; February 7, 2023 Special meeting, February 8, 2023 Workshop Meeting; February 22, 2023 Regular Meeting; March 8, 2023 Workshop Meeting; March 20, 2023 Special meeting; April 3, 2023 Regular Meeting; April 12, 2023 Workshop meeting; May 10, 2023 Workshop meeting; May 24, 2023 Regular Meeting, June 14, 2023 Workshop Meeting; and June 28, 2023 Regular Meeting; that the need for confidentiality still exists as to all or part of those minutes and shall not be released for public inspection.

Roll Call:

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

Nay: None

Absent: Commissioner Ruttenberg

Abstain: None

Motion Carried

ADJOURNMENT

A motion was made by Commissioner Bernstein, seconded by Commissioner Kaplan, and approved by a unanimous vote. The Board Meeting adjourned at 7:08p.m.

Respectfully submitted,

Roxanne Hejnowski

Roxanne Hejnowski, Assistant Secretary