

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF WORKSHOP MEETING
September 13, 2023**

The meeting was called to order at 6:02 p.m. President Grossberg.

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

ROLL CALL

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

Absent: Commissioner Kaplan

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 Kutscheid; Manager Nichols; Coordinator Hejnowski

Guest Speakers: None

ADDITIONS TO THE AGENDA

Executive Director Romes requested adding an item to Other Business, an update on the 2023 Request for Proposals for Recreational Services of an Enterprise Facility at 2205 Skokie Valley Road.

The Park Board of Commissioners Supported staff's request.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

None

CONSTRUCTION PROJECT UPDATES

A. Sunset Woods Park Design Improvements OSLAD Grant project

Manager Kutscheid reported that a Request for Qualifications was released on August 8, 2023, 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 RFQ also requested design services for related Capital Projects for replacement of athletic field and tennis lighting, assessment and replacement of existing hard court tennis courts, assessment and possible conversion of existing clay tennis courts and associated drainage improvements.

Three RFQ submittals were received: Hitchcock Design Group, Lamar Johnson Collaborative, and Confluence. Staff evaluated and interviewed all three firms. Staff will provide a firm recommendation at the September 27, 2023 Regular Meeting.

Commissioner Ruttenberg and President Grossberg requested staff survey the community to get their feedback on use and possible removal of the clay courts.

Executive Director Romes reported there will be a heavy public engagement process in this. The concept will be validated through public engagement.

Commissioner Bernstein requested staff provide a response to the recent city council meeting regarding safety at Sunset Woods Park.

Executive Director Romes reported he will follow up with City Councilmember Yumi.

B. Larry Fink Memorial Park Baseball Field Improvements project

Manager Kutscheid reminded the Park Board of Commissioners that the improvements include installing synthetic turf in the infield, covered dug outs and bleachers, a warning track and portable outfield fence, a scoreboard and welcome sign, and donor bricks behind the batter's box. Staff will submit for permits in September, release the bid in October, award the bid in November, and begin construction in March of 2024. Staff estimated the project to be completed in July of 2024.

Commissioner Ruttenberg would like to know how much was raised in donations to support the project.

Director Gogola reported that the Parks Foundation and Park District staff have been doing aggressive fundraising; \$300,000 was donated from the Fox Family and another \$100,000 was raised by the community.

Commissioner Ruttenberg would like staff to explore corporate sponsorship opportunities around the field.

Commissioner Bernstein commended staff for reducing the project costs to remain within the budget parameters. Additionally, he would like staff to inform the neighbors before construction commences.

C. Hidden Creek AquaPark Deck Replacement and Shade Structures project

Manager Kutscheid 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.

Commissioner Bernstein received a complaint regarding the condition of the women's locker room. He would like a future presentation regarding how staff are addressing complaints along with construction project updates.

D. Park Avenue Breakwater and Boat Ramp project

Director Smith shared images of the solar lights and bollards which were installed after the grand opening event. Staff are wrapping up minor punch list items.

E. Park Avenue North Beach project

Manager Schwartz reminded the Park Board of Commissioners that the Park District was awarded \$400,000 from the Illinois Department of Natural Resources Open Space Land Acquisition and Development (OSLAD) Grant program for the Park Avenue Beach Access Improvement Project in 2022. The OSLAD approved project scope, or phase 1, focused on the north beach area and includes improvements to pedestrian access, an ADA-compliant boardwalk along the beach, reconfiguring and rehabilitation of the vehicular parking lot, landscaping, and a fishing area. Phase 2 of the Park Avenue Site Plan includes the following proposed improvements to the north side: a pergola, an extension of the boardwalk to the north boundary of the property and resurfacing of the motorized boat storage.

The Park Board authorized staff to enter into a contract with Hitchcock Design Group for the design and engineering of the north beach. Staff are meeting with Hitchcock Design Group to review the design development layout plan of the site, furniture options, pergola and fencing options, and boardwalk materials.

Commissioner Bernstein requested that the design development layout plan be shared with the Park Board of Commissioners before it is shared with the community.

F. Centennial Ice Arena Facility, Locker Rooms, and Site Renovations

Manager Schwartz reported that the locker room renovations are complete, and the entry should be completed before the ribbon cutting ceremony next week. She shared images of the locker rooms and the entrance.

G. The Recreation Center of Highland Park Dehumidification System project

Manager Schwartz reported that the dehumidification system was installed, and the pool is open.

H. New Community Center at West Ridge Park

Manager Schwartz reported that Architects Holabird and Root are re-engaging staff to confirm the amount of dedicated space needed for programming and storage. Upcoming meetings will confirm the amount of dedicated space needed for rentals and meeting areas, along with building security needs.

Commissioner Ruttenberg would like plans shared with the entire Park Board before collective thoughts and feedback are shared with Holabird and Root. Executive Director Romes requested scheduling a Facility and Recreation Committee Meeting in October.

REVIEW AIA DOCUMENT A133-2019 STANDARD FORM OF AGREEMENT FOR CONSTRUCTION MANAGEMENT SERVICES FOR THE NEW COMMUNITY CENTER AT WEST RIDGE PARK

The Park District received two proposals for construction management services: one from Gilbane and one from W.B. Olson. Both proposals cover services from pre-construction through project close out. Staff evaluated the firms' cost proposals as well as related experience with Parks and Recreation projects. Staff shared the proposals and evaluation for selection with the Finance Committee on August 15, 2023. To evaluate the cost for construction management services staff assessed the financial impact of the CM proposal fees to the larger project budget and compared CM fees from other similar projects completed by the Park District of Highland Park, as well as surrounding communities. W.B. Olson's proposal fits within the project budget, the WBO team has extensive experience with local Park Districts on projects of similar scope and has worked with the Park District of Highland Park on several projects including the clubhouse at Sunset Valley Golf Club, the Recreation Center of Highland Park, and Rosewood Beach.

Manager Schwartz reviewed the costs for consideration, which includes construction feasibility, pre-construction, bidding, construction, general conditions, and liability insurance.

Commissioner Bernstein requested a project schedule during updates, so the Park Board is always aware of where we are at in the process/what benchmarks have been reached.

REVIEW OF VOUCHERS

Commissioner Ruttenberg reported that he reviewed the vouchers, and he has no questions or concerns.

OTHER BUSINESS

A. 2023 Request for Proposals 2023 Agreement for Recreational Services of an Enterprise Facility at 2205 Skokie Valley Road

Manager Ochs reported a Request for Proposals was released for an Agreement for Recreational Services of an Enterprise Facility at 2205 Skokie Valley Road, Highland Park, in consideration for payment to the Park District of Highland Park. Submittals must present a plan for the following scope of work: the operation and management of an enterprise facility, with consideration given to a proposed design, construction, and financing at 2205 Skokie Valley Road. Proposals can be for all, or portions of the entire property. Staff evaluated all submissions and selected three firms to interview.

OPEN TO THE PUBLIC TO ADDRESS THE BOARD

None.

CLOSED SESSION

A motion was made by Commissioner Ruttenberg, seconded by Vice President Freeman to adjourn into Closed Session for discussion of 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;

Roll Call:

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

Nay: None

Absent: Commissioner Kaplan

Abstain: None

Motion Carried

The meeting adjourned into Closed Session at 7:05 p.m.

The meeting reconvened into Open Session at 8:19 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)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.

No action was taken.

ADJOURNMENT

A motion was made by Commissioner Ruttenberg and seconded by Vice President Freeman and approved by a unanimous vote. The Board Meeting adjourned at 8:20 p.m.

Respectfully submitted,

Roxanne Hejnowski

Roxanne Hejnowski, Assistant Secretary