

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF THE REGULAR MEETING
SEPTEMBER 27, 2023**

The meeting was called to order at 6:04 p.m. President Grossberg

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 Gogola; Director Voss; Director Hall; Assistant Director Acevedo; Assistant Director Reyes; Manager Nichols; Supervisor Holling; 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 Ruttenberg, seconded by Vice President Freeman to approve the Minutes August 2, 2023 Lakefront, Parks, & Natural Areas Committee Meeting, the Minutes August 15, 2023 Finance Committee Meeting, the Minutes August 23, 2023 Regular Meeting, the Purchase of Two (2) Capital Replacement Dump Trucks, the Purchase of Three (3) Capital Replacement Pickup Trucks, the 2023 District-Wide Sign Installation Project bid, the 2023 District-Wide Fall Tree Removals Project bid, the 2023 Cunniff Park Maintenance Building Restroom Improvements Project bid, Ordinance #2023-07: Authorizing and Providing for the Conveyance or Sale of Surplus Personal Property, the AIA Document A133-2019 Standard Form of Agreement for Construction Management Services For the New Community Center at West Ridge Park, and Bills and Payroll in the amount of \$2,313,872.65

Roll Call:

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

Nay: None

Absent: None

Abstain: None

Motion Carried

FINANCIAL FORECASTS AND TREASURER'S REPORT

Operations (General and Recreation Funds) Budget vs. Actual

Director Peters reported that as of August 31, 2023, actual revenues are exceeding budgeted revenue by about \$1.5 million and actual expenses are \$1.3 million less than budgeted, for a year-to-date surplus of \$2.9 million.

Conclusion

The following Park District programs and facilities are performing better than budget: interest income has a \$430,000 surplus, youth dance has a \$41,000 surplus, tennis has a \$140,000 surplus, sponsorship revenue has a \$50,000 surplus, Recreation Center memberships has a \$150,000 surplus and personal training has a \$34,000 surplus, and golf has a \$400,000 surplus. Also, there is a \$390,000 savings from payroll expenses.

UNFINISHED BUSINESS

A. Sunset Woods Improvements Design Service Request for Qualifications

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 on Tuesday, August 29, 2023, which included general firm information, a letter of interest, understanding of the scope, plan of approach, examples of previous work, proposed team and references. The required RFQ process is qualifications-based and cannot take fees into consideration. Staff evaluated all submissions and selected all three firms to interview. Staff will provide an overview of the firms.

Staff received consensus from the Park Board of Commissioners to proceed with negotiating a fee with the top-ranked firm, Lamar Johnson. Manager Kutscheid reported that a final recommendation, including fees, would then be presented at the Regular Park Board Meeting on October 25, 2023.

B. Request for Proposals for Recreational Services of an Enterprise Facility at 2205 Skokie Valley Road

Director Peters reported that a Request for Proposals was released on September 30, 2023, 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. Three RFP submittals were received on September 19, 2023. 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. Interviews are being conducted in October and include Park Board liaisons.

NEW BUSINESS

A. Parks Foundation Update

Director Gogola provided an update for the upcoming Dad Bob 3x3 Basketball Tournament hosted by the Parks Foundation, noting that there are several sponsors and registration is now open. All proceeds benefit the Parks Foundation of Highland Park scholarship programs — ensuring all Highwood and Highland Park families with financial challenges can participate in Park District programs.

B. Board Committee Updates

Executive Director Romes reported at the September 19 Finance Committee Meeting, staff received consensus from the Finance Committee to place the following capital vehicle purchases and bid awards on the consent agenda at the September 27, 2023 Regular Board Meeting: two (2) capital replacement dump trucks, three (3) capital replacement pickup trucks, the 2023 district-wide sign installation project bid, the 2023 district-wide fall tree removals project bid, and the 2023 Cunniff Park maintenance building restroom improvements project bid.

Staff provided a 2023 financial analysis report of Centennial Ice Arena, comparing year-to-date budgeted vs. actual revenues and expenses for programs and rentals.

Staff reviewed the Capital Plan Ten-Year Funding Model and the 2024 Budget Timeline.

Staff provided a five-year financial analysis report on employee salaries, insurance, Federal Insurance Contributions Act (FICA), and Illinois Mutual Retirement Fund (IMRF) costs to the District.

C. End of Season Summer Camp Report

Manger Nichols reviewed the 2023 goals and accomplishments. This helped to develop the 2024 goals, which she provided a glimpse of. She provided a comparison of the 2022 to 2023 summer camp structure, revenues, and enrollment figures, highlighting significant increases. Lastly, she provided notable highlights from every camp and finished the presentation with a photo slideshow.

D. Directors Report

Executive Director Romes reported that if the Park Board of Commissioners approves an ordinance at the October 25, 2023 Regular Meeting, renaming Cloverdale Park to Fontana-Pasquesi Park, a small dedication ceremony will be held on Wednesday, November 1, 2023, at 4:00 p.m. for the Fontana-Pasquesi family.

As for upcoming events, the Park District is hosting Harvest Moon Yoga on September 29 from 6:00 – 7:00 p.m. at Rosewood Beach, Camping Under the Stars on Saturday, September 30 – Sunday, October 1 from 5:00 p.m. – 9:00 a.m. at the Preserve of Highland Park, Truck or Treat on October 7 from 9:30

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– 12:00 p.m. at Sunset Woods Park, and Loteria Mexican Bingo on October 8 from 1:00 – 3:00 p.m. at Heller Nature Center.

He reported there are several schools off programs on Monday, October 9 including: STREAM Explorers from 9:00 – 3:00 p.m. at West Ridge Center, Tinker Labs from 10:00 – 12:00 p.m. & 12:30 – 2:30 p.m. at Heller Nature Center, and Skating and Gymnastics Day from 11:30 – 2:30 p.m. at Centennial Ice Arena.

Additional events occurring closer to Halloween include Pumpkin Pool Splash on October 14 from 1:00 – 2:30 p.m. at the Recreation Center of Highland Park, Hispanic Folktales and Churros on October 14 from 6:00 – 7:30 p.m. at the Heller Nature Center, Axe, Brew, and Bonfire on October 20 from 6:00 – 8:00 p.m. at Heller Nature Center, Family Tennis Night on October 21 from 6:00 – 8:00 p.m. at Deer Creek Racquet Club, Jack-O-Latern Geocache on October 27 from 6:00 – 7:30 p.m. at Heller Nature Center, Scary Skate on October 27. From 7:00 – 8:30 p.m. at Centennial Ice Arena, and Scary Halloween Miniature Golf on October 28 and October 29 at Rivers Edge Mini Golf.

E. Board Comments

None.

OTHER BUSINESS

None.

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;

Roll Call:

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

Nay: None

Absent: None

Abstain: None

Motion Carried

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The meeting adjourned into Closed Session at 6:57 p.m.

The meeting reconvened into Open Session at 7:19 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)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;

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 7:20 p.m.

Respectfully submitted,

Roxanne Hejnowski

Roxanne Hejnowski, Assistant Secretary