

NOTICE OF WORKSHOP MEETING

Wednesday, May 10, 2023

Workshop Meeting

6:00 pm

Park District of Highland Park
Board of Park Commissioners
636 Ridge Road, Highland Park, IL 60035
No Live Stream

WORKSHOP MEETING AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. ADDITIONS TO THE AGENDA
- IV. PUBLIC COMMENT FOR ITEMS ON AGENDA
- V. ADOPTION OF THE BEACH AND BOATING SAFETY WEEK PROCLAMATION
- VI. FONTANA-PASQUESI PARK NAMING UPDATE
- VII. WEST RIDGE PARK AND SITE PROJECT UPDATE
- VIII. CONSTRUCTION PROJECT UPDATES
- IX. REVIEW OF VOUCHERS
- X. OTHER BUSINESS
- XI. OPEN TO PUBLIC TO ADDRESS THE BOARD
- XII. **CLOSED SESSION PURSUANT TO THE FOLLOWING SECTIONS OF THE OPEN MEETINGS ACT:** 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)2: Collective negotiating matters between the public body and its employees or their representatives, or deliberation concerning salary schedules for one or more classes of employees; Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; 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; 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.; Section 2(c) 29 - for discussions between internal or external auditors and the Board. Possible action by the Board on items discussed in closed session.
- XIII. **ACTION FROM CLOSED SESSION IF ANY**
 - A. Approval of the Executive Director’s Compensation
- XIV. ADJOURNMENT

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Board of Park Commissioners
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Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the Park District's ADA Compliance Officer, Brian Romes, at the Park District's Administrative Office, 636 Ridge Road, Highland Park, IL Monday through Friday from 8:30 a.m. until 5:00 p.m. at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter require five (5) working days advance notice. Telephone number 847-831-3810; fax number 847-831-0818.



Memorandum

To: Park Board of Commissioners

From: Liz Gogola, Director of Communications and Marketing; Brian Romes, Executive Director

Date: May 10, 2023

Subject: **Adoption of the Beach and Boating Safety Week Proclamation**

Summary

Each year, as summer begins, the United States Lifesaving Association (USLA) sponsors National Beach Safety Week to remind beachgoers to use caution in the aquatic environment. National Beach Safety Week is typically the week before Memorial Day. Local communities and agencies assist in promoting National Beach Safety Week by proclamation declaring Beach Safety Week in their communities.

Additionally, as boating continues to be a popular recreational activity for nearly 100 million Americans the U.S. Coast Guard and its federal, state, and local safe boating partners encourage all boaters to explore and enjoy America's beautiful waters responsibly. National Safe Boating Week also begins the week before Memorial Day and is observed to bring attention to important life-saving tips for recreational boaters so that they can have a safer, more fun experience out on the water throughout the year. The Coast Guard estimates that human error accounts for most boating accidents and that life jackets could prevent nearly 86 percent of boating fatalities. Through basic boating safety procedures – carrying life-saving emergency distress and communications equipment, wearing life jackets, attending safe boating courses, participating in free boat safety checks, and staying sober when navigating – we can help ensure boaters on America's coastal, inland, and offshore waters stay safe throughout the season.

Recommendation

Staff recommends approval from the Park Board of Commissioners adoption of the Beach and Boating Safety Week Proclamation declaring May 20 – 29, 2023, as Highland Park Beach and Boating Safety Week.

Park District of Highland Park Beach and Boating Safety Week Proclamation May 20 through May 29, 2023



National Beach Safety Week and National Safe Boating Week are observed to bring attention to important life-saving tips for beach goers and recreational boaters so that they can have a safer, more fun experience participating in boating and beach activities throughout the year.

WHEREAS, the beautiful Lake Michigan waters and public beaches of Highland Park, Illinois represent valued recreational resources; and,

WHEREAS, Highland Park residents and visitors alike are drawn to our boating and beach facilities each year; and,

WHEREAS, drowning is one of the leading causes of death in the U.S. and the world; most people who drown are good swimmers; and the aquatic environment has dangers to swimmers, particularly rip currents, that can be effectively managed through public awareness and the vigilance of professional lifeguards; and,

WHEREAS, on average, 600 people die each year in boating-related accidents in the U.S.; 79 percent of these are fatalities caused by drowning; and most of these accidents are caused by human error or poor judgment and not by the boat, equipment, or environmental factors; and a significant number of boaters who lose their lives by drowning each year would be alive today had they worn their life jackets.

WHEREAS, for reasons of public safety, an annual reminder of the joys and hazards associated with the aquatic environment are appropriate at the commencement of the busy summer beach season; and,

WHEREAS, Highland Park residents and visitors alike must remember: Only Swim in Designated Swimming Areas; Learn to Swim, Swim Near a Lifeguard, Swim with a Buddy, Check with the Lifeguards, Use Sunscreen and Drink Water, Obey Posted Signs, Keep the Beach and Water Clean, Learn Rip Current Safety, Enter Water Feet First, and Wear a Life Jacket when Boating.

NOW, THEREFORE, the Park Board of Commissioners by virtue of the authority vested in us for the Park District of Highland Park do hereby support the goals of the Safe Boating and Beach Safety Campaigns and proclaim May 20-29, 2023, as Beach and Boating Safety Week in Highland Park.

We urge all residents using our waters and beaches to enjoy themselves this year, while taking appropriate measures to protect themselves and their children.

Adopted this 10th day of May 2023.

President, Board of Park Commissioners

ATTEST:

Secretary, Board of Park Commissioners





Memorandum

To: Park Board of Commissioners

From: Liz Gogola, Director of Communication & Marketing; Brian Romes, Executive Director

Date: May 10, 2023

Subject: **Fontana-Pasquesi Park Naming Update**

Summary

At the April 18, 2023, Finance Committee Meeting, staff presented a proposed donation of \$250,000 from Larry Fontana-Pasquesi to rename Cloverdale Park in honor of his family and other Italian families that settled in Highland Park beginning in the early 1900s. Based on feedback from the Finance Committee, staff met with Mr. Fontana-Pasquesi to determine a contract term limit. Staff will review the naming rights agreement terms and project timeline.



Memorandum

To: Park Board of Commissioners

From: Amalia Schwartz, Planning and Projects Manager, Jeff Smith, Director of Planning and Projects, Brian Romes, Executive Director

Date: May 10, 2023

Subject: **West Ridge Park and Site Project Update**

Summary

At the Facility and Recreation Committee Meeting on November 4, 2022, architects with Holabird and Root presented a report on Preliminary Planning services to address the aging West Ridge Center facility. The report included visioning and strategic planning, site analysis, program assessment and preliminary concept design. At the conclusion of that meeting, The Committee recommended staff conduct an additional recreation program assessment, including a market analysis and financial cost recovery analysis for programs associated with a new or renovated West Ridge Center facility.

Over the past 4 months The Park District has been working with consultants from BerryDunn to complete the recreation program assessment. The draft assessment has been reviewed by staff, the Park Board and Holabird and Root to further inform the West Ridge Center and Site Preliminary Planning report. A draft of this updated report will be provided to the Park Board of Commissioners, and Holabird and Root will present a summary of the report at the Workshop Meeting.



Memorandum

To: Park Board of Commissioners

From: Amalia Schwartz, Planning and Projects Manager; Jeff Smith, Director of Planning and Projects; Brian Romes, Executive Director

Date: May 10, 2023

Subject: **Construction Project Updates**

Summary

Staff will provide updates for the following construction projects:

- Centennial Ice Arena Facility and Site Renovations project
- Moroney Park Playground Improvements project
- Park Avenue Breakwater and Boat Ramp project
- Larry Fink Memorial Park Baseball Field Improvements project

To: Board of Park Commissioners

From: Samantha Santizo- Accounts Payable Administrator
 Mari-Lynn Peters - Finance Director
 Brian Romes - Executive Director

Date: May 10, 2023

Subject: Bills presented for the Board's review on May 10, 2023.
 Checks written April 25, 2023 to May 05, 2023.

BILLS

<u>DATE</u>	<u>AMOUNT</u>
April 25, 2023 Emergency Check	\$ 2,812.20
April 28, 2023 Emergency Check	\$ 1,426.55
May 05, 2023	\$ 81,826.65
May 05, 2023	\$ 1,250.00
Void Payments	\$ (1,250.00)
Bank Drafts	\$ 4,693.24
P-Card	\$ 173,921.23
TOTAL	\$ 264,679.87

PAYROLL DISBURSEMENTS

TOTAL	\$ -
GRAND TOTAL	\$ 264,679.87



By Check Number

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-AP BANK						
15147	ABC BUSINESS FORMS INC	05/05/2023	Regular	0.00	1,665.43	189150
19734	AECOM TECHNICAL SERVICES INC.	05/05/2023	Regular	0.00	5,560.15	189151
17720	ALAN SPECTOR	05/05/2023	Regular	0.00	160.00	189152
20242	ASPEN INVESTMENTS INC	05/05/2023	Regular	0.00	2,388.00	189153
20071	AVALON PETROLEUM COMPANY	05/05/2023	Regular	0.00	5,704.58	189154
19922	BROOKE JACOB	05/05/2023	Regular	0.00	148.00	189155
10387	CAREY DOWDLE	05/05/2023	Regular	0.00	80.00	189156
20276	CINTIA PICKEL	05/05/2023	Regular	0.00	50.00	189157
10502	CITY OF HIGHLAND PARK	05/05/2023	Regular	0.00	449.01	189158
10537	COMMONWEALTH EDISON COMPAI	05/05/2023	Regular	0.00	11,828.22	189159
10642	DAVID LAYMAN	05/05/2023	Regular	0.00	1,000.00	189160
18562	DAVIS BANCORP INC	05/05/2023	Regular	0.00	1,518.00	189161
10762	DUNLOP SPORTS GROUP AMERICAS	05/05/2023	Regular	0.00	1,391.04	189162
19585	ELIZABETH J FINLAYSON	05/05/2023	Regular	0.00	3,900.00	189163
20171	ERIC TEPPER	05/05/2023	Regular	0.00	1,500.00	189164
10889	FITNESS EQUIPMENT SERVICES, INC	05/05/2023	Regular	0.00	330.00	189165
10954	GARY KANTOR	05/05/2023	Regular	0.00	500.00	189166
20080	GEORGE GRUNDITZ	05/05/2023	Regular	0.00	80.00	189167
20066	GEORGE GRUNDITZ	05/05/2023	Regular	0.00	80.00	189168
10974	GEWALT HAMILTON ASSOCIATES IN	05/05/2023	Regular	0.00	7,041.17	189169
11109	HIGHLAND PARK HIGH SCHOOL	05/05/2023	Regular	0.00	500.00	189170
11184	ILLINOIS DEPARTMENT OF AGRICUL	05/05/2023	Regular	0.00	230.00	189171
20274	JACQUELINE DUENAS	05/05/2023	Regular	0.00	102.00	189172
20277	JANA KOHN	05/05/2023	Regular	0.00	38.00	189173
17929	JEFFREY A. SCHELL	05/05/2023	Regular	0.00	1,488.00	189174
11506	LAKE COUNTY COLLECTOR	05/05/2023	Regular	0.00	17,399.08	189175
19677	LASALLE NETWORK	05/05/2023	Regular	0.00	761.25	189176
18474	LRS HOLDINGS, LLC	05/05/2023	Regular	0.00	996.53	189177
19542	MARI-LYNN PETERS - PETTY CASH	05/05/2023	Regular	0.00	800.00	189178
17354	MEGAN GEELHOED	05/05/2023	Regular	0.00	50.00	189179
20279	MICHAEL LAXNER	05/05/2023	Regular	0.00	40.44	189180
18500	MICHELLE WINTERSTEIN	05/05/2023	Regular	0.00	120.00	189181
20275	NANCY CARLSON	05/05/2023	Regular	0.00	40.48	189182
20273	NATASHA RUMAS	05/05/2023	Regular	0.00	63.00	189183
13604	NORTH SHORE GAS	05/05/2023	Regular	0.00	5,472.99	189184
12057	PHIL FOLINO	05/05/2023	Regular	0.00	314.00	189185
20278	PHILLIP PERRINEZ	05/05/2023	Regular	0.00	1,115.28	189186
16459	SANTO SPORT STORE	05/05/2023	Regular	0.00	386.00	189187
20280	STEPHANIE GOLDSTEIN	05/05/2023	Regular	0.00	31.00	189188
12543	TGF FORESTRY & FIRE INC	05/05/2023	Regular	0.00	4,855.00	189189
12606	TIM GALASSINI	05/05/2023	Regular	0.00	400.00	189190
12607	TIM GIBSON	05/05/2023	Regular	0.00	750.00	189191

Check Register

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
19785	TODD SWEET	05/05/2023	Regular	0.00	500.00	189192

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	87	43	0.00	81,826.65
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	87	43	0.00	81,826.65

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	5/2023	81,826.65
			<hr/>
			81,826.65



Park District of Highland Park, IL

Check Register

Packet: APPKT03606 - 4/25/23 Windstream-Emergency Check

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
17515	WINDSTREAM	04/25/2023	Regular	0.00	2,812.20	189148
75628265	Invoice	04/22/2023	April 2023	0.00	2,812.20	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	2,812.20
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	2,812.20

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	4/2023	2,812.20
			<hr/>
			2,812.20



Park District of Highland Park, IL

Check Register

Packet: APPKT03614 - 4/28/23 Parks Foundation-Emergency Check

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
16344	PARKS FOUNDATION OF HIGHLAND	04/28/2023	Regular	0.00	1,426.55	189149
<u>042723</u>	Invoice	04/27/2023	Foundation funds collected at PDHP-April	0.00	1,426.55	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	1,426.55
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	1,426.55

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	4/2023	1,426.55
			<hr/>
			1,426.55



Park District of Highland Park, IL

Check Register

Packet: APPKT03618 - 5/5/23 Reissuing Checks for Tim Gibson & Todd Sweet

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
12607	TIM GIBSON	05/05/2023	Regular	0.00	750.00	189193
<u>042223</u>	Invoice	04/22/2023	Payment for 15 Basketball games January-	0.00	750.00	
19785	THE SWEET GROUP	05/05/2023	Regular	0.00	500.00	189194
<u>042223</u>	Invoice	04/22/2023	Payment for 10 basketball games	0.00	500.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	2	2	0.00	1,250.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	2	2	0.00	1,250.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	5/2023	1,250.00
			<u>1,250.00</u>



Park District of Highland Park, IL

Check Register

Packet: APPKT03617 - 5/5/23 Voiding Check#189191 & 189192
Due to Printer Error

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
19785	THE SWEET GROUP	05/05/2023	Regular	0.00	-500.00	189192
12607	TIM GIBSON	05/05/2023	Regular	0.00	-750.00	189191

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	-1,250.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	0	2	0.00	-1,250.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	5/2023	-1,250.00
			<u>-1,250.00</u>



Park District of Highland Park, IL

Check Register

Packet: APPKT03609 - Bank Draft 4/21/23 ICMA 457

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
11161	ICMA RETIREMENT TRUST #302037	04/21/2023	Bank Draft	0.00	4,259.66	DFT0004182
042123 ICMA 457	Invoice	04/21/2023	4/21/23 ICMA 457 Deductions Plan#302037	0.00	4,259.66	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	4,259.66
EFT's	0	0	0.00	0.00
	1	1	0.00	4,259.66

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	4/2023	4,259.66
			<hr/>
			4,259.66



Park District of Highland Park, IL

Check Register

Packet: APPKT03610 - Bank Draft 4/21/23 ICMA Roth

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
12825	ICMA RETIREMENT TRUST #705568	04/21/2023	Bank Draft	0.00	285.00	DFT0004183
042123 ICMA Roth	Invoice	04/21/2023	Pay Period 4/21/23 ICMA Roth IRA Plan#705...	0.00	285.00	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	285.00
EFT's	0	0	0.00	0.00
	1	1	0.00	285.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	4/2023	285.00
			<hr/>
			285.00



Park District of Highland Park, IL

Check Register

Packet: APPKT03608 - Bank Draft 4/25/23 Health Equity INV5075636

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
19658	HEALTHEQUITY INC	04/25/2023	Bank Draft	0.00	148.58	DFT0004181
INV5075636	Invoice	04/25/2023	HCFA 2023 Visa Card Payments	0.00	148.58	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	148.58
EFT's	0	0	0.00	0.00
	1	1	0.00	148.58

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	4/2023	148.58
			<hr/>
			148.58



Park District of Highland Park, IL

Check Register

Packet: APPKT03613 - P-Card Statement 3/8/23-4/7/23

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
10313	BOA P-CARD STATEMENTS	04/07/2023	Bank Draft	0.00	173,921.23	DFT0004184
<u>40723</u>	Invoice	04/07/2023	P-Card with PA	0.00	173,921.23	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	173,921.23
EFT's	0	0	0.00	0.00
	1	1	0.00	173,921.23

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	4/2023	173,921.23
			<u>173,921.23</u>



Memorandum

To: Park Board of Commissioners
From: Brian Romes, Executive Director
Date: May 10, 2023
Subject: **Approval of the Executive Directors Compensation**

Summary

Consistent with the Executive Director's Employment Agreement, The Park Board of Commissioners will consider a motion to approve an increase to the Executive Director's annual compensation retroactive to January 1, 2023, not to exceed \$183,120.00.