

# **NOTICE OF FINANCE COMMITTEE MEETING**

**Tuesday, April 18, 2023**

**8:00 a.m.**

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

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## **FINANCE COMMITTEE MEETING AGENDA**

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **ADDITIONS TO THE AGENDA**
- IV. **APPROVAL OF THE FINANCE COMMITTEE MEETING MINUTES FROM MARCH 21, 2023**
- V. **FONTANA-PASQUASI PARK NAMING UPDATE**
- VI. **RECREATION CENTER OF HIGHLAND PARK QUARTERLY REPORT**
- VII. **HIDDEN CREEK AQUAPARK FIVE YEAR FINANCIAL ANALYSIS REPORT**
- VIII. **LARRY FINK MEMORIAL PARK BASEBALL FIELD IMPROVEMENTS PROJECT UPDATE**
- IX. **APRIL 2023 BID RESULTS**
- X. **ORDINANCE #2023-04: AUTHORIZING AND PROVIDING FOR THE CONVEYANCE OR SALE OF SURPLUS PERSONAL PROPERTY**
- XI. **OTHER BUSINESS**
- XII. **OPEN TO PUBLIC TO ADDRESS BOARD**
- XIII. **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)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.
- XIV. **ACTION FROM CLOSED SESSION IF ANY**
- XV. **ADJOURNMENT**

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.

**MINUTES OF A THE FINANCE COMMITTEE MEETING  
OF THE PARK DISTRICT OF HIGHLAND PARK  
HELD ON MARCH 21, 2023 8:05 A.M.**

**Present:** Commissioner Bernstein, Commissioner Ruttenberg; President Grossberg

**Absent:** Commissioner Kaplan, Vice President Freeman

**Also, Present:** Executive Director Romes; Deputy Director Carr; Director Peters, Director Gogola; Director Smith; Director Voss; Director Murrin; Manager Ochs; Manager Schwartz; Coordinator Hejnowski

**Guest Speaker:** Ron Saslow, Jennifer Naylor

**Additions to the Agenda**

None.

The Minutes from the February 14, 2023 Finance Committee Meeting were approved.

**March 2023 Bid Results**

**A. 2023 Asphalt Improvements Project bid**

Executive Director Romes introduced Ron Saslow and Jennifer Naylor, Highland Park Residents, who are working with Park District staff to explore options to further expand pickleball courts throughout PDHP parks.

Commissioner Bernstein would like to know how pickleball corelates to the asphalt bid.

Director Smith reported that the current bid includes two alternatives to convert 10 or 12 tennis courts into pickleball courts at Danny Cunniff Park. The lowest bidder was \$124,265 to convert 10 courts and \$132,905 to convert 12 courts. The cost also includes fencing, sound reduction screens, and bench installation with the court conversions.

Mr. Saslow is working with staff to donate a dome to permit pickleball play year round at Danny Cunniff Park. When considering the dome, staff are proposing the following options for the asphalt bid and would like feedback from the Finance Committee.

**Option 1:** Select an alternate from the bid (10 or 12 court conversion). However, if the long-term vision with the dome commences, the work completed will have to be torn up and redone.

**Option 2:** Paint 10 pickleball courts and install portable nets and sound reduction screens for \$77,000. Staff will work with Mr. Saslow to incorporate the long-term vision of the dome.

**Option 3:** Tape 10 pickleball courts and install portable nets and sound reductions screens for \$43,000.

**Option 4:** Change the vision, convert the southern courts instead of the northern courts. Further planning is needed to acquire costs.

**Option 5:** Put the conversion project on hold after the dome is acquired so staff can further develop the long-term vision.

President Grossberg and Commissioner Ruttenberg are opposed to converting 10 or 12 tennis courts at Danny Cunniff into pickleball courts without having a relocation plan for the lost tennis courts.

Commissioner Bernstein reported that the Finance Committee is opposed to any permanent solutions at this time.

Staff received consensus from the Finance Committee to further investigate temporary solutions and bring a recommendation back to the Park Board of Commissioners for approval. Staff will also work with Mr. Saslow to further develop the long-term vision for a possible dome at Danny Cunniff Park.

Aside from the alternates pertaining to the pickleball court conversion, the bid includes asphaltting the parking lots at Central and Sunset Valley Golf Club, some cart paths, and basketball courts. Staff received three bids, the lowest bidder was Troch-McNeil Paving Company, Inc.

Staff will request that the Park Board of Commissioners approve the base bid and alternates, excluding the pickleball court conversions, from Troch-McNeil Paving Company, Inc at the upcoming Regular Meeting.

**B. 2023 Park Avenue Dredging Project bid**

Director Smith reported that the District received one bid which was significantly over budget. Staff have rebid the project. An update and recommendation will be provided at the March 29 Regular Board Meeting.

**C. 2023 Weeding and Landscape Services bid**

Director Voss reported that staff received three bids. The lowest bid was from Fleck's Landscaping in the amount of \$45,435, which is \$1,984 under budget.

Staff received consensus from the Finance Committee to place the bid proposal from Fleck's Landscaping on consent agenda at the March 29, 2023 Regular Board Meeting.

**D. 2023 Hidden Creek AquaPark Deck Chairs bid**

Director Murrin reported that staff may rebid the project and will provide an update and recommendation at a future meeting to request approval from the Park Board of Commissioners.

**Sunset Valley Golf Club Golf Cart Update**

Manager Ochs reported that while staff received approval from the Park Board of Commissioners to enter into a five-year lease agreement with EZGO for golf carts, staff explored the costs to purchase the EZGO carts through Sourcewell and found there is a significant savings in purchasing the carts due to the trade in value vs. leasing. Staff reviewed the savings breakdown and the impacts to the Park District's 1-year funding model.

Staff received consensus from the Finance Committee to place the purchase of the EZGO golf carts and GPS through the Sourcewell cooperative in the amount of \$743,425.37 in 2024 on the consent agenda at the March 29 Regular Board Meeting.

**Park Avenue North Beach Project Design Firm Proposal Update**

Manager Schwartz reported that In 2022 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. The resolution committing funds to this project was approved by the Park Board on August 24, 2021. The project proposed for the grant is consistent with the Park Avenue Preferred Concept Plan Drawings also approved on August 24, 2021.

The OSLAD approved project scope focuses 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 1 focused on the north lot. Phase 2 focused on some additional components on the north lot and some on the south.

The Park District received two proposals, Hitchcock Design Group and the Lakota Group, for the design of the Park Avenue Access Improvement Project. Hitchcock Design Group's proposal is \$105,600 and the Lakota Group's proposal is \$149,100.

The Park Board of Commissioners have worked with both firms but based on the cost savings from the Hitchcock Design Group proposal, the Finance Committee recommends placing this item under New Business at the March 29 Regular Meeting, since the Finance Committee is in favor of accepting the proposal from Hitchcock Design Group instead of the Lakota Group.

**Deer Creek Racquet Club Locker Room Improvement Project Update**

Manager Schwartz reported that staff are looking to renovate the wet areas of the locker rooms with new fixtures, new tile, new partitions, and new carpet. Staff are considering three renovation approach options:

**Option 1:** Tile, carpet, and fixtures would follow standard design and bidding process. Design fees came in at \$21,000. Staff are anticipating high installation costs.

**Option 2:** Tile renovation would be completed with the existing projects being completed at Deer Creek Racquet Club, carpet selection and installation would be done in-house, the fixtures would require design assistance, but the installation would be completed in-house. The design fees are not to exceed \$10,000.

**Option 3:** Tile renovation would be completed with the existing projects being completed at Deer Creek Racquet Club, carpet selection and installation would be done in-house, and the fixture design and installation would be completed in-house. There are no costs for design fees.

Commissioner Bernstein would like staff to bid out the project.

Director Smith reported that the planning department could put together the specs and designs to be bid out.

Commissioner Bernstein is not advocating everything be completed in-house, so long as the cost for a contractor is within reason. \$21,000 is not within reason.

**Other Business**

None.

Finance Committee Meeting Minutes  
March 21, 2023

**Open to the Public to Address the Board**

None.

**Adjournment**

The meeting adjourned at 9:49 a.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary



# Memorandum

**To:** Finance Committee Meeting

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

**Date:** April 18, 2023

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

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## **Summary**

At the January 18, 2023, Policy Committee Meeting staff presented a proposed donation from Larry Fontana-Pasquesi to rename a selected park in honor of his family and other Italian families that have settled in Highland Park beginning in the early 1900s. Based on feedback from the Policy Committee, staff met with Mr. Fontana-Pasquesi to determine an appropriate park location and donation amount. Staff will provide a park location and donation update and review the project timeline.



# Memorandum

**To:** Finance Committee

**From:** Jodi DiTomasso; Fitness Manager; Amy Murrin, Director of Recreation and Facilities; Mari-Lynn Peters, Director of Finance; Brian Romes, Executive Director

**Date:** April 18, 2023

**Subject:** **Recreation Center of Highland Park Quarterly Report**

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## **Summary**

Staff will review the quarterly financial results for the Recreation Center of Highland Park.



# Memorandum

**To:** Finance Committee

**From:** Kari Acevedo, Aquatics Manager, Amy Murrin, Director of Recreation, Brian Romes, Executive Director

**Date:** April 18, 2023

**Subject:** **Hidden Creek AquaPark Five Year Financial Analysis Report**

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## **Summary**

Staff will provide a five-year Financial Analysis Report on Hidden Creek AquaPark. Years in review include 2017, 2018, 2019, 2021, and 2022.





# Memorandum

**To:** Finance Committee

**From:** Jeff Smith; Director of Planning, Projects, IT; Brian Romes, Executive Director

**Date:** April 18, 2023

**Subject:** **Larry Fink Memorial Park Baseball Field Improvements Project Update**

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## **Summary**

Bids are currently being solicited for the 2023 Larry Fink Memorial Park Baseball Field Improvements Project. These improvements include: modifications to the athletic field lighting system, the introduction of a synthetic turf infield, grading and drainage improvements to the natural turf outfield, installation of an underdrain system, new irrigation system, storm sewer improvements, fencing and netting improvements, sidewalk and plaza improvements, and grading improvements. The bid opening will be held on April 27, 2023.

Staff will present the most recent Engineer's Opinion of Probable Costs, in preparation for the bid opening.



# Memorandum

To: Finance Committee

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

Date: April 18, 2023

Subject: **April 2023 Bid Results**

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## **Summary**

Staff will review the following purchases for consideration to be approved at the April 26 Regular Meeting:

- Bid opening for the 2023 Hidden Creek AquaPark Deck Replacement project



# Memorandum

**To:** Park Board of Commissioners

**From:** Mari-Lynn Peters, Director of Finance; Brian Romes, Executive Director

**Date:** April 18, 2023

**Subject:** **Approval of Ordinance 2023-04: Authorizing and Providing for the Conveyance or Sale of Surplus Personal Property**

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## **Summary**

Pursuant to 70 ILCS 1205/8-22 the Park District of Highland Park disposes of property it deems to be of no use to the Agency. With each item disposed of, the District will determine which method of disposal is in its best interests. As indicated in the ordinance, this could be through sale to the highest bidder, trade-in, or donation. Most of the property has some value, although in most cases it is minimal. If the property cannot be sold or donated, the District will dispose of it in the most economical method possible. Also, pursuant to 70 ILCS 1205/8-22 the District must pass the attached ordinance by approval of at least three-fifths of the Park Board.

## **Recommendation**

Staff recommend the Finance Committee ask approval from the Park Board of Commissioners at the April 26, 2023, Regular Board Meeting of Ordinance 2023-04: Authorizing and Providing for the Conveyance or Sale of Surplus Personal Property, so that the Park District of Highland Park can dispose of surplus property as indicated in Addendum 1 of the Ordinance by placing this Ordinance on the consent agenda.