

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF WORKSHOP MEETING
JANUARY 17, 2024**

The meeting was called to order at 6:00 p.m. President Grossberg.

A motion was made by Vice President Freeman and seconded by Commissioner Ruttenberg to allow Commissioner Kaplan to participate in tonight’s meeting by electronic means.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Ruttenberg, President Grossberg

Nay: None

Absent: Vice President Freeman

Abstain: None

Motion Carried

ROLL CALL

Present: Commissioner Bernstein, Commissioner Ruttenberg, President Grossberg

Absent: Commissioner Kaplan, Vice President Freeman

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 Kutscheid; Manager Schwartz; Manager Pierce; Coordinator Hejnowski

Guest Speakers: None

Vice President Freeman joined the meeting at 6:06 p.m.

ADDITIONS TO THE AGENDA

Executive Director Romes reported there are no additions to the agenda, however since there are members from Hitchcock Design Group and Hey Associates to present on the Park Avenue North project, we are changing the order of the agenda so that the Construction Project, Item A. Park Avenue North be presented after public comment.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

None.

CONSTRUCTION PROJECT UPDATES

A. Park Avenue North Project

Director Smith introduced Andy Howard, Design Principal with Hitchcock Design Group, and Dave Kraft Civil Engineer with Hey Associates. Mr. Howard shared the 50% design layout that represents the proposed geometry at the site. The intent is to share this level of drawings with the Park Board of Commissioners to refamiliarize them with the project and have the opportunity to comment on the plan. Staff, Hitchcock Design Group, and Hey Associates are looking for feedback from the Park Board of Commissioners to confirm the layout and direct aesthetic design choice options so that the layout can be shared with the community.

Mr. Howard reviewed and shared renderings of the phase 1 and phase 2 site enhancements at Park Avenue Beach and Boating Facility. Phase 1 includes enhancements to the parking layout, existing security gate w/ card reader, beach access, and the installation of a low modular retaining wall, a concrete path, a new guardrail, chain link fencing in the existing boat storage area, boardwalk and seating along the boardwalk, bike racks, fishing pier with guardrail, and native plantings. Phase 2 includes developing a plaza with pergola, tables, and chairs, a new fence and gate on the south end of the boat parking lot, a drinking fountain, and future site lighting.

Mr. Kraft reviewed the results from the Flood Insurance Study conducted by the Federal Emergency Management Agency (FEMA). The study predicts the potential for site damage based on wave elevation. He shared images of the wave elevations from 2021 when the site was experiencing record high water levels and wave activity. Overall, Mr. Kraft does not recommend the Park District install a revetment after reviewing 30years worth of aerial topography, water elevations, and wave activity conducted by FEMA. Lastly, water run off from the bluffs is being addressed with the introduction of the culvert.

Director Smith reviewed the construction cost estimates and the project timeline. Phase 1 and the Phase 2 bid alternates will be released in late March. The bid opening will be held in early April. Staff will provide a bid recommendation and request approval from the Park Board of Commissioners in late April. Construction is anticipated to begin in July.

CONSIDERATION TO APPROVE THE SUNSET VALLEY GOLF CLUB RESTAURANT CONCESSIONAIRE LICENSE AGREEMENT

Manager Ochs reported that The Park District of Highland Park terminated the restaurant license agreement with Open Kitchens Inc. at Sunset Valley Golf Club in December 2023. The Park District desires to partner with a new restaurant group that aligns with the Park District’s values of welcoming, caring and extraordinary.

Madden Restaurant Concepts, LLC has experience in golf course food and beverage operations including currently managing operations for The Lawn at The Wilmette Golf Club as well as Left Coast Foods in Chicago.

Park District staff has negotiated terms with Madden Restaurant Concepts, LLC for a five-year concessionaire license agreement to operate the Restaurant/Bar at Sunset Valley Golf Club. Annual License Fees will be paid monthly, beginning in July 2024 and over the course of the 5-year term will be \$230,000 and are outlined in the agreement. In effort to reinvest in the restaurant user experience at Sunset Valley Golf Club, as part of the License Agreement, the Park District agrees to commit the first 3 years license fee towards capital improvement projects to both the indoor and outdoor areas at the Sunset Valley Clubhouse.

A motion was made by Commissioner Bernstein and seconded by Commissioner Ruttenberg to allow the Executive Director to enter into an agreement with Madden Restaurant Concepts, LLC. beginning on January 18, 2024, and concluding on December 31, 2028.

Roll Call:

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

Nay: None

Absent: Commissioner Kaplan

Abstain: None

Motion Carried

CONSIDERATION TO APPROVE A PADDLE FACILITY RESERVATION AGREEMENT

Executive Director Romes reported at the December 13, 2023 Regular Meeting of the Park Board, the Park Board of Commissioners approved the Restricted Donation Agreement with Ronald Saslow at 2205 Skokie Valley Road (Lot 3) which includes the donation of a new Four-Season Air Supported Dome structure with Pickleball and Padel courts with certain restrictions and the Park District operating the facility upon completion. The new Dome may also feature a reception area, café, locker rooms and a pro shop. UPP Paddles, LLC, wishes to enter into an agreement to sell paddles, related products, and branded attire manufactured and sold by UPP (the “Products”) to the Park District of Highland Park for sale in the Paddle Facility located at 2205 Skokie Valley Road, Highland Park, IL 60035.

The Park District of Highland Park will reserve at least eighty-five percent (85%) of the total shelf space for UPP Products sold in the Paddle Facility. In consideration for the Reserved Shelf Space, UPP shall pay the PDHP \$100 per month, and will provide assistance with programming and tournaments at the Paddle Facility.

A motion was made by Commissioner Bernstein and seconded by Vice President Freeman to approve a Paddle Facility Reservation Agreement.

Roll Call:

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

Nay: None

Absent: Commissioner Kaplan

Abstain: None

Motion Carried

CONSIDERATION TO APPROVE THE SECOND AMENDMENT TO LOT 3 LEASE AGREEMENT BY AND BETWEEN THE CITY OF HIGHLAND PARK AND THE PARK DISTRICT OF HIGHLAND PARK

Executive Director Romes reported that in 2018 the Park District and the City of Highland Park approved a Lease Agreement for Lot 3 of the Highland Park Country Club, the parcel property known as the Highland Park Golf Learning Center and referred to as the “Enterprise Property” (Lease Agreement). Effective January 1, 2019, the Lease Agreement was amended in 2021 to address payment shares for proposed improvement at Lot 3 and Lot 4 pursuant to the Shared Use Agreement between the Park District of Highland Park and the City of Highland Park for Lot 4.

In compliance with the Lease Agreement, on September 30, 2023, the Park District released a Request for Proposals for an Agreement for Recreational Services of an Enterprise Facility at 2205 Skokie Valley Road, Highland Park, (Lot 3) in consideration for payment to the Park District of Highland Park. The Park District received three RFP submittals. At the October 25, 2023, Regular Meeting of the Park Board, the Park Board provided consensus to negotiate a Donor Agreement with Ronald Saslow, which includes the donation of a new Four-Season Air Supported Dome structure with Pickleball and Padel courts with certain restrictions and the Park District operating the facility upon completion. At the December 13, 2023 Regular Meeting of the Park Board, the Park Board of Commissioners approved the Restricted Donation Agreement with Ronald Saslow at 2205 Skokie Valley Road (Lot 3).

The Donor Agreement includes a contingency that the Lease Agreement be amended so that the term cannot be terminated without cause during the Term of the Donor Agreement. Therefore, the Park District desires to approve a second amendment to the Lot 3 Lease Agreement.

A motion was made by Commissioner Bernstein and seconded by Vice President Freeman to approve Second Amendment to the Lot 3 Lease Agreement by and Between the City of Highland Park and the Park District of Highland Park.

Roll Call:

- Aye:** Commissioner Bernstein, Commissioner Ruttenberg, Vice President Freeman, President Grossberg
- Nay:** None
- Absent:** Commissioner Kaplan
- Abstain:** None

Motion Carried

DRAFT SECOND AMENDMENT TO THE INTERGOVERNMENTAL AGREEMENT WITH NORTH SHORE SCHOOL DISTRICT 112

Deputy Director Carr reported that the purpose of the intergovernmental agreement is to outline mutual use and maintenance of School District and Park District Facilities. Both parties entered into on November 17, 2015. The First amendment was approved on January 12, 2021 to address Covid 19 restrictions and protocols.

Deputy Director Carr reviewed the updates to agreement which would amend the Term Extension from December 31, 2026, to December 31, 2031, removal of the Covid 19 Self Certification, Ravinia School and the Changes to the Park District maintenance responsibilities to annual ecological restoration of May T. Watts, Lincoln School and the changes addressing the pending sale of Lincoln School and removal of Park District grounds maintenance at time of title transfer, reciprocal policy changes, updates to the Park District and School District Permittees, and adds language to provide authority to School Superintendent and Executive Director to revise and replace Exhibit D on an annual basis, changes to the Gym Floor Maintenance reimburse.

It was the consensus of the Park Board of Commissioners to place this item on the consent agenda at the January 31, 2024 Regular Meeting of the Park Board.

2024 THE PRESERVE OF HIGHLAND PARK COMPTON AVENUE TRAIL CONNECTION BID RESULTS

Director Smtih reported on December 19, 2023, The Park District of Highland Park received four bids for materials and labor to complete the 2024 The Preserve of Highland Park Compton Avenue Trail Connection. These improvements include repaving areas of the existing path, areas of realignment and new connection to Compton Avenue. A new sidewalk has been installed on Compton Avenue by the adjacent Hidden Oak development to provide the connection to Half Day Road.

The Park District received seven bids. The low bidder was Chicagoland Paving Contractors, Inc. This contractor has favorable references and experience working with the Park District of Highland Park.

There is \$165,000 in the 2024 Capital Budget for the project. Staff recommends the Park Board of Commissioners approve the bid from Chicagoland Paving Contractors, Inc. for the Base Bid and Alternates 2, and 3 even though it's \$9,100 over budget.

It was the consensus of the Park Board of Commissioners to place the bid from Chicagoland Paving Contractors on the consent agenda at the January 31, 2024 Regular Meeting of the Park Board.

CONSTRUCTION PROJECT UPDATES (RESUMED)

B. Deer Creek Racquet Club Parking Lot

Director Smith reported that staff are not looking to change the parking lot footprint, just the number of vehicular parking spots. He shared an image of the proposed changes.

Additionally, staff investigated retrofitting the new parking lot with permeable pavers. He reported the cost would be significant since it's a retro fit vs a new build and there are limited environmental benefits from the introduction of permeable pavers. Staff are recommending using asphalt for the proposed improvements.

Lastly, staff reviewed the proposed ADA Access Pathways from the parking lot to the current path around the baseball field.

Director Smith reported that staff will release a bid in March.

C. New Community Center at West Ridge Park

Manager Schwartz reviewed the project schedule, noting that the project team is refining the schematic designs for the new building and plans to present the refinements to the Park Board liaisons on January 30, 2024.

D. Saslow Restricted Donation Agreement/Pickleball Dome

Executive Director Romes reported that staff are working with architects and engineers to finalize the cost estimates for the dome replacement to see what additional amenities, if any, would be covered by the \$2 million donation from Ronald Saslow.

REVIEW OF VOUCHERS

Director Peters reported the only remarkable item was the payment to Stuckey Construction for the repairs needed at Hidden Creek AquaPark.

OTHER BUSINESS

None.

OPEN TO THE PUBLIC TO ADDRESS THE BOARD

None.

CLOSED SESSION

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

Nay: None

Absent: Commissioner Kaplan

Abstain: None

Motion Carried

The meeting adjourned into Closed Session at 7:48 p.m.

The meeting reconvened into Open Session at 8:11 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)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 Commissioner Bernstein and approved by a unanimous vote. The Board Meeting adjourned at 8:12 p.m.

Respectfully submitted,

Roxanne Hejnowski

Roxanne Hejnowski, Assistant Secretary