

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF WORKSHOP MEETING
DECEMBER 11, 2024**

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

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Grossberg to allow Commissioner Labrador to participate in tonight's meeting by electronic means.

Roll Call:

Aye: Commissioner Ruttenberg, Commissioner Grossberg, Vice President Freeman

Nay: None

Absent: President Bernstein

Abstain: None

Motion Carried

ROLL CALL

Present: Commissioner Ruttenberg, Commissioner Grossberg, Vice President Freeman

Absent: President Bernstein

Staff Present: Executive Director Romes; Deputy Director Carr; Director Smith; Director Peters; Director Voss; Director Gogola; Director Hall; Director Baird; Assistant Director Soto; Assistant Director Acevedo; Manager Kutscheid; Manager Schwartz; Manager Ochs; Manager Sangern; Coordinator Hejnowski

Guest: None

Commissioner Labrador joined the meeting in person at 6:04 p.m.

ADDITIONS TO THE AGENDA

None.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

None.

2024 ADA ACCESSIBILITY AUDIT AND TRANSITION PLAN UPDATE

Manager Schwartz reported that the Park District of Highland Park is committed to inclusion and providing public recreation opportunities in the most integrated setting to individuals with disabilities, as defined under applicable law. This includes complying with the Americans with Disabilities Act (ADA), the Illinois Human Rights Act (IHRA), and all other applicable local, state, and federal laws.

As a Distinguished Accredited Agency with IAPD, The Park District of Highland Park regularly reviews the ADA Transition Plan annually. This Plan identifies physical obstacles to accessibility, describes the methods to be used to make facilities accessible; provides a recommended schedule for making the access modifications; and a yearly schedule for making the modifications. At least every 5 years the Park Board will formally review the plan and at least every 10 years the Park Board will formally approve the Park District ADA Transition Plan.

On February 28, 2024, the Park Board of Commissioners approved the contract with WT Group for the 2024 ADA Accessibility Audit and Transition Plan. WT has completed the audit throughout District facilities and site reports. Staff are reviewing the site reports and the draft transition plan with WT and expect to present the plan with the Park Board in February.

EMPLOYEE HANDBOOK UPDATE

Director Hall provided a recap of the final draft of the revised Employee Handbook. The Employee Handbook was revised and rewritten in its entirety. All draft policies have been reviewed with Board members at four (4) Policy Committee Meetings in 2024. All draft policies have been reviewed by legal counsel, Laner Muchin Ltd., to ensure up-to-date compliance with Federal and State employment laws. Staff will share an overview of the 2024 Employee Handbook Revision Timeline and share goals that are met with the revised Employee Handbook. The Employee Handbook, including all proposed employee policies, is planned to replace the current two (2) employee policy documents, the Part-time Personnel Policy Manual and the Full-Time Personnel Policy Manual. The new Employee Handbook and all employee policies will go into effect January 1, 2025.

Staff will request approval of the New Employee Handbook at the December 18, 2024 Regular Meeting of the Park Board of Commissioners.

2025 LICENSE AGREEMENT WITH THE NORTH SHORE YACHT CLUB

Manager Pierce reported that the annual License Agreement between the Park District of Highland Park and the North Shore Yacht Club (NSYC) expires on December 31, 2024. Park District staff met with the NSYC Commadore to review renewal terms. Changes include

- The fee schedule increased by 5% to \$8,265.44. Balance will be spread across two payments. The first installment is due in April; the final installment is due in August.

Staff received consensus to place the 2025 License Agreement with the North Shore Yacht Club on consent agenda at the December 18, 2024 Regular Meeting.

INDEPENDENT CONTRACTOR AGREEMENT RENEWAL WITH THE GOLF PRACTICE

Manager Ochs reported that the annual Independent Contractor Agreement between the Park District of Highland Park and The Golf Practice for golf programs and services expires on December 26, 2024. Park District staff met with The Golf Practice to review renewal terms. The changes to Exhibit "A" of the agreement include:

- The mutually agreed upon proposal has been modified to increase the private lesson payment by 5%. The \$20,000 dollar payment in 2024 will increase to \$21,000 in 2025, with a continued 5% increase year over year on each anniversary of the effective date. The \$21,000 will be paid in five

installments in the months of May, June, July, August and September.

- The \$1,000 PDHP marketing fee to introduce the Golf Practice at the Highland Golf Learning Center in 2024 will be removed for 2025.
- All other terms in the proposal shall remain the same.
- The remaining terms of the original agreement have been ratified and neither party is in default of the executed agreement signed on December 26, 2023.

The Park District's legal counsel has reviewed and drafted a renewal letter with the modified changes to the Independent Contractor's Agreement.

Staff received consensus to place the updated terms of the Independent Contractor Agreement with The Golf Practice on consent agenda at the December 18, 2024 Regular Meeting.

CONSTRUCTION PROJECT UPDATES

A. New Facility and Site Improvements at West Ridge Park

Executive Director Romes reported that the construction bids were released and are due November 19, 2024. All the bids came in within budget (includes base bid, alternate bids, and contingency costs). The bid results were reviewed at the December 10, 2024 Facility and Recreation Committee. Staff will have additional updates in January.

B. Club Pickle and Padel Facility Project

Director Smith shared photos of construction occurring over the last couple of weeks. Highlights: electrical conduit is installed, concrete footings and asphalt are laid for courts, retaining walls are up, and mechanicals are installed. The main water connection under RTE 41 has begun.

C. Recreation Center of Highland Park Construction updates

Director Gogola shared a draft image of the proposed monument sign and small signs for properties at 1207 Park Avenue West. The Park District of Highland Park owns the Preserve of Highland Park and Park Fitness (rebrand of the Recreation Center of Highland Park). The City of Highland Park owns the Senior Center and the Moraine Events. This has been a collaboration between the City of Highland Park and the Park District of Highland Park, it's a 50/50 cost share for new signage. Final design will be approved by both parties in January.

Deputy Director Carr reported that a water line at the Recreation Center of Highland Park cracked on December 02, 2024. The crack occurred over night, causing significant flooding to the fitness floor. Water leaked from the second level fitness floor into the ceiling of the indoor pool. There is no damage to the indoor pool. The carpet on the fitness floor has been removed, as well as areas of drywall and baseboard. The Mondo floor in the free-weight areas requires larger machinery and is still in the process of being removed. Staff is working with Parkside contractors for restoration work. They have two subcontractors, one is for construction including insulation, walls, base cover and painting, and the other for flooring. These companies will be providing restoration quotes. Parkside has worked with the Park District on behalf of our Park District Risk Management Agency, PDRMA, and is approved to work on the loss claim again this time.

Staff is working hard to manage the plans for remediation, while also accommodating members in the meantime. Cardio and strength equipment has been moved to the gymnasium. Athletics have worked

with the schools to move programming. Staff have worked with other park districts to accommodate members. The current estimate is that remediation may not begin until after the new year and may not be completed until the end of January.

D. Old Elm Playground Improvements project

Manager Kutscheid reported the concrete footings, play equipment, and water fountains are in.

E. Port Clinton Playground Improvements project

Site grading has commenced, this includes concrete and curbing.

F. Sunset Woods Park Improvements project

Asphalt paving for the site and framing for the bocce ball courts are complete along with fencing. Construction of the skate features will commence next week. Project is estimated to be completed by late April.

G. Park Avenue Boating Facility North Beach Improvements project

Concrete curbs, parking lot, sidewalks, retaining walls, and overlook are complete. Stone planter walls are up. Drainage is complete. Piers for the boardwalk are being installed. Construction is anticipated to be completed in February of 2025.

REVIEW OF VOUCHERS

Commissioner Ruttenberg reported that he reviewed the vouchers and found no discrepancies.

OTHER BUSINESS

None.

OPEN TO THE PUBLIC TO ADDRESS THE BOARD

None.

ADJOURNMENT

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Grossberg and approved by a unanimous vote. The Board Meeting adjourned at 7:12 p.m.

Respectfully submitted,

Roxanne Hejnowski

Roxanne Hejnowski, Assistant Secretary