

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF WORKSHOP MEETING
MARCH 13, 2024**

The meeting was called to order at 6:29 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 Hall; Director Baird; Assistant Director Acevedo; Assistant Director Reyes; Manager Kutscheid; Manager Schwartz; Manager Pierce; Coordinator Hejnowski

Guest Speakers: None

ADDITIONS TO THE AGENDA

None.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

None.

CONSIDERATION TO APPROVE THE DESIGN SERVICES AGREEMENT FROM WOODHOUSE TINUCCI ARCHITECTS FOR THE LOT 3 PADDLE FACILITY

Director Smith reported that staff reviewed two proposals for the Lot 3 Paddle Facility at the March 12, 2024 Finance Committee Meeting.

Woodhouse Tinucci Architects provided a proposal for architectural services including design development, construction documents, permitting for the entire project, bidding and construction administration. A summary of the design services agreement scope is as follow:

- Full architectural services related to Interior construction of office space, pro-shop, changing rooms and restrooms including design, documentation, permitting and construction administration.
- MEP engineering services associated with new plumbing, electrical and ventilation for office spaces.
- New electrical services to facility.
- Paving/stripping plan for interior court layout.
- Compilation of full drawing package for permitting.
- Permitting assistance and coordination for direct responsibilities above, and management of permitting process via Owner’s other consultants.

The Finance Committee supported the proposal and recommended the Park Board of Commissioners authorize the Executive Director to enter into a Design Services Agreement with Woodhouse Tinucci Architects.

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Kaplan to approve the Design Services Agreement from Woodhouse Tinucci Architects for the Lot 3 Paddle Facility authoring the Executive Director to enter into a Professional Services Agreement.

Roll Call:

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

Motion Carried

CONSIDERATION TO APPROVE THE DESIGN SERVICES AGREEMENT FROM GEWALT HAMILTON ASSOCIATES FOR THE LOT 3 PADDLE FACILITY

Director Smith reported that staff reviewed two proposals for the Lot 3 Paddle Facility at the March 12, 2024 Finance Committee Meeting.

Gewalt Hamilton Associates provided a proposal for civil engineering design services for exterior utility improvements, as well as development of construction documents, bidding assistance, permit coordination and construction administration. A summary of the design services agreement scope is as follow:

- Water service (capable of feeding fire hydrants and an interior fire suppression System)
- Hot mix asphalt pavement within interior footprint of dome foundation
- Coordination with Geotechnical and environmental engineer
- Traffic and parking study (if necessary)

The Finance Committee supported the proposal and recommended the Park Board of Commissioners authorize the Executive Director to enter into a Design Services Agreement with Gewalt Hamilton Associates.

A motion was made by Commissioner Bernstein and seconded by Commissioner Ruttenberg to approve the Design Services Agreement from Gewalt Hamilton Associates for the Lot 3 Paddle Facility authoring the Executive Director to enter into a Professional Services Agreement.

Roll Call:

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

Nay: None

Absent: None

Abstain: None

Motion Carried

CONSTRUCTION PROJECT UPDATES

A. Park Avenue Boating Facility North Beach Improvements Project

Manager Kutscheid reported that plans are going out to bid next week. The bid opening will be on April 9. Staff will present the bid result at the April Finance Committee Meeting. At the April 24, 2024 Regular Meeting of the Park Board of Commissioner staff will recommend and request contract approval. Construction will begin in July. Anticipated completion is November.

B. Park Avenue Boating Facility South Parking Lot Restoration Project

Manager Kutscheid reported that construction will commence on March 18, 2024. Anticipated completion is early May.

C. Sunset Woods Park Improvements Project

Manager Kutscheid reminded the Park Board of Commissioners project scope includes converting the current basketball courts into multi-use courts, developing a table tennis game area, converting the skate park into a skate plaza which is adjacent to a new feature, the wheel friendly plaza, enhancements to the current tennis courts and surrounding lighting fixtures, and more native plantings along the parking lot. Staff are hosting a skatepark community meeting on April 1, 2024 to get feedback and recommendations for amenities and features in the skate plaza. Staff are hosting a community input meeting in May to review proposed concepts for the Skate Plaza, Wheel Friendly Plaza, Table Tennis Game Area, and the enhancements to the tennis and multiuse courts. Staff will have a bid opening in November. Staff will recommend and request contract approval in December. Construction is anticipated to begin in March 2025. Anticipated completion is August 2025.

Commissioner Ruttenberg would like community input shared with the Park Board of Commissioners.

D. Old Elm and Port Clinton Playground Replacement Project

Manager Kutscheid shared playground renderings of Port Clinton and Old Elm Parks. Bids will be released on March 14, 2024. Bid results will be reviewed at the April Finance Committee. Staff will recommend and request contract approval at the April 24, 2024 Regular Meeting of the Park Board of

Commissioners. Construction is anticipated to begin in August. Anticipated completion is late October-early November.

E. Larry Fink Memorial Park Baseball Field Improvement Project

Manager Kutscheid reported that construction begins March 19, 2024. Anticipated completion by end of June.

REVIEW OF VOUCHERS

Director Peters reported there was nothing remarkable in the vouchers. The Park Board of Commissioners reviewed the vouchers and there were no questions.

OTHER BUSINESS

None.

OPEN TO THE PUBLIC TO ADDRESS THE BOARD

None.

ADJOURNMENT

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Kaplan and approved by a unanimous vote. The Board Meeting adjourned at 6:42 p.m.

Respectfully submitted,

Roxanne Hejnowski

Roxanne Hejnowski, Assistant Secretary