

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF WORKSHOP MEETING
APRIL 10, 2024**

The meeting was called to order at 6:23 p.m. President Grossberg.

ROLL CALL

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

Absent: Commissioner Kaplan

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 Ochs; Manager Kutscheid; Manager
Schwartz; Coordinator Hejnowski

Guest Speakers: Jasen Pinkerton, Senior Quantitative Analyst, PMA Securities, LLC

ADDITIONS TO THE AGENDA

None.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

None.

BOND ISSUE NOTIFICATION ACT (BINA) RECOMMENDATION

Director Peters reported at the Finance Committee meeting on March 12, 2024, PMA Securities, LLC, Senior Vice President, Managing Director, Robert Lewis, presented Debt Overview, Estimated Capacity Update, and Market Update for PDHP.

Jasen Pinkerton, PMA Securities, LLC, provided a brief review of that presentation and discussed the recommendation to sell General Obligation Limited Tax Park Bonds in 2024.

Director Peters reported that staff are recommending the Park Board order a public hearing concerning the intent of the Board of Park Commissioners to sell \$7,000,000 General Obligation Limited Tax Park Bonds.

Based on consensus of the Finance Committee, staff will be reviewing the recommendation for the Park Board of Commissioners to hold a public hearing at the regularly scheduled April 24 Board Meeting concerning the intent for the Park District of Highland Park to sell \$7,000,000 General Obligation Limited Tax Park Bonds. As such, staff also recommends the Secretary of the Board (i) publish notice of the Hearing at least once in the *Highland Park News*, the same being a newspaper of general circulation in the District, not less than 7 or more than 30 days before the date of the Hearing and (ii) post at least 48 hours before the Hearing a copy of said notice at the principal office of the Board, which notice will be continuously available for public review during the entire 48-hour period preceding the Hearing.

PARK SITE PLANS INITIATIVE REPORT

Manager Schwarts reported that the goal of the Park Site Plan Initiative Report is to create a standard assessment tool to evaluate Park District of Highland Park properties according to tailored level of service standards, consistent with park district values of creating welcoming, caring, and extraordinary open spaces. These standards were shared with the Park Board in 2021 in advance of completing the assessments. The Park Site Plan Report documents the findings and possible recommendations which will inform capital and operational planning.

Manager Schwartz provided an example from the report, noting that there are three pages for each park – the first page provides a summary and highlights opportunities and existing conditions.

Looking at Brown Park, the recommendations to fill the gaps are potential action to address the opportunities in the park. The considerations to exceed standards are actions that would go above and beyond the standards.

Regarding implementation and measurement, Manager Schwarts reported that staff will review standards every five years, the Park Board of Commissioners should expect to review and officially adopt standards during next comprehensive planning effort, staff will evaluate parks annually, there will be bi-annual implementation of “your parks”, and staff will continue to conduct “your perspectives” community engagement.

Commissioner Bernstein would like the Park Site Plan Report on the Park District website.

Vice President Freeman would like the ADA Accessibility and Transition Plan on the Park District website as well.

Commissioner Bernstein would like data from the Park Site Plan Report incorporated into the five-year capital plan. When presenting the five-year capital plan, he would like the presentation to highlight how the Park Site Plan Report was incorporated.

PROCESS PROPOSAL FOR REVIEW OF THE PERSONNEL POLICY MANAUL

Director Hall presented the recommendation for a comprehensive review process for the Personnel Policy Manual with a goal to create a fully revised Personnel Policy Manual that is user-friendly, values-driven and compliant with laws and applicable standards associated with Distinguished Accreditation. Currently, there are Two Manuals (Full Time and Part Time) with 240+ pages of policy language in each. Eleven chapters in each Manual. The revision process will allow opportunities for engaging with staff, the Park Board Policy Committee, and legal review. The proposed timeline: April – June, Human Resources will review all policies and create a proposed new format for the full manual, and Human Resources will host multiple input workshops with staff to seek feedback on the areas of focus we shared on the previous slide. June – September, the Policy Committee will meet. Each meeting will focus on various chapters of the new manual to review. October, legal will review. November, the Park Board of Commissioners Review. December, staff will recommend the Park Board approve. January 2025, staff would like to have the new manual implemented.

CONSTRUCTION PROJECT UPDATES

A. Lot 3 Paddle Facility Project

The Park District has a signed agreement with Air Structures American Technologies, Inc. (ASATI) to manufacture and install a new dome at Lot 3 for a new Paddle Facility. Staff will provide monthly updates to the Park Board of Commissioners.

B. Sunset Valley Club House Project

Manager Ochs shared images of the phase 1 renovations, which includes new flooring and lighting and a bar expansion.

Commissioner Ruttenberg and President Grossberg shared concerns with the word tequila being in the restaurant marketing and publications.

C. Larry Fink Memorial Park Baseball Field Improvement Project

Manager Kutscheid shared images of excavation of the infield and the third base backstop. Fox field should be open for play in August.

D. Park Avenue Boating Facility North Beach Improvements Project

Manager Kutscheid reported that the cost estimates are slightly over budget, however, the bid contains alternates which allow for the project to stay within budget so long as the Park Board of Commissioners is comfortable excluding components. Plans are going out to bid April 23. Staff plan to present the bid result at the May Finance Committee Meeting. At the May 22, 2024 Regular Meeting of the Park Board of Commissioner staff plan to recommend and request contract approval. Construction is scheduled to begin in July. Anticipated completion is November.

E. Sunset Woods Park Improvements Project

Manager Kutscheid reminded the Park Board of Commissioners the project scope includes converting the current basketball courts into multi-use courts, developing a game area, improving the skate park and adding a more inclusive wheel friendly plaza, and native plantings. Enhancements to the current tennis courts and surrounding lighting fixture are being studied as well. Staff are hosting a skatepark community meeting on April 1, 2024 to get feedback and recommendations for amenities and features in the skate park and wheel friendly plaza. Staff are hosting a community input meeting in May to review proposed concepts. Staff plan to have a bid opening in November and recommend and request contract approval in December. Construction is anticipated to begin in March 2025. Anticipated completion is August 2025.

F. Park Avenue Boating Facility South Parking Lot Restoration Project

Director Smith reported that while construction was anticipated to commence on March 18, 2024, challenges have occurred due to piping from the North Shore Water Reclamation Center. An analysis of the pipe is being conducted to determine its tolerance to the vibrations from the sheet pile being drilled to restore the south parking lot.

Director Smith reported that staff are working with engineers and the North Shore Water Reclamation Center to assess the level of vibration frequency that the pipe can withstand. This will determine how to proceed with the project. Staff will follow up with the Park Board of Commissioners.

OTHER BUSINESS

Executive Director Romes reported that tomorrow evening the City of Highland Park is hosting the Character Counts Award Ceremony and Roxanne Hejnowski is an award recipient. Additionally, the Parks Foundation Champions Gala and Charity Auction is this Saturday, April 13, 2024, at Sunset Ridge Country Club.

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.

OPEN TO THE PUBLIC TO ADDRESS THE BOARD

Rick Heinemann

1449 Glencoe Ave, Highland Park

Commended staff on the Park Site Plans Initiative Report, requesting that the report be a living breathing document, published on the Park District website. He recommends that each park have an appendix, so any updates can easily be made and available for public knowledge.

CLOSED SESSION

A motion was made by Commissioner Ruttenberg, seconded by Commissioner Bernstein to adjourn into Closed Session for discussion of 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;

Roll Call:

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

Motion Carried

Workshop Meeting Minutes
April 10, 2024

The meeting adjourned into Closed Session at 7:31 p.m.

The meeting reconvened into Open Session at 8:45 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)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.

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Bernstein to discuss the New Community Center at West Ridge Park.

NEW COMMUNITY CENTER AT WEST RIDGE PARK

Commissioner Bernstein reported that he will schedule a time before the Working Group Meeting on Tuesday, April 16, 2024, to discuss the site plan and the estimated budget with Architects Holabird and Root that was reviewed at the April 10, 2024 Recreation and Facility Committee Meeting.

ADJOURNMENT

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Bernstein and approved by a unanimous vote. The Board Meeting adjourned at 8:50 p.m.

Respectfully submitted,

Roxanne Hejnowski

Roxanne Hejnowski, Assistant Secretary