

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

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

**ROLL CALL**

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

**Absent:** Vice President Freeman

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

**Guest Speakers:** None

**ADDITIONS TO THE AGENDA**

Executive Director Romes reported that we would like to add the Deer Creek Racquet Club Locker Room Improvements project to item VI. CONSTRUCTION PROJECT UPDATES.

**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 equal 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 Group completed the audit and site reports for District facilities and parks, this includes a priority improvements schedule. On July 30th and 31st, WT Group and Staff are hosting community engagement meetings to highlight observations and collect feedback to improve accessibility throughout the District. Staff will present the final report of the Transition Plan to the Park Board of Commissioners in August. From there, staff and the Park Board of Commissioners will revisit and update the 5-Year Capital Plan to include findings from the Transition Plan based on priorities.

**CONSTRUCTION PROJECT UPDATES**

***A. New Facility and Site Improvements at West Ridge Park***

Manager Schwartz reported that the Park District had its second appearance at the City of Highland Park's Plan and Design Commission and received approval for the design and a recommendation for approval of the special use permit and the rezoning. Staff expects to be on the consent agenda for City Council to review the zoning and special use permit on July 29, 2024.

The team is working through finalizing the schedule for the upcoming milestones. She is pleased to report that the project is on track. The bid will be issued in late September or early October. Project updates will be shared with the Park Board of Commissioners in November before seeking approval for construction in December.

President Bernstein commended Manager Schwartz on her presentation to the Plan and Design Commission.

***B. Lot 3 Pickleball and Padel Facility project***

Director Baird reviewed the project timeline highlighting accomplishments and upcoming milestones; the dome has been removed, staff are working on a pro forma, permit submittal, and foundation repairs will be completed in July, bid release and anchor testing will occur in August, and construction is scheduled to begin in September.

Lastly, he provided a brief overview of the proposed membership model, noting that an in-depth discussion is scheduled for the August Facility and Recreation Committee Meeting.

***C. Recreation Center of Highland Park Construction updates***

Deputy Director Carr shared the cost estimates from Leopardo Construction for tile and carpet flooring, lighting fixtures, painting, and vanity renovations for the locker rooms at the Recreation Center of Highland Park since staff feels these items have exceeded their useful life and are in need of replacement. Staff feels showers, toilets, plumbing, drains, and electrical renovations can occur in the upcoming year.

The Park Board of Commissioners would like to be on record with a formal vote before authorizing Executive Director Romes to request from the City of Highland Park a change order to the current Senior Center Renovation Project.

***D. Jeff Fox Baseball Field Improvements project***

Manager Kutscheid reported that heavy rains have delayed the project, however, he anticipates the project will be completed in August. Staff will meet next week to determine a grand opening date.

***E. Sunset Woods Park Improvements project***

Manager Kutscheid shared a recent change to the project, noting that the basketball court has been reduced by 10 ft, from a regulation college-level court to a regulation high school-level court, pushing the court farther away from the west property line. This allows for more landscaping and plantings, addressing some of the neighbor's concerns. Construction is scheduled to begin in September.

***F. Park Avenue Boating Facility North Beach Improvements Project***

Manager Kutscheid reported that construction is scheduled to begin after Labor Day and should be completed in February 2025.

***G. Deer Creek Racquet Club Locker Room Improvements project***

Manager Kutscheid reported that construction began this month and is anticipated to be completed in mid-August.

***H. The Preserve of Highland Park Compton Avenue Trail Connection update***

Manager Kutscheid reported that the trail connection from the Preserve to Half Day Road along Compton Avenue is complete.

**REVIEW OF 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.

**CLOSED SESSION**

A motion was made by Commissioner Ruttenberg, seconded by Commissioner Grossberg to adjourn into Closed Session for discussion of Section 2(c)5: the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired;

**Roll Call:**

**Aye:** Commissioner Ruttenberg, Commissioner Grossberg, President Bernstein

**Nay:** None

**Absent:** Vice President Freeman

**Abstain:** None

**Motion Carried**

Workshop Meeting Minutes  
July 17, 2024

The meeting adjourned into Closed Session at 7:13 p.m.

The meeting reconvened into Open Session at 7:28 p.m.

**ACTION FROM CLOSED SESSION IF ANY**

President Bernstein reported that the Park Board of Commissioners met in Closed Session under Section 2(c)5: the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired.

No action was taken.

**ADJOURNMENT**

A motion was made by Commissioner Grossberg and seconded by Commissioner Ruttenberg and approved by a unanimous vote. The Board Meeting adjourned at 7:29 p.m.

Respectfully submitted,

*Roxanne Hejnowski*

Roxanne Hejnowski, Assistant Secretary