

**MINUTES OF A THE FINANCE COMMITTEE MEETING
OF THE PARK DISTRICT OF HIGHLAND PARK
HELD ON JANUARY 28, 2025, 8:03 AM.**

Commissioner Labrador participated by electronic means.

Present: Commissioner Labrador, Commissioner Ruttenberg, President Bernstein

Absent: None

Also, Present: Executive Director Romes; Deputy Director Carr, Director Peters, Director Smith, Director Voss, Director Gogola, Director Baird, Assistant Director Acevedo, Manage Baczek, Manager Ochs, Accountant Moraru, Coordinator Hejnowski

Guest Speaker: None

Additions to the Agenda

None.

Sourcewell Cooperative Purchasing Contract for Playground Equipment for Larry Fink Park

Director Smith reported that staff secured pricing for Landscape Structures, Inc. Play Equipment for the 2025 Larry Fink Park Tot Lot through a Sourcewell Purchasing contract. Sourcewell is a joint purchasing cooperative for state, local and city governments. Illinois Statute 525/2 from Ch. 85, par. 1602. (Governmental Joint Purchasing Act), authorizes that any governmental unit may purchase personal property, supplies, and services jointly with one or more other governmental units, not requiring the agency to individually competitively bid on the item or service.

There is \$335,500 in the capital budget for this project. The Cooperative Purchasing Contract with Landscape Structures, Inc., to purchase playground equipment for Larry Fink Park is under budget.

The Finance Committee recommends placing the Cooperative Purchasing Contract with Landscape Structures, Inc. in the consent agenda at the January 29, 2025 Regular Meeting of the Park Board of Commissioners.

Resolution 2025-01 Ratifying the Waiving of Competitive Bidding for the Procurement of Materials for Emergency Restoration and Preservation Measures

Deputy Director Carr reported that on December 2, 2024, The Recreation Center of Highland Park experienced a leak in a water line that feeds one of the water fountains on the fitness floor. Due to the time of the leak occurrence, which was overnight, the water damage and subsequent property loss was substantial and required a long-term shutdown of the fitness floor for renovations.

As part of the renovation process labor and materials have been needed to return services to residents and members of the Recreation Center as soon as possible. Flooring is one such material that is specific to the fitness industry and has long lead times to procure. Staff has been working with the local distributor of the fitness flooring needed for replacement of the free weight area. Since delaying the order of the flooring would prevent the Park District's ability to provide mission critical services, staff ordered the replacement flooring on January 16 in effort to reopen the facility as soon as possible.

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All identified equipment and materials in the property loss have been submitted to insurance for recovery in the form of a property loss claim. That claim is still under review by the Park District Risk Management Agency (PDRMA), who is the Insurer of the Park District. Park District staff feel confident that the claim submitted will be approved and processed and that the Park District will receive full “like for like” restitution less the plan deductible.

The flooring needed for the free weight area is manufactured by Mondo International and is distributed in our area by Keifer USA, whose parent company is DIVERZIFY+. The cost for the new flooring is \$62,818.32

The Finance Committee recommends placing Resolution 2025-01 Ratifying the waiving of competitive bidding for the procurement of materials for emergency restoration and preservation measures and approve the materials order of fitness flooring from DIVERZIFY+/Keifer USA on the consent agenda at the January 29, 2025 Regular Meeting of the Park Board of Commissioners.

Master Plan Update

Executive Director Romes reported that the Park District needs to update the existing Master Plan which provides direction on future planning initiatives for the next 5 years. The updated Master Plan will:

- Align the existing community resources and planning initiatives with community needs, attitudes, and interests.
- Recommend Agency Goals, Planning Initiatives, and Strategies for the Park Board and Staff over the next 5 years.
- Review inventory of PDHP assets, planning documents and improvements and report on progress.
- Engage community, staff, board, user groups, partners and stakeholders to guide recommendations.
- Establish goals and initiatives for the next five years.

Additional objectives for the updated Master Planning process include:

- Conduct a Statistically Valid Attitude and Interest Survey
- Public Engagement, assessment and recommendations
- Stakeholder (Board, Staff, Government/Community Partner) Engagement, Assessment and Recommendations
- Recreation Services evaluation, assessment and recommendations
- Park Land and Facility evaluation, assessment and recommendations
- 10 Year Capital Improvement Projects evaluation, assessment and recommendations
- 10 Year Funding Model and Opportunities evaluation, assessment and recommendations
- Values based Strategic Planning evaluation, assessment and recommendations
- Strategic and Government Partnership evaluation, assessment and recommendations
- Planning Initiatives evaluation, assessment and recommendations (Sustainability, Land Management, Athletic Fields, Beach Management, Lakefront, ADA, etc.)

The Park District received two proposals in response to the 2025 Master Plan Review and Revision Request for Proposals issued in November 2024. The purpose of the RFP is to hire a consultant to update the existing PDHP master Plan to provide direction on future planning initiatives for the next 5-10 years. Both firms were interviewed by Park District staff on January 7, 2025. Staff discussed the unique strengths that

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each firm can offer the Park District and specifically evaluated their prior experience with the Park District as well as other Park Districts with similar consulting scopes, and their proposed approach to completing the provided scope in the RFP.

After speaking with multiple references for each firm and discussing options with Park Board Liaisons Commissioner Grossberg and Vice President Freeman, staff are recommending that The Lakota Group lead the Master Plan project. Lakota Group lead the development of the Park District's current Master Plan (GreenPrint2024). Additionally, staff is considering using Berry Dunn to complete an internal recreation services assessment, and Aquity to conduct a community wide attitude and interest survey.

The Park District has \$50,000 budgeted in the 2025 Capital Plan for Master Plan professional services.

The Finance Committee supports staff's recommendation recommending the Park Board of Commissioners approve a Professional Services Agreement with The Lakota Group for the development of a Park District Master Plan.

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 Finance Committee Meeting adjourned at 8:38 a.m.

Respectfully submitted,



Roxanne Hejnowski, Assistant Secretary