

NOTICE OF WORKSHOP MEETING

Wednesday, February 8, 2023

Workshop Meeting

6:00 pm

Park District of Highland Park
Board of Park Commissioners
636 Ridge Road, Highland Park, IL 60035
No Live Stream

WORKSHOP MEETING AGENDA

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **ADDITIONS TO THE AGENDA**
- IV. **PUBLIC COMMENT FOR ITEMS ON AGENDA**
- V. **APPROVAL OF THE ILLINOIS MUTUAL RETIREMENT FUND (IMRF) AUTHORIZED AGENT APPOINTMENT TO LARRY M. CARR AND SUPPORTING RESOLUTION**
- VI. **RECREATION CENTER OF HIGHLAND PARK FITNESS MEMBERSHIP PRESENTATION**
- VII. **CONSTRUCTION PROJECT UPDATES**
- VIII. **REVIEW OF VOUCHERS**
- IX. **OTHER BUSINESS**
- X. **OPEN TO PUBLIC TO ADDRESS THE BOARD**
- XI. **CLOSED SESSION PURSUANT TO THE FOLLOWING SECTIONS OF THE OPEN MEETINGS ACT:** 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)2: Collective negotiating matters between the public body and its employees or their representatives, or deliberation concerning salary schedules for one or more classes of employees; 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; Section 2(c)8 – security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property; Section 2(c) 11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c) 21 – the discussion of minutes lawfully closed under the Act, whether for the purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in section 2.06 of the Act.; Section 2(c) 29 - for discussions between internal or external auditors and the Board. Possible action by the Board on items discussed in closed session.
- XII. **ACTION FROM CLOSED SESSION IF ANY**
- XIII. **ADJOURNMENT**

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the Park District's ADA Compliance Officer, Brian Romes, at the Park District's Administrative Office, 636 Ridge Road, Highland Park, IL Monday through Friday from 8:30 a.m. until 5:00 p.m. at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter require five (5) working days advance notice. Telephone number 847-831-3810; fax number 847-831-0818.



Memorandum

To: Park Board of Park Commissioners

From: Brian Romes, Executive Director

Date: February 8, 2023

Subject: **Illinois Mutual Retirement Fund (IMRF) Authorized Agent Appointment to Larry M. Carr and Supporting Resolution**

Recommendation

Staff recommends the appointment of Larry M. Carr (Mitch), Deputy Director of Facilities and Operations, as the District's IMRF authorized agent per the attached resolution.

**PARK DISTRICT OF HIGHLAND PARK
RESOLUTION NO. 2023-02**

**A RESOLUTION APPOINTING AN AUTHORIZED AGENT
FOR THE ILLINOIS MUNICIPAL RETIREMENT FUND**

WHEREAS, the Park District of Highland Park (the “Park District”) is an Illinois park district organized and operating pursuant to authority granted by the Constitution and Laws of the State of Illinois; and

WHEREAS, the Park District is an employer participating in the Illinois Municipal Retirement Fund (“IMRF”); and

WHEREAS, it is necessary for the Park District to appoint an IMRF Authorized Agent; and

WHEREAS, Pursuant to Section 7-135 of the Illinois Pension Code, the Park District delegates the following powers and duties to its Authorized Agent:

1. To certify to the fund whether or not a given person is authorized to participate in the fund;
2. To certify to the fund when a participating employee is on a leave of absence authorized by the Park District;
3. To request the proper officer to cause employee contributions to be withheld from earnings and transmitted to the fund;
4. To request the proper officer to cause Park District contributions to be forwarded to the fund promptly;
5. To forward promptly to all participating employees any communications from the fund for such employees;
6. To forward promptly to the fund all applications, claims, reports and other communications delivered to him/her by participating employees;
7. To perform all duties related to the administration of this retirement system as requested by the fund and the governing body of the Park District.

NOW, THEREFORE, BE IT RESOLVED by the Board of Park Commissioners of the Park District of Highland Park, Lake County, Illinois, as follows:

SECTION ONE: The Recitals set forth above are hereby incorporated into this Resolution.

SECTION TWO: Effective immediately, _____, is appointed as the Authorized Agent for the Park District of Highland Park.

SECTION THREE: The Executive Director is hereby authorized and directed to submit this Resolution and related IMRF form 2.20 to IMRF.

SECTION FOUR: All prior Resolutions and Ordinances in conflict or inconsistent herewith are hereby expressly repealed only to the extent of such conflict or inconsistency.

SECTION FIVE: This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this 8th day of February 2023.

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED this 8th day of February 2023.

Terry Grossberg, President
Board of Park Commissioners

Attest:

Brian Romes, Secretary
Board of Park Commissioners



Memorandum

To: Park Board of Commissioners

From: Jodi DiTomasso, Manager of Fitness, Amy Murrin, Assistant Director of Recreation and Facilities, Brian Romes, Executive Director

Date: February 8, 2023

Subject: **Recreation Center of Highland Park Fitness Membership Presentation**

Summary

Staff will review 2022 and 2023 membership efforts to increase fitness participation at the Recreation Center of Highland Park.



Memorandum

To: Park Board of Commissioners

From: Amalia Schwartz, Planning and Projects Manager, Jeff Smith, Director of Planning and Projects, Chris Maliszewski, Assistant Director of Recreation and Facilities, Brian Romes, Executive Director

Date: February 8, 2023

Subject: **Construction Project Updates**

Summary

Staff will provide updates for the following construction projects:

- Fink Park Athletic Field Development project
- Centennial Ice Arena Facility and Site Renovations project
- Centennial Ice Arena Ice Rink Floor Replacement project

To: Board of Park Commissioners

From: Jennifer Voss-Finance & Administrative Assitant
Samantha Santizo-Accounts Payable Administrator
Mari-Lynn Peters - Finance Director
Brian Romes - Executive Director

Date: February 8, 2023

Subject: Bills presented for the Board's review on February 08, 2023.
Checks written January 31, 2023 to February 02, 2023.

BILLS

<u>DATE</u>	<u>AMOUNT</u>
January 31, 2023 Emergency Checks	\$ 16,699.86
February 02, 2023	\$ 508,364.46
Void Payments	\$ -
Bank Drafts	\$ 4,933.24
P-Card	\$ 188,965.14
TOTAL	\$ 718,962.70

PAYROLL DISBURSEMENTS

TOTAL	\$ -
GRAND TOTAL	\$ 718,962.70



Park District of Highland Park, IL

Check Register

Packet: APPKT03465 - 1/31/23 Dunlop Sports Group Americas-
Emergency Check

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
10762	DUNLOP SPORTS GROUP AMERICAS	01/31/2023	Regular	0.00	8,317.92	188865
Account 440426 P...	Invoice	11/29/2022	Acct 440426-Payment Past Due Invoices	0.00	8,317.92	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	8,317.92
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	8,317.92

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2023	8,317.92
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			8,317.92



Park District of Highland Park, IL

Check Register

Packet: APPKT03467 - 1/31/23 Gym Sales Architect LLC-Emergency Check

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
20171	GYM SALES ARCHITECT LLC	01/31/2023	Regular	0.00	1,500.00	188867
01-0123	Invoice	01/24/2023	Fitness Consulting Services-Pro-Rated Fee 1/...	0.00	1,500.00	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	1,500.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	1,500.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2023	1,500.00
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			1,500.00



Park District of Highland Park, IL

Check Register

Packet: APPKT03468 - 1/31/23 Parks Foundation-Emergency Check

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
16344	PARKS FOUNDATION OF HIGHLAND P/	01/31/2023	Regular	0.00	6,873.53	188868
013123	Invoice	01/31/2023	Foundation funds collected at PDHP-January...	0.00	6,873.53	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	6,873.53
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	6,873.53

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2023	6,873.53
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			6,873.53



Park District of Highland Park, IL

Check Register

Packet: APPKT03466 - 1/31/23 Plansource-Emergency Check

By Check Number

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
19484	PLANSOURCE	01/31/2023	Regular	0.00	8.41	188866
123122	Invoice	12/31/2022	IMRF Jan 2023 Retiree Insurance-Billed incor...	0.00	8.41	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	8.41
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	8.41

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2023	8.41
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			8.41



Park District of Highland Park, IL

Check Register

Packet: APPKT03471 - Bank Draft 1/31/23 Health Equity INV4701484

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
19658	HEALTHEQUITY INC	01/31/2023	Bank Draft	0.00	167.13	DFT0004015
INV4701484	Invoice	01/31/2023	Visa Card Payments-HCFSA 2023	0.00	167.13	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	167.13
EFT's	0	0	0.00	0.00
	1	1	0.00	167.13

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2023	167.13
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			167.13



Park District of Highland Park, IL

Check Register

Packet: APPKT03473 - Bank Draft 1/31/23 ICMA 457

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
11161	ICMA RETIREMENT TRUST #302037	01/31/2023	Bank Draft	0.00	4,441.11	DFT0004017
012723 ICMA 457	Invoice	01/31/2023	01/27/23 ICMA 457 Deductions Plan#302037	0.00	4,441.11	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	4,441.11
EFT's	0	0	0.00	0.00
	1	1	0.00	4,441.11

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2023	4,441.11
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			4,441.11



Park District of Highland Park, IL

Check Register

Packet: APPKT03472 - Bank Draft 1/31/23 ICMA-Roth

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: PAYROLL-PAYROLL BANK						
12825	ICMA RETIREMENT TRUST #705568	01/31/2023	Bank Draft	0.00	325.00	DFT0004016
012723 ICMA Roth	Invoice	01/31/2023	Pay Period 01/27/23 ICMA Roth IRA Plan# 7...	0.00	325.00	

Bank Code PAYROLL Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	1	1	0.00	325.00
EFT's	0	0	0.00	0.00
	1	1	0.00	325.00

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2023	325.00
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			325.00



Park District of Highland Park, IL

Check Register

Packet: APPKT03457 - P-Card Statement 12/8/22-1/7/23 Payment

By Vendor DBA Name

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
Bank Code: AP-AP BANK						
10313	BOA P-CARD STATEMENTS	01/26/2023	Bank Draft	0.00	102,715.50	DFT0004007
123122	Invoice	12/31/2022	P-Card with PA	0.00	102,715.50	
10313	BOA P-CARD STATEMENTS	01/26/2023	Bank Draft	0.00	16,249.64	DFT0004008
10623	Invoice	01/06/2023	P-Card with PA	0.00	16,249.64	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	118,965.14
EFT's	0	0	0.00	0.00
	2	2	0.00	118,965.14

Fund Summary

Fund	Name	Period	Amount
99	POOLED CASH FUND	1/2023	118,965.14
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			118,965.14