

**PARK DISTRICT OF HIGHLAND PARK  
BOARD OF PARK COMMISSIONERS  
MINUTES OF REGULAR MEETING  
APRIL 3, 2023**

The meeting was called to order at 5:02 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 Peters; Director Gogola; Director Maliszewski; Director Murrin; Manager Ochs; Manager Schwartz; Coordinator Hejnowski

**Guest Speakers:** None

**ADDITIONS TO THE AGENDA**

None.

**PUBLIC COMMENT FOR ITEMS ON THE AGENDA**

None.

**CONSENT AGENDA**

A motion was made by Commissioner Kaplan, seconded by Commissioner Bernstein to approve the Minutes from February 1, 2023 Special Meeting, the Minutes from the February 7, 2023 Special Meeting, the Minutes from the February 8, 2023 Workshop Meeting, the Minutes from the February 22, 2023 Regular Meeting, the 2023 Weeding and Landscape Services Bid, the 2024 Sunset Valley Golf Club Golf Cart and GPS Purchase, and Bills and Payroll in the amount of \$2,664,973.16

**Roll Call:**

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

**Nay:** None

**Absent:** None

**Abstain:** None

**Motion Carried**

**FINANCIAL FORECASTS AND TREASURER'S REPORT**

***Operations (General and Recreation Funds) Budget vs. Actual***

Director Peters reported that as of February 28, 2023, actual revenues are exceeding budgeted revenue by about \$337,000 and actual expenses are \$634,000 less than budgeted, for a year-to-date surplus just shy of \$1 million.

***General Fund Budget vs. Actual***

As of February 28, 2023, actual revenues are exceeding budgeted revenue by about \$50,000 and actual expenses are about \$200,000 less than budgeted, for a year-to-date surplus of \$225,000.

***Recreation Fund Budget vs. Actual***

As of February 28, 2023, actual revenues are exceeding budgeted revenue by about \$300,000 and actual expenses are \$450,000 less than budgeted, for a year-to-date surplus of \$746,000.

***Conclusion***

The following Park District programs and facilities are performing better than budget: youth dance has a \$20,000 surplus, tennis has an \$80,000 surplus, gymnastics has a \$28,000 surplus, and fitness center memberships have a \$37,000 surplus.

**UNFINISHED BUSINESS**

**A. Approval of the 2023 Asphalt Improvements Project Bid**

Executive Director Romes reported that the Park District of Highland Park received three (3) sealed bids on Thursday, March 2, 2023 for materials and labor to complete the 2023 Asphalt Improvements Projects. Work is scheduled to occur May through June 2023. Staff discussed the bid results with the Finance Committee on Tuesday, March 21. The bid includes: Base Bid 1 (Lincoln, Basketball Court Color), Base Bid 2 (SVGC Hole 12), Base Bid 3 (SVGC Hole 13), Base Bid 4 (SVGC Hole 14), Alternate 1 (Central Parking Lot Striping), Alternate 2 (Danny Cunniff Park 12 Pickleball Courts), Alternate 3 (Danny Cunniff Park, 10 Pickleball Courts), Alternate 4 (SVGC Hole 1) Alternate 5 (SVGC Hole 10), Alternate 6 (SVGC Hole 11), Alternate 7 (SVGC East Parking Lot), Alternate 8 (SVGC South Parking Lot).

The low bidder was Troch McNeil Paving Company. This contractor has favorable references and experience working with the Park District. There is \$140,300 in the 2023 Capital Fund for this project. Base Bid Items 1,2,3,4 cost \$111,720.95. Alternate bid items 1,4,6,7,8 cost \$90,135. The total bid with alternates 1,4,6,7,8 cost \$201,855.95, which is \$61,555.95 over budget.

Staff recommends approval from the Park Board of Commissioners to authorize the Executive Director to enter into an agreement for base bid items 1,2,3,4 and Alternates 1,4,6,7,8 from Troch McNeil Paving Company for the 2023 Asphalt Improvements Project in the amount not to exceed \$201,855.95.

The Park Board of Commissioners requested that staff include Alternate 5 (SVGC Hole 10) in the project.

A motion was made by Commissioner Kaplan, seconded by Commissioner Ruttenberg to authorize the Executive Director to enter into an agreement for base bid items 1,2,3,4 and Alternates 1,4,5,6,7,8 from Troch McNeil Paving Company for the 2023 Asphalt Improvements Project

**Roll Call:**

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

**Nay:** None

**Absent:** None

**Abstain:** None

**Motion Carried**

**B. Approval of the Park Avenue North Beach Project Design Firm Proposal**

Manager Schwartz reported that in 2022 Staff was awarded \$400,000 from the Illinois Department of Natural Resources Open Space Land Acquisition and Development (OSLAD) Grant program for the Park Avenue Beach Access Improvement Project. The resolution committing funds to this project was approved by the Park Board on August 24, 2021. The project proposed for the grant is consistent with the Park Avenue Preferred Concept Plan Drawings also approved on August 24, 2021.

The Park District has two years to complete the project. Staff is seeking approval from the Park Board to award the design and engineering contract to begin project design.

The OSLAD approved project scope, or phase 1, focuses on the north beach area and includes improvements to pedestrian access, an ADA-compliant boardwalk along the beach, reconfiguring and rehabilitation of the vehicular parking lot, landscaping, and a fishing area.

Phase 2 of the Park Avenue Site Plan includes the following proposed improvements to the north side: a pergola, an extension of the boardwalk to the north boundary of the property, and resurfacing of the motorized boat storage. Phase 2 improvements to the southern portion of the property include a painted walkway loop, a painted active-use zone, reconfigured asphalt drive, formalized storage on the beach, and a refurbished deck and landscaping.

The Park District received two proposals for design and engineering services. The proposals are structured to provide the Park District Board of Commissioners with approach options. The lower-cost option is from Hitchcock Design Group (HDG). HDG is a nationally recognized firm that most recently worked with the Park District on the Sunset Woods Playground renovation and master plan project. Their experience includes park projects in the region and along Lake Michigan.

Lakota Group also submitted a proposal. Lakota is familiar with the Park District of Highland Park and Park Avenue Beach, most recently completing the site master plan for Park Avenue. Their experience includes lakefront projects and master planning for neighboring Northshore suburbs.

The 2023 budget has \$88,000 allocated towards design and engineering for this project. Staff and the Finance Committee recommend selecting the option to focus design and engineering for the North Beach. Hitchcock Design Group's proposal including the deduct to focus on the North Beach would be \$1,900 under budget.

A motion was made by Commissioner Kaplan, seconded by Commissioner Ruttenberg to authorize the Executive Director to enter a contract with Hitchcock Design Group for the design and engineering of the north beach in the amount of \$75,600 (Base Items 1-4) with allowances as listed in the proposal for reimbursables, renderings, and wetland delineation/USACE permitting.

**Roll Call:**

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

**Nay:** None

**Absent:** None

**Abstain:** None

**Motion Carried**

**NEW BUSINESS**

**A. Consideration to Approve the 2023 Park Avenue Dredging Project Rebid**

Manager Schwartz reported that the Park District of Highland Park received one (1) sealed bids on Friday, March 17, 2023, for materials and labor to complete the 2023 Park Avenue Dredging Project. The bid was over budget and the project has been rebid. The Park District received three (3) sealed bids on Wednesday, March 29, 2023 from Kovilic Construction Company, Misfits Construction Company, and John Keno and Company, Inc. The 2023 budget has \$39,500 allocated towards dredging. Staff are recommending to dredge, transport, and place material not to exceed 1,800 cubic yards so the site will be operational this summer and approve the re-bid from John Keno and Company, Inc. The intent of this project is to address the build-up of sand located in the boat launch channel and surrounding boat access areas. The scope of this project includes the removal of lake bottom sand in the affected areas and relocation into open water south of the dredging area per the Park District's IEPA and IDNR permit. The project is scheduled to take place from May 8 through May 12, 2023.

A motion was made by Commissioner Bernstein and seconded by Commissioner Kaplan to approve the rebid from John Keno and Company, Inc for the 2023 Park Avenue Dredging Project Rebid.

**Roll Call:**

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

**Nay:** None

**Absent:** None

**Abstain:** None

**Motion Carried**

**B. Approval of the 2023 Hidden Creek AquaPark Deck Chair Replacement Bid**

Manager Acevedo reported that the Park District received six (6) sealed bids on March 16, 2023, for the replacement of Deck Chairs at the Hidden Creek AquaPark from ConServ Company, Holzberg Communications, Inc., Misfits Construction Company, SCP Distributors, LLC dba Lincoln Aquatics, Quality Specialty Products, and Tiles in Style, LLC dba TAZA Supplies. The low bidder was Quality Specialty Products. This contractor has two unfavorable and two favorable references and indicated that they would not be able to meet the stated delivery deadline. The second lowest, responsible bidder was SCP Distributors, LLC dba Lincoln Aquatics. This contractor received two favorable references and indicated they would be able to meet the stated delivery deadline.

The 2023 Capital Budget has \$50,000 allocated towards this project and the recommended contract is \$7,412.50 over budget.

A motion was made by Commissioner Kaplan and seconded by Commissioner Ruttenberg to approve the bid from SCP Distributors, LLC dba Lincoln Aquatics for the 2023 Hidden Creek AquaPark Deck Chairs in the amount of \$57,412.50

**Roll Call:**

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

**Nay:** None

**Absent:** None

**Abstain:** None

**Motion Carried**

**C. Parks Foundation Update**

Vice President Freeman commended staff and the Parks Foundation for hosting a phenomenal Champions Gala. The Park Board of Commissioners echoed Vice President Freeman’s remark.

Director Gogola reported that the Parks Foundation of Highland Park has been accepting donation to the Lois and Edmond Zisook Rosewood Beach Camp Scholarship program in memory of Edmond Zisook. The Zisook family have been avid supporters of the Park District and the Parks Foundation for many years. We are grateful that the family instituted the Zisook Rosewood Beach Camp Scholarship so Highland Park and Highwood families facing financial constraints can have access to our summer beach camps.

**D. Board Committee Updates**

Executive Director Romes reported that at the March 21 Finance Committee Meeting staff reviewed the bids that were presented upon and approved this evening.

**E. Directors Report**

Executive Director Romes shared the April special events noting that 150 participants came out this past Saturday, April 1, to enjoy a continental breakfast and storywalk with Alice in Wonderland characters at the Mad Hatter Tea Party. Due to heavy storms, the Doggieland & Wonderland Egg Hunt has been rescheduled to this Friday, April 7 from 5:30 – 6:30 p.m. at the Preserve. 25 participants enjoyed the Geocache and Glow In the Dark Egg Hunt, this past Saturday April 1 at the Heller Nature Center. 32 participants swam for eggs in the indoor pool at the Underwater Eggstravaganza, this past Sunday, April 2 at Recreation Center of Highland Park. Upcoming events include: the Rock and Dodge dodgeball tournament against the Highland Park Police Department on Friday, April 14 from 6:30 – 8:00 p.m. at the Recreation Center of Highland Park. There is no cost to register a team, however, participants are encouraged to bring a non-perishable donation for the Moraine Township Food Pantry. Lastly, the Under the Big Top Dance is on Saturday, April 29 from 5:00 – 7:00 p.m. at the Recreation Center of Highland Park to enjoy a night full of games, exciting circus acts, incredible food, music, and dancing under the Big Top.

**F. Board Comments**

None.

**OTHER BUSINESS**

None.

**OPEN TO THE PUBLIC TO ADDRESS THE BOARD**

None.

**CLOSED SESSION**

A motion was made by Commissioner Ruttenberg, seconded by Commissioner Kaplan, 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; 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;

**Roll Call:**

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

**Nay:** None

**Absent:** None

**Abstain:** None

**Motion Carried**

The meeting adjourned into Closed Session at 6:51 p.m.

The meeting reconvened into Open Session at 6:57 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; 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.

No action was taken.

Regular Meeting Minutes  
April 3, 2023

**ADJOURNMENT**

A motion was made by Commissioner Ruttenberg and seconded by Vice President Freeman and approved by a unanimous vote. The Board Meeting adjourned at 6:58 p.m.

Respectfully submitted,

*Roxanne Hejnowski*

Roxanne Hejnowski, Assistant Secretary