

MINUTES REGULAR MEETING BOARD OF PARK COMMISSIONERS August 17, 2023

The Regular Meeting of the Board of Park Commissioners was called to order by President Caron at 7:00 p.m. in the Jewett Park Community Center. Executive Director Harvey called the roll, and the following were:

PRESENT: Brown, Caron, Cohen, Patinkin and Serota (5)
ABSENT: None (0)

Staff: Executive Director Jeff Harvey, Executive Administrative Assistant Catherine Serbin, Deputy Executive Director McCarty, Director of Finance Mike Bonn, Superintendent of Recreation Tony Korzyniewski, Director of Golf Operations Jason Mannina, Director of Parks Jay Zahn and Superintendent of Marketing Deanna Musurlian

II. APPROVAL OF MINUTES

Motion made by Vice President Cohen, seconded by Commissioner Brown, to approve the Minutes of the July 20, 2023, Finance Meeting, Regular Board of Commissioners Meeting and Closed Session. Roll call vote **carried** as follows:

AYES: Brown, Caron, Cohen, Patinkin and Serota (5)
NAYS: None (0)

III. FINANCE REPORT

(A). Approval of Disbursements

Motion made by Treasurer Patinkin, seconded by Commissioner Serota, to approve the Voucher Listing dated August 17, 2023, in the amount of **\$1,648,333.88** which includes **\$798.83** of travel and training expenses.

AYES: Brown, Caron, Cohen, Patinkin and Serota (5)
NAYS: None (0)

IV. MATTERS OF THE PUBLIC, VISITORS AND GUESTS

(A). Comments from the Public, Visitors and Guests

Paul Brown, 2240 Congressional Lane – Mr. Brown stated he is before the Board on behalf of Riverwoods residents that are a part of School District 109. He expressed concerns over the Park District's afterschool enrichment registration process as priority registration is given to Deerfield residents. As a result of priority registration, Riverwoods residents register a week after Deerfield residents and parents may be unable to enroll their children in a preferred enrichment program or any enrichment program given the limited availability at the site. Given that Riverwoods and Deerfield residents share equity of School District 109, he requested the Board reconsider priority registration for Deerfield residents. President Caron explained that priority registration must be given to Deerfield residents as they pay taxes to both the Park District and D109. Additionally, D109 has limited space to provide the Park District for enrichment offerings which is what dictates the enrichment class size. This year, in collaboration with D109, staff worked hard to secure additional space for afterschool care which is necessary for working parents. Enrichment programs are specific offerings that a child can take at the site in lieu of attending afterschool care. Deputy Executive Director McCarty advised staff will evaluate potentially decreasing the enrollment gap between residents and nonresidents as an intermediate solution until more space can be secured from D109 for enrichment offerings.

Laurie Katz, 540 Carriage Way – Mrs. Katz thanked the Board for the new outdoor pickleball courts and the District’s open court policy with no reservations. She advocated that the Board keep its open court policy to promote fairness within the pickleball community and prevent large groups from dominating the courts through reservations. She praised the indoor courts at the SRC as well and suggested the Board consider expanding pickleball offerings there. There was also a discussion regarding the efficiency of the current racking system and parking limitations.

(B). Communications and Correspondence

Executive Director Harvey advised that any written communication that is addressed to the Board directly will be included in the Board packet moving forward. This provides the Board the opportunity to address and formally acknowledge within the minutes the correspondence that has been received. Three e-mails have been included in the July Board packet.

V. COMMITTEE LIAISON REPORTS

(A). Pool Advisory Committee

A verbal report was given on the July 27, 2023, Pool Advisory Committee meeting by Treasurer Patinkin. Staff provided a report on operations to date with key takeaways being an increase in lifeguards for the season and a slight decrease in season pool pass sales. Private pool parties remain in high demand and staff has made the decision to eliminate the public pool party option with the allowance of outside food in the concession area. 352 campers received group swim lessons this year including campers from Christian Beginnings and Deerfield Montessori School. Weekend public swim lessons have been well received whereas the weekday public swim lessons are less popular. The District netted \$15,877 in gross sales for concessions. For comparison, the District made \$8,000 in net profit between both pools last season. COHO Swim Club continues to do well with roughly 160 swimmers and end of season pool hours begin August 14th through Labor Day. The coating on the Deerspring pool grates had eroded over time to the point where the fiberglass underbelly of the plate was exposed. Staff contracted with an outside company to refinish the grates by sanding the plates down to their aluminum bottom, applying sand for a nonslip surface and a UV coating for durability. The new non-slip and non-abrasive finish should last for many more swim seasons. After serious staff consideration, the pool age requirements will remain the same which is that children ages 12 and under must be accompanied by an adult age 18 or older. PDRMA will reimburse the District on costs associated with the Starguard Elite audits in exchange for a five-star rating. Additionally, PDRMA conducted its own aquatics audit and the District performed exceptionally well. Thirty (30) competing Park Districts came to Mitchell Pool for a “Guard Olympics” event on July 14th. The event was a success and staff appreciated the ability to compete against other lifeguards within the State. Pool hours remain an ongoing issue which staff hopes to resolve at the upcoming Pool Advisory Committee meeting in September.

(B). Affiliate Advisory Committee

A verbal report was given on the August 3, 2023, Affiliate Advisory Committee meeting by Commissioner Serota. The Committee reviewed the spring season and provided upcoming fall registration numbers. Overall, registration numbers are up across all affiliates. DYBSA, in partnership with the District, utilized an outside contractor this year to groom the fields before games and it has been a beneficial relationship DYBSA and the District hope to continue. AYSO also expressed an interest in utilizing the same contractor for soccer games. Field space will be allocated as it normally is in the fall and there was a brief discussion regarding shared use of Jewett Park and DHS on several occasions. The Committee also discussed the feasibility of artificial turf with current cost estimates provided by Pegasus upwards of \$3 million for one field.

(C). PTC Members' Council

A verbal report was given on the August 10, 2023, PTC Members' Council meeting by Deputy Executive Director McCarty. During the month of July, the PTC welcomed five (5) new members. As of January 1st, the PTC has welcomed a total of sixty-seven (67) new members to the Center. On August 28th, the PTC Golf League will hold its annual yellow ball tournament with 24 registered participants. On August 16th, the PTC will host an "Elmstock II" Outdoor Music Concert featuring the music of PTC member John Maxson and his band the North Shore Line. On August 21st, there will be a trip to the Art Institute to see Van Gogh and the Avante-Garde with 9 registered participants thus far. With respect to new programming, there will be an introduction to square dance demo on August 30th to generate interest in the new square dance program kicking off in the fall. Staff continues to prepare for the PTC 20th Anniversary Celebration which is scheduled for Wednesday, September 27th from 5:30PM-8:30PM. Dinner will be catered by the Italian Kitchen with music provided by the Big Band Sound of Deerfield.

VI. ACTION ITEMS

(A). Tree Preservation Policy – Board Policies & Administrative Regulations Manual Policy #3039

Vice President Cohen moved and Commissioner Brown seconded a motion to approve the Tree Preservation Policy, Policy #3039 to be included in the Board Policies and Administrative Regulations Manual.

The motion **carried** in a roll call vote as follows:

AYES: Brown, Caron, Cohen, Patinkin and Serota (5)
NAYS: None (0)

(B). Consideration of Revised Board Meeting Schedule

Vice President Cohen moved and Commissioner Brown seconded a motion to approve the revised Board Meeting Schedule for 2023/2024, as presented. President Caron advised one schedule change has been made with respect to the September Regular Board meeting to ensure a majority of the Board could attend.

The motion **carried** in a roll call vote as follows:

AYES: Brown, Caron, Cohen, Patinkin and Serota (5)
NAYS: None (0)

(C). Consideration of Bid for Jewett Park 2.0 Phase II Implementation

Treasurer Patinkin moved and Commissioner Serota seconded a motion to reject the base bid of \$2,627,643.52, the Alternate 1 bid of \$14,722.00, and the Alternate 2 bid of \$13,826.24 from Semper Fi Landscaping, Yorkville, IL for the Jewett Park Phase 2 Renovation Project.

Prior to a vote, Parks Director Zahn advised that staff is exploring ways to value engineer the current A/E plans to lower the project cost in ways that would not risk compliance with the OSLAD grant. Due to the lengthy Village approval process, the bid climate in which this project was put to bid produced significantly higher bids than anticipated. As such, staff recommends the Board reject the current bids and rebid this project at a later date for more favorable results. Staff has been in contact with the Village

and has ascertained that the District would not need to go back for Village reapproval as a result of any value engineering unless there are significant changes to the grading which could impact the sewer system. Parks Director Zahn also expressed concerns over the low bidder's lack of experience in installing playgrounds and concrete. Vice President Cohen stated the changes would be purely cosmetic in nature and questioned how much the project cost could be lowered. Executive Director Harvey advised the revised bid specification would be brought before the Board in October for review. Parks Director Zahn added that due to the pandemic, prices have exponentially increased, and the budget will need to be adjusted to some extent as concrete prices remain high. Commissioner Brown initiated a brief discussion regarding the impact on the park if construction were to occur during the spring of 2024. Executive Director Harvey advised staff is fairly certain construction would cause minimal impact to the ballfields.

The motion **carried** in a roll call vote as follows:

AYES: Brown, Caron, Cohen, Patinkin and Serota (5)

NAYS: None (0)

VII. OTHER MATTERS

(A). DGC Food & Beverage Service Discussion

Golf Operations Director Mannina advised that staff has been exploring the feasibility of utilizing an outside food and beverage operator for the clubhouse. Since the 2007 clubhouse renovation, the FORE restaurant and bar has been operated exclusively by District staff. In 2019, the District budgeted for and retained a full-time kitchen and food service supervisor. The salaried position was paid at \$52,000 annually with the total compensation being \$76,455. As a result of the pandemic in 2021, the full-time kitchen and food service supervisor position was laid off, and management of part-time kitchen staff was again resumed by the Director of Golf Operations and the Clubhouse Operations Supervisor. Overall, the operation netted roughly \$74,000 in 2022, not including indirect costs such as social security, Medicare and workers compensation for part-time staff. Staff is unduly burdened by maintaining both the food and beverage operation as well as standard clubhouse operations. Most importantly, staff feel they are unable to provide an exceptional guest experience, manage course revenues and fully monitor the safety of programming and guests to the best of their ability while splitting their time amongst the clubhouse and the kitchen. Through their research, staff has found the majority of local Park Districts have a service agreement in place with food service vendors and restaurateurs that pay rent to the District in exchange for operating food and beverage. Rents range from \$33,000 to upwards of \$70,000 based upon varying agreement models such as rent escalators dependent upon total annual revenues. The rent would be a flat fee as compared to a percentage of total sales. Examples of local Park Districts with concession agreements include Highland Park, Northbrook, Winnetka, Wilmette and the Village of Glencoe. The agreements staff reviewed are highly detailed and cover necessary items such as insurance, liquor licenses, revenue transparency, customer service standards, hours of operation, marketing, vendor access and special events to name a few. Additional benefits of a full-time food and beverage partner would include increased DGC exposure within the community and longer hours of food and beverage operation which would enhance DGC customer service overall without additional expense to the DGC's budget. Staff asked the Board for guidance as they move forward with 2024 budget preparations. Some Board members expressed concern over the DGC restaurant failing to become a destination restaurant due to its remote location while others contended there is a shortage of restaurants in the area. Vice President Cohen asked if the vendor would be able to facilitate outings on behalf of the DGC. Golf Operations Director Mannina advised that staff intends to move away from

outings as they are no longer profitable to the District. Additionally, staff feels the vendor would not price themselves out of the market but that prices are increased overall due to inflation. Vice President Cohen requested that staff retain the DGC's liquor license as a precautionary measure. It was ultimately agreed that staff continue discussions with vendors and bring recommendations to the Board for further consideration.

(B). Participant Conduct Policy Discussion

The Board discussed a potential policy change as the result of a behavioral incident that occurred during camp. Ultimately, it was agreed that the policy not be changed at this time per the advice of Park District Counsel. Deputy Executive Director McCarty advised seasonal staff will receive increased training as a result of this incident moving forward.

(C). Capital Projects Update

Department heads proceeded to provide updates with respect to large scale capital projects.

Parks Director Zahn reported that the Sarah Channick playground equipment has been delivered and the contractor has been notified. Installation is set to begin after Labor Day. Kids Around the World will take the existing equipment to be repurposed. A preconstruction meeting will take place next Tuesday for the Maplewood Park asphalt and Keller Park pathway projects.

Recreation Superintendent Korzyniewski reported that contractors are onsite, and facility improvements for the Sachs Recreation Center have begun. The track overlay has slightly delayed the project due to scheduling conflicts on behalf of the installer. Staff is pleased with the results to date.

Deputy Executive Director McCarty reported that plans continue for the lower-level interior renovation of the Jewett Park Community Center. There is a pre-bid meeting scheduled for August 23rd and the bid will be published on August 21st. The bid opening is scheduled for September 7th and staff is hopeful the Board will award the bid on September 19th. The target construction date is mid-October with a completion date of March 2024. Executive Director Harvey added that he has been in communications with IDNR to further discuss the District's PARC grant application. Grant recipients will be announced early winter.

(D). Other Comments and Discussion

IAPD "Best of the Best" Awards

Executive Director Harvey advised staff submitted for two IAPD "Best of the Best" Awards: Arts in the Park and Best Green Practices. Winners will be announced early September.

Local Government Efficiency Committee

In lieu of a September Workshop meeting, the Local Government Efficiency Committee will meet September 7th at the Patty Turner Center. This first meeting will be an introductory meeting to review the District's draft report with four resident members in attendance to provide input.

VIII. ADJOURNMENT

Motion made by Treasurer Patinkin, seconded by Commissioner Serota, to adjourn the Regular Board Meeting at 8:48 p.m. Voice vote **carried** as follows:

PRESENT: Brown, Caron, Cohen, Patinkin and Serota (5)

ABSENT: None (0)

The next Regular Meeting of the Board of Park Commissioners is scheduled for Tuesday, September 19, 2023, at 6:30 p.m.

Respectfully Submitted,

A handwritten signature in black ink that reads "Jeff Harvey". The signature is written in a cursive, flowing style.

Jeff Harvey, Secretary