

MINUTES REGULAR MEETING BOARD OF PARK COMMISSIONERS September 19, 2023

The Regular Meeting of the Board of Park Commissioners was called to order by President Caron at 7:0 p.m. in the Patty Turner Center. Executive Director Harvey called the roll, and the following were:

PRESENT: Caron, Cohen, Patinkin and Serota (4)

ABSENT: Brown (1)

Staff: Executive Director Jeff Harvey, Executive Administrative Assistant Catherine Serbin, Deputy Executive Director and Director of Recreation 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 Treasurer Patinkin, to approve the Minutes of the August 3, 2023, Workshop Meeting, the August 17, 2023, Finance Meeting and the August 17, 2023, Regular Board of Commissioners Meeting. Roll call vote **carried** as follows:

AYES: Caron, Cohen, Patinkin and Serota (4)

NAYS: None (0)

ABSENT: Brown (1)

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 **\$1,563,728.31** which includes **\$523.97** of travel and training expenses. Roll call vote **carried** as follows:

AYES: Caron, Cohen, Patinkin and Serota (4)

NAYS: None (0)

ABSENT: Brown (1)

IV. MATTERS OF THE PUBLIC, VISITORS AND GUESTS

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

Jessica Berger, 2307 Congressional Lane – Mrs. Berger advised that she is Co-Chair of the DHS Post Prom After Party Parent Committee and on behalf of the Committee, she thanked the Board for their continued support of the event by donating Park District space and resources. The 2023 After Party was an enormous success with over 90% of students participating. Since its inception seventeen (17) years ago, the After Party has been a substance-free, late-night celebration for DHS seniors and their prom dates. Seniors not attending prom are also welcome. Participation in this event helps keep DHS students safe on prom night and she thanked the Board for their consideration with respect to next year's event request.

(B). Communications and Correspondence

Written communication that is addressed to the Board directly is included in the Board packet as part of this agenda item which provides the Board the opportunity to address and formally acknowledge within the minutes that correspondence that has been received. No correspondence was received for the September Regular Board meeting.

V. COMMITTEE LIAISON REPORTS

(A). Recreation Advisory Committee

A verbal report was given on the August 24, 2023, Recreation Advisory Committee meeting by Superintendent Korzyniewski. Committee members received a tour of the facility amidst ongoing construction and feedback was positive. Staff has remained busy during construction by providing programs offsite in an effort to retain members as well as deep cleaning the facility. Supervisor Kanzler shared the upcoming fitness schedule for when construction completes and an update on SRC staff presence at the Deerfield Farmer's Market. Supervisor Moilanen has been fielding a significant influx of usage inquires for parties and basketball. Treasurer Patinkin commended Lead Facility Engineer Botello on his resourcefulness in fixing the swimsuit dryer in-house.

(B). Golf Advisory Committee

A verbal report was given on the September 14, 2023, Golf Advisory Committee meeting by Vice President Cohen. The Committee reviewed the summer season and provided upcoming end of season updates. Golf operations continue to be lucrative, and the course remains in excellent condition. Rounds are much faster due to the increased space between rounds. Weather has played a significant role in course upkeep and as a result, there has been an increase in chemical spend to prevent numerous diseases from infecting the grass. Most importantly, staff also presented a Competitive Market Analysis and proposed rates for FY2024. Staff recommends eliminating the nonresident season golf pass as well as the senior season golf pass for new pass holders and a 15% increase in resident season passes. Programming at the Learning Center has been highly successful this season despite ongoing range ball theft. Golf Operations Director Mannina advised the Committee that staff is exploring the feasibility of utilizing an outside food and beverage operator for the clubhouse. With respect to capital projects, staff is currently budgeting for three cart path renovations a year and would like to expand to potentially four paths.

(C). PTC Members' Council

A verbal report was given on the September 14, 2023, PTC Members' Council meeting by Deputy Executive Director McCarty. During the month of July, the PTC welcomed fourteen (14) new members. As of January 1st, the PTC has welcomed a total of eighty-one (81) new members to the Center. On August 16th, there were over 125 people in attendance for Elmstock II, an outdoor summer music celebration concert performed by John Maxon (a Council member) and his band the North Shore Line. On August 30th, there was a free demo class for a new intro to square dancing program that is taking place this fall. An unexpected total of 76 people attended the free demo, but only 15 have signed up to date. Staff continue to plan for the 20th anniversary celebration, which is scheduled for Wednesday, September 27th from 5:30-8:30PM. There are over 90 members registered. Dinner will be catered by Italian Kitchen and music and dancing will be provided by the Big Band Sound of Deerfield. In October, the Healthy Senior Expo will be run in partnership with the Chamber at which flu shots will be offered. Lastly, on October 18th, PTC members will take an Oktoberfest trip to the House of Gerhard in Wisconsin.

VI. ACTION ITEMS

(A). Consideration of Revised District Succession Procedures

Executive Director Harvey advised that the District has a Succession Procedures Manual to efficiently and effectively manage the Park District in times of long-term and/or unanticipated absences of staff members in leadership positions. These procedures are reviewed every three (3) years by the Board of

Commissioners unless it is necessary to update based on organizational changes. In addition, Board approval is required for the State Distinguished Agency Accreditation.

Vice President Cohen moved and Treasurer Patinkin seconded a motion to approve the revised Deerfield Park District Succession Procedures Manual, as presented in the September 2023 Board Packet.

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

AYES: Caron, Cohen, Patinkin and Serota (4)
NAYS: None (0)
ABSENT: Brown (1)

(B). Consideration of Bid Award for Interior Renovation of the Jewett Park Community Center

The 2023 Three-Year Bond Capital Plan Budget was prepared with funds to finance the lower-level renovation construction work (Phase 1) of the Jewett Park Community Center. In July of 2023, the renovation was preliminarily costed out at **\$979,957** by Camosy Construction, the chosen Construction Manager for this project. On August 21, 2023, the bid notice was put out and bids were directed to Camosy. There are a total of twelve (12) different trades as part of this construction project. Bids were due on Thursday, September 7, and the bid opening was held at the Camosy offices with Park District staff, Camosy Construction staff and Wold Architects in attendance. The initial total base construction costs came in at **\$1,021,762**, however after some value engineering by Camosy, the total base cost of **\$977,702** was presented for all construction costs. In addition, there was an Alternate #1 Bid proposal to provide necessary ceiling repairs on the lower-level lounge ceiling totaling **\$47,445**. Matt Bickel of Wold Architects was in attendance to assist in facilitating Board discussion.

Prior to a vote, Vice President Cohen expressed concern over Camosy acting as both the Construction Manager and the General Contractor. Mr. Bickel stated that Camosy Construction and the District have maintained a longstanding, positive relationship. Additionally, it is fairly common in a construction management contract that there are provisions that allow the CM to self-perform a percentage of the work. One major benefit of this arrangement is lowered site supervision costs and increased efficiencies. Parks Director Zahn agreed this is a fairly common practice. The Board briefly reviewed the bid tabulation spread for specific trades such as electrical and fire protection. Deputy Director McCarty advised the permit application with the Village was submitted September 15th. Staff is hopeful construction can start the beginning of October.

Vice President Cohen moved and Commissioner Serota seconded a motion to approve the Construction Bid Proposal from Camosy Construction for the lower-level renovation of the Jewett Park Community Center in the amount of **\$977,702** and the Alternate Bid Proposal #1 in the amount of **\$47,445**.

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

AYES: Caron, Cohen, Patinkin and Serota (4)
NAYS: None (0)
ABSENT: Brown (1)

(C). Consideration of SRC Usage Request on Behalf of North Shore Rhythmic Gymnastics

Treasurer Patinkin moved and Commissioner Serota seconded a motion to approve the use of the following at the Sachs Recreation Center at no rental cost on February 16-18, 2024, by North Shore Rhythmic Gymnastics (NSRG) for a Select Invitational Meet for Rhythmic Gymnastics: tennis courts, racquetball court, (8) 8-ft tables, (20) chairs and Room E-1. NSRG will be responsible for all direct labor costs incurred by the Park District for any after hour use of the facilities. They will also be responsible for providing volunteers for set up/take down of mats, program equipment and the hospitality room. NSRG will work with SRC staff to provide food for judges and coaches.

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

AYES: Caron, Cohen, Patinkin and Serota (4)
NAYS: None (0)
ABSENT: Brown (1)

(D). Consideration of SRC Usage Request on Behalf of the DHS Post Prom Parent Committee

Vice President Cohen moved and Commissioner Serota seconded a motion to approve the use of the Sachs Recreation Center by the Deerfield High School After Prom Parent Committee at no rental cost from Saturday, May 18, 2024, at 5:00PM until Sunday, May 19, 2024 at 5:00AM for the annual DHS Post Prom event.

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

AYES: Caron, Cohen, Patinkin and Serota (4)
NAYS: None (0)
ABSENT: Brown (1)

VII. OTHER MATTERS

(A). Strategic Plan Biannual Update

In September 2022, the Park District Board of Park Commissioners adopted its second five-year Strategic Plan which covers September 2022 through September 2027. The plan had a similar development process and structure as the 2017-2022 plan, consisting of five umbrella core strategies with numerous underlying goals and objectives. Part of the plan itself calls for the reporting of the plan's progress a minimum of twice per year to the Board of Park Commissioners. Staff has been diligent in meeting objectives within the prescribed timelines and have exceeded others. Overall, the Strategic Plan has provided immense value to the District through direction as well as integration into individual performance goals. Executive Director Harvey advised that Superintendent Musurlian provided a format change to the Strategic Plan and Executive Assistant Serbin provided the updated content, identified in blue. There was a brief discussion regarding a potential shade structure for the waiting area near the Shepard Park pickleball courts, Spanish classes for DGC senior leadership and minor grammatical errors. Vice President Cohen stressed the importance of converting Park District vehicles to electric in alignment with the Village and the District's own green initiatives.

(B). Jewett Park Revised Bid Specification Update

Director Harvey and Parks Director Zahn recently met with Upland Design to discuss ways of reducing the overall cost of the Jewett Park Phase 2 Renovation Project. The first consideration discussed would be to rebid the project in December of this year with a longer bid open to attract more bidders and make for a more competitive bid climate. The second consideration discussed would be park elements of the

project that can be either eliminated, reduced, or done in-house. After careful examination, staff in conjunction with Upland Consultants, have identified several opportunities for the Board to consider that would reduce the base bid cost without jeopardizing the OSLAD grant or Village approval. These items are listed below.

Base Bid

\$2,738,531.83	Adjusted Cost without Contingency
-\$21,332.50	Use standard concrete at Game Area and Northwest Entry
-\$14,175.00	Remove concrete library stage
-\$86,600.00	Remove steel edge at limestone/granite paths
-\$92,728.00	Remove stone veneer and cap at ramp
-\$25,278.00	Remove stone veneer and cap at council ring
-\$130,553.50	Use 50% poured-in-place / 50% engineered wood fiber at the playground
-\$7,502.00	Reduce concrete paving around the shelter to be 1' min. from edge of roof
-\$35,156.44	50% reduction in number of perennials and shrubs (all trees remain)
-\$25,975.00	Site furniture installed by owner
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-\$404,351.44	Total Value Engineering
\$2,294,736.39	New Total without Contingency
\$114,736.82	5% Bid Contingency
\$2,409,473.20	Project Total with Contingency

Add Alternates

\$ 21,332.50	Stamped Concrete at Game Area and Northwest Entry
\$ 61,800.00	Cap on all walls

After extensive Board discussion, it was agreed that Upland Design move forward with the revised bid specifications with the exception of the stone caps as they serve an important functional purpose by maintaining the beauty and durability of the stone wall. President Caron suggested staff request the Foundation contribute more than their initial commitment of \$25,000 towards the playground renovation. Staff advised the Foundation does not have the fund balances at this time to support a larger contribution. Director Harvey also explained in depth how this project will be funded.

(C). Capital Projects Update

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

Recreation Superintendent Korzyniewski reported that the renovation is complete with the exception of the hot water boiler installation. The painter has since completed the outstanding punch list items and the project is expected to come in on budget.

Golf Operations Director Mannina reported that staff is working with Camosy to address the siding issue as part of the exterior deck renovation as well as other minor outstanding punch list items. The parking lot was patched, and seal coated. DGC received several capital purchases such as a new chemical sprayer and an electric utility cart. As previously mentioned, staff is currently budgeting for three cart path renovations a year and would like to expand to four paths.

Parks Director Zahn advised that the Sarah Channick playground renovation is scheduled to begin as soon as weather permits. Kids Around the World removed the existing equipment last week to be

repurposed. The Sarah Channick family has requested to be in attendance for the reopening. There was also a brief discussion regarding the District's current naming rights policy.

Deputy Executive Director McCarty reported that plans continue for the lower-level interior renovation of the Jewett Park Community Center. Staff has been busy relocating within JPCC and clearing unwanted items from storage.

(D). Other Comments and Discussion

IAPD "Best of the Best" Awards

Deerfield Park District has received recognition from the Illinois Association of Park Districts Best of the Best Awards, for Arts in the Park and Best Green Practices. This annual awards program provides a public platform to thank those who generously give their time, talents and resources to further the park, recreation and conservation mission. The Arts in the Park Award recognizes agencies that support the arts and partner with artists and arts organizations to enhance the quality of life in their communities. The Best Green Practices Award is presented to a park district, forest preserve, conservation, recreation or special recreation agency that has taken the initiative to incorporate and encourage environmentally friendly business practices and policies. The District will be formally recognized at the IAPD Best of the Best Awards Gala on October 20, 2023.

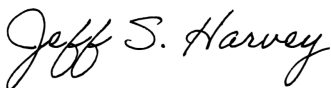
VIII. ADJOURNMENT

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: Caron, Cohen, Patinkin and Serota (4)
ABSENT: Brown (1)

The next meeting of the Board of Park Commissioners is scheduled for Thursday, October 5, 2023, at 7:00 p.m.

Respectfully Submitted,



Jeff Harvey, Secretary