

MINUTES REGULAR MEETING BOARD OF PARK COMMISSIONERS October 19, 2023

The Regular Meeting of the Board of Park Commissioners was called to order by President Caron at 7:02 p.m. in the Patty Turner 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 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 September 7, 2023, Special Meeting. Roll call vote **carried** as follows:

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

NAYS: None (0)

Motion made by Vice President Cohen, seconded by Treasurer Patinkin, to approve the Minutes of the September 19, 2023, Finance Meeting and the September 19, 2023, Regular Board of Commissioners Meeting. Roll call vote **carried** as follows:

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

NAYS: None (0)

ABSTAIN: Brown (1)

III. FINANCE REPORT

(A). Approval of Disbursements

Motion made by Treasurer Patinkin, seconded by Commissioner Serota, to approve the Voucher Listing dated September 19, 2023, in the amount of **\$1,473,481.57** which includes **\$2861.62** of travel and training expenses. Roll call vote **carried** as follows:

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

There were no members of the public present.

(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 October Regular Board meeting.

V. COMMITTEE LIAISON REPORTS

(A). Pool Advisory Committee

Treasurer Patinkin advised the Board received a verbal report on the September 28, 2023, Pool Advisory Committee meeting at the October 5, 2023, Special meeting.

(B). Deerfield Parks Foundation

A verbal report was given on the October 9, 2023, Deerfield Parks Foundation meeting by President Caron. Two Foundation Directors have elected not to renew their tenure on the Board and as such, there are two openings for Directors. Deerfield resident Stan Robbin proposed the Foundation, in collaboration with the Deerfield pickleball community, host a pickleball tournament at Shepard Park and the Sachs Center to raise funds for a new shade structure over the waiting area for the courts. The Foundation discussed various ways to facilitate the event such as entry fees and target fundraising goals. Ultimately, it was agreed the Foundation form a Committee to begin planning. There was also a lengthy discussion regarding the recent Moonlight Golf event. Overall, the event was well attended, ran seamlessly and the Foundation Board received positive feedback. However, there were serious safety concerns associated with the event itself such as improper use of golf carts that could have resulted in grave bodily injury. As an alternative to Moonlight Golf, DGC staff proposed a morning shotgun which can accommodate up to 136 players at a reduced rate.

The Park Board discussed potential guidance for the Foundation Board with respect to continuing the Moonlight Golf Outing at the DGC. Director Mannina noted large indirect expenses the District incurs on behalf of the event such as loss of green and cart fees, loss of food and beverage sales and staff time necessary to run the event staff as noted in the profit and loss sheet created by Executive Assistant Serbin. Executive Director Harvey noted that safety is paramount and should be the central focus. The Park Board agreed that the event in its current form is a liability to the District and must be reevaluated or discontinued.

(C). PTC Members' Council

A verbal report was given on the October 12, 2023, PTC Members' Council meeting by Deputy Executive Director McCarty. During the month of July, the PTC welcomed four (4) new members. As of January 1st, the PTC has welcomed a total of eighty-five (85) new members to the Center. There are currently two vacancies on the PTC Members' Council due to expired terms. Potential candidates have been chosen and will be nominated at the November meeting. From a program and event standpoint, the golf league has ended their season with a banquet and awards ceremony on September 19th at the DGC. The 20th Anniversary Gala held on September 27th was a success with staff receiving positive feedback. October 18th was the annual Oktoberfest event at the House of Gerhard. The trip was sold out and participants had a great time. Council Members will be volunteering at Halloween Hoopla this weekend on Saturday from 2-4:30PM at the check-in tables. The annual Veteran's Day pancake breakfast will be held on Friday, November 10th. Cherry Pit Café will cater the event and the Hummers and Strummers will provide entertainment. Veterans are free and to date, twenty-two (22) participants are registered.

VI. ACTION ITEMS

(A). Consideration of IAPD Credentials Certificate

Each year, IAPD requests member agencies to designate a Delegate and Alternate(s) to represent their agency at the IAPD Annual Business Meeting held at State Conference in January. The 2023 meeting will be on Saturday, January 27, 2024, at 3:30 p.m.

Vice President Cohen moved, and Commissioner Serota seconded a motion to designate Executive Director Harvey as Delegate and Finance Director Mike Bonn as the alternate for the IAPD Annual Business Meeting to be held on Saturday, January 27, 2024, at 3:30 p.m.

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

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

NAYS: None (0)

(B). Consideration of Final Payment Request for Shepard Park

The original contract with Chicagoland Paving for this project was **\$786,554.40**. There was additional work approved in the amount of **\$48,086.25** and credit deductions in the amount of **\$31,228.00** for a total project cost of **\$820,947.46**. Previous payments to Chicagoland Paving on this project include Payment #1 for **\$530,208.67** and Payment #2 for **\$183,684.80**. To date, all the work has been completed and approved according to project specifications including all punch list items and releasing of retainage.

Vice President Cohen moved, and Treasurer Patinkin seconded a motion to approve the final payment request for work completed on the Shepard Park Renovation Project in the amount of **\$107,053.99** as submitted by Chicagoland Paving Contractors, Inc.

Prior to a vote, President Caron commended staff on the results of this renovation. Vice President Cohen asked for clarification with respect to the credits. Parks Director Zahn advised that the District received a credit for the infield mix, the windscreen, the baseball furnishing, liquidated damages and self-performing watering.

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 and Beverage Service Agreement 2024

Deerfield Golf Club staff have extensively reviewed restaurant groups and options in use throughout the local landscape and have determined the Four Napkins Hospitality Group (dba Tap House) would be the best fit to operate the entire food and beverage operation in 2024 and beyond.

Tap House have reviewed a sample detailed agreement, in use at another local park district, and are aware of the desired food and beverage property rental needs of the Golf Club along with rent escalators should their gross revenues exceed certain thresholds.

Staff have spoken to both the Lake County Health Department and the Village of Riverwoods about the concept and each group have provided guidance in the below. The Village of Riverwoods would allow for the Golf Club to retain its business and liquor license throughout the length of any agreement and is allocating a new liquor license for Tap House as we move forward. The Lake County Health Department would require a normal food handling management certificate from Tap House staff and the required business licenses. They too would allow the DGC to retain all proper licensing.

Tap House leadership sees this partnership as a positive financial endeavor and have been given access to all the 2023 FORE restaurant budgetary numbers throughout the initial analysis on their part. They currently operate eight (8) suburban restaurants and are heavily embedded in each community they serve. Their restaurant concept allows for a casual sports restaurant menu and an established community hotspot following youth athletics games for families as well as a spot for adult athletics groups following evening games.

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.

In preparation for the 2024 Golf Club proposed budget, staff have worked in the proposed rental fee with minor continued expenses. The overall budget continues to work in the Club and District's advantage. There was a brief discussion regarding the sample menu presented, ongoing kitchen expenses, the opt out clause of the service agreement and Riverwoods sales tax.

(B). Capital Project(s) Update

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

Parks Director Zahn advised that staff have the revised bid specifications for the exterior Jewett Park renovation and intends to put the project to bid in early December. The Sarah Channick playground renovation is coming along nicely, and installation is almost complete. Chicagoland Paving finished the Maplewood Park parking lot and Keller Park pathway as part of a Districtwide paving project. Deputy Executive Director McCarty advised the Village is in the process of reviewing the permit application for the Jewett Park Community Center interior renovation and expects approval soon. Construction will begin 3-4 weeks after Village permit approval.

(C). Capital Improvement Plan Discussion

Executive Director Harvey advised the District develops and presents a Capital Plan (CP) as part of the annual budget process. The baseline for preparing an updated Capital Plan is the current plan in effect that was previously approved. The plan is reviewed, updated and extended one year. A balanced approach is used that takes into account: deferred maintenance, community input, Board direction, strategic objectives, financial constraints, timing constraints and staff limitations. The updated Capital Plan is then presented to the Board at the Budget Workshop in November and later approved as part of the annual Budget and Appropriation process. The first year of the Capital Plan is incorporated into the Budget and Appropriation approval, while the remaining years act as a guide and are altered as needed in future years. In 2020, the Capital Plan was extended from 5-years to 7-years. This was to provide additional information for the two outyears and display longer-term projects. Staff recommends continuing with the development and presentation of a 7-year plan; however, excluding dollar amounts in the two outyears. Providing quantitative data for projects this far out is difficult, time consuming and inaccurate. It is a best practice and most common to provide a 5-year plan, and distinguished accreditation standards require a 3-5-year plan. Therefore, it is recommended that staff prepare and present a 7-year plan with cost estimates for 5 years, and a column to display the outer two years for longer term awareness.

Historically the District has allocated approximately \$2 to \$2.5 million dollars of operating and ADA funds for “operating repair and replacement” capital spend. These are generally existing assets that need to be renovated, repaired or replaced. In addition to this capital spend, the District periodically funds capital acquisition, expansion and improvements that enhance or add new facilities and capabilities. This category of capital is accounted for in the capital projects fund and financed by excess fund balances or debt financing. In June 2022, the District issued approximately \$5 million in general obligation limited tax bonds to fund several major improvements. Two of these improvements remain outstanding - the Jewett Park north end improvement and the Jewett Park Community Center downstairs improvement.

Remaining bond funds are insufficient to cover the projected costs to complete these two projects, thus it is anticipated that approximately \$500,000 in fund balances will be needed. As a result, staff are not recommending any additional major capital acquisition, expansion, or improvements for 2024.

Director Harvey highlighted that one item included in the 2024 “operating repair and replacement” category is the repaving of the PTC parking lot. The District and the Village share in the net operations and capital expenses of the PTC. Proposed major capital items need to be provided to the Village in advance to gain preliminary approval as the Village prepares its annual budget. For 2024, the District is planning to repave the PTC parking lot at an estimated cost of **\$280,000**. The Village has indicated that they will pay for half of this cost per our Intergovernmental Agreement. Staff would like to use **\$100,000** of PTC capital funds housed in the Foundation to cover the majority of the District’s share of this project. The Board indicated they were in agreement.

(D). Other Comments and Discussion

IAPD “Best of the Best” Awards Gala

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.

Deerfield Local Government Joint Board Reception

On an annual basis, representatives from each local government entity in Deerfield attend a reception to provide an update with respect to their operations. This includes the two School Districts, the Park District and the Village. This year’s meeting will be hosted by D109 at Caruso Middle School on October 25th.

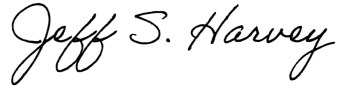
VIII. ADJOURNMENT

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:

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

The next meeting of the Board of Park Commissioners is scheduled for Thursday, November 16, 2023, at 7:00 p.m.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Jeff S. Harvey".

Jeff Harvey, Secretary