

MINUTES OF THE REGULAR MEETING BOARD OF PARK COMMISSIONERS November 16, 2023

The Budget Meeting of the Board of Park Commissioners was called to order by President Caron at 6:30 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, Deputy Executive Director and Director of Recreation Laura McCarty, Director of Finance Mike Bonn, Finance Manager Sharon Sheehan, 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 October 5, 2023, Special Meeting, the October 19, 2023 Finance Meeting and the October 19, 2023 Regular Board Meeting. 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 November 16, 2023, in the amount of **\$1,417,212.13** which includes **\$5,088.25** 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

DHS Students were in attendance to observe as a requirement of their civic class.

(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. One piece of correspondence was received from resident Ryan Keesbury who is a Certified Energy Manager and who suggested the District investigate incentives offered through ComEd to convert the fluorescent lighting within the Jewett Park Community Center. Executive Director Harvey advised all the lower-level lighting will be converted to LED lighting as part of the JPCC interior renovation. Additional LED conversions are included as part of the District's Capital Improvement Plan.

V. COMMITTEE LIAISON REPORTS

(A). Recreation Advisory Committee

Commissioner Brown provided a verbal report of the October 26, 2023, Recreation Advisory Committee meeting. The Sachs Recreation Center interior renovation is complete, and staff have received positive

feedback. While the project came in on budget, the track overlay slightly delayed the project due to scheduling conflicts on behalf of the installer. Staff is pleased with the results to date. During the facility shutdown, members were able to utilize neighboring Park District fitness centers as a courtesy. As part of proposed capital projects for next year, the District will be converting the gymnastics space to tennis/pickleball courts as well as purchasing new cycling equipment and other relatively minor facility improvements. The SRC hosted an open house for new members on October 10th through October 12th as well as Saturday, October 14th. Overall, the event was a success with over eight new members enrolled. Upcoming offerings include the annual Turkey Buster group workout on Thanksgiving and an adult indoor triathlon at the beginning of February.

(B). PTC Members' Council

A verbal report was given on the November 9, 2023, PTC Members' Council meeting by Deputy Executive Director McCarty. During the month of October, the PTC welcomed seven (7) new members. As of January 1st, the PTC has welcomed a total of ninety-five (95) new members to the Center. Appointments were made for the two Council vacancies and these new members will begin their term at the January Council meeting. From a program and event standpoint, the PTC hosted its annual Thanksgiving Luncheon and Autumn Concert November 15th with over (60) participants. The Village of Deerfield and the DBR Chamber of Commerce have invited the Park District to participate in the Deerfield Winter Market which will be held on Saturday, December 2. This year, the Winter Market will be held indoors at the PTC. The event will feature live entertainment, retail and craft booths, non-profit charities, food vendors and holiday fun. Park District staff will work a booth to promote the SRC, PTC and upcoming District programs and events. On Sunday, December 3, PTC will host the "Winter Winds" Concert Band with the Big Band Sound of Deerfield. There are (19) participants enrolled to date. On December 6, the PTC will host its annual Member's Party sponsored by Whitehall of Deerfield and will feature dinner and entertainment. There are (69) participants enrolled to date. Lastly, on December 17, staff is planning a trip to Milwaukee to see the MSO "Holiday Pops" performance. There are (11) enrolled to date. The facility will be closed on Thanksgiving and the following day in observance of the holiday.

(C). Deerfield Parks Foundation

A verbal update was given as a follow up to the Board's guidance regarding the Moonlight Golf event by Deputy Director McCarty. Staff relayed the serious safety concerns associated with the event to representatives from the Deerfield Parks Foundation who requested the Board reconsider the event if alcohol were prohibited and the event took place on a weekday. After a lengthy discussion, the Board agreed to the event so long as the following conditions were met:

1. Alcohol is prohibited.
2. Carts are prohibited.
3. Bags are prohibited and players are only permitted four clubs which they must carry themselves.
4. The event must be held on a weekday.
5. The modified "glow in the dark" course will remain five holes but will be shortened to a par 3.
6. Cap of sixty players.
7. F&B remains an unknown as the District navigates a contract with a potential F&B service provider.

President Caron requested that all of the Foundation Directors be present at the event to assist in the facilitation of the event and alleviate staff burden.

(D). Affiliate Advisory Committee

A verbal report was given on the November 16, 2023, Affiliate Advisory Committee meeting by Commissioner Serota. Staff obtained feedback from the District’s affiliates who advised that overall, their fall season went well. Topics of discussion included the District’s field closure protocol, turf condition, turf space and field light expenses. Each of the Affiliates are required to give an annual report to the Board of Park Commissioners regarding their operation which will take place at the January and February Board meetings. Lastly, Deputy Executive Director McCarty advised that Affiliates must comply with the District’s Special Needs Inclusion Policy so that all children who wish to participant are given an opportunity to do so.

VI. ACTION ITEMS

(A). Estimate of 2023 Tax Levy

A tax levy memo was presented and discussed at the October 5, 2023, Special Board meeting. Estimated 2023 tax year levy amounts were discussed for the capped funds, special recreation fund, bond fund, and in the aggregate.

The Park District must abide by the Truth in Taxation Act, which places certain requirements on taxing bodies in the adoption procedures of their tax levies. One of these requirements is that the Park District must determine the estimated aggregate amount of money to be raised by the property tax levy at least twenty (20) days prior to adopting the new levy ordinance. An additional requirement is the determination of the requisite public hearing.

Vice President Cohen moved, and Commissioner Serota seconded a motion to determine the estimated aggregate 2023 tax year levy necessary to be raised by taxation in an amount of \$9,260,454. Adoption of the 2023 Tax Year Levy Ordinance will occur at the December 14, 2023, Regular Board meeting.

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

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

(B). Establishment of a Public Hearing for the 2023 Tax Year Levy

Commissioner Serota moved, and Vice President Cohen seconded a motion to establish the Public Hearing on the 2023 Tax Year Levy to be held on December 14, 2023, at 7:00 p.m.

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

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

(C). Consideration of Meeting Schedule for FY2024

The Board Bylaws requires the Board to adopt a meeting schedule each fiscal year. As such, Executive Assistant Serbin presented the Board with a proposed Board of Park Commissioners Meeting Schedule for Fiscal Year 2024. It was agreed that two dates be modified due to staff error and potential religious conflicts that no longer exist.

Commissioner Brown moved, and Vice President Cohen seconded a motion to approve the Deerfield Board of Park Commissioners Meeting Schedule for Fiscal Year 2024, as amended.

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

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

NAYS: None (0)

(D). Consideration of PowerDMS Contract

Since District's initial application for Distinguished Accreditation, many changes have been made to the application/accreditation process. The biggest change being that in January of 2019, the IAPD/IPRA Joint Distinguished Park and Recreation Accredited Agency Committee determined that a mandatory paperless review process would be initiated in order to encourage good green practices. Applicants are now required to provide evidence of compliance in an electronic format.

While each agency reserves the right to determine the best process to adhere to the mandatory paperless requirement, IAPD/IPRA have partnered with a company named NEOGOV to offer a policy and accreditation management software as a paperless option for agencies undergoing the Distinguished Accreditation process. Purchasing PowerDMS is optional, but pre-loaded accreditation standards in the software lessens the amount of staff time necessary to identify annual changes to the manual. Additionally, the software generates automated reminders to update timeline standards and streamlines the accreditation process well into the future.

The Contract presented for consideration spans over a period of three years for a total cost of **\$13,773.75**. PowerDMS has agreed to a 10% discount the first year and a 5% discount the following year. The third year reflects list price of **\$4,525**, which staff plan to incorporate into current and future budgets.

Vice President Cohen moved, and Treasurer Patinkin seconded a motion to approve the PowerDMS Contract for **\$13,773.75** to be paid over a three-year period.

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

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

NAYS: None (0)

(E). Consideration of Chicagoland Payment Request

The original contract with Chicagoland Paving for asphalt paving work completed at the Maplewood Park parking lot and Keller Park pathway was **\$250,000 (\$125,000 per project)**. There was an owner's allowance (credit) of **\$17,300** built into the bid, which was for unforeseen site conditions, that was not used. With that credit, the new contract amount is **\$232,700**. To date, all the paving and landscaping work has been completed at both sites, however, staff are still waiting on the contractor to provide final waivers and prevailing wage certifications. Therefore, the District is holding a 10% retainage until all those items are received.

Commissioner Brown moved, and Treasurer Patinkin seconded a motion to approve Payment Request #1 as submitted by Chicagoland Paving Inc. in the amount of \$209,430 for asphalt paving work completed at the Maplewood Park parking lot and Keller Park pathway.

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

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

(F). Consideration of SRC Usage request on Behalf of North Shore Rhythmic Gymnastics

Staff have received a request from North Shore Rhythmic Gymnastics (NSRG) to host the 2024 State of Illinois Championship Meet for Rhythmic Gymnastics at the Sachs Recreation Center April 19-21, 2024. NSRG would like to charge admission to the event. The proceeds will help cover the cost of the meet as well as provide funds for the North Shore Rhythmic Gymnastics Parent's Association.

Commissioner Brown moved, and Treasurer Patinkin seconded a motion to approve the use of the following at the Sachs Recreation Center at no rental cost on April 19-21, 2024, by North Shore Rhythmic Gymnastics for the 2024 State of Illinois Championship 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 District for any after hour use of the facilities. They will also be responsible for providing volunteers for set up/take down of mats and 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: Brown, Caron, Cohen, Patinkin and Serota (5)
NAYS: None (0)

VII. OTHER MATTERS

(A). Discussion of Board Officers for 2024

Per the Park District Code and the Deerfield Park District Board Bylaws, the Board is required to elect a President and Vice-President of the Park Board annually. President Caron and Vice-President Cohen have served two years in their positions. Historical practice has been for these officers to serve for two years, with the outgoing President moving to Treasurer and Vice-President moving to President for two years. By following this practice, Vice-President Cohen is in line to be elected as President and President Caron would be appointed as Treasurer. The position of Vice-President will need to be filled by either Commissioner Brown, Commissioner Patinkin, or Commissioner Serota. The Vice-President shall preside at the meetings of the Board and perform other such duties in the absence of the President.

President Caron gauged the three Commissioners interest in assuming a leadership role. It was agreed this matter as well as Committee assignments be revisited in January for a formal vote.

(B). Discussion of Draft DPD/Village IGA for Policing of Park Property

Park District staff and Village staff have prepared a draft Intergovernmental Agreement for the purpose of describing the terms and conditions on which the Village will enforce the District's Conduct Code and other laws within the District's parks. Per Park District Code, fines are able to be imposed up to \$1,000 which the IGA also reflects. Some salient points are as follows:

- The District makes no payment to the Village for the enforcement services.
- Police have the power to issue citations and make arrests in the District's parks.
- All general fines and revenues for code violations go to the Village for reimbursement of expenses related to policing and prosecution.
- The term of the agreement is for one year and automatically renews for successive terms unless terminated by either party.

President Caron suggested that verbage regarding police enforcement be added to existing signage for public awareness.

With respect to property damage, the District would likely file a claim with PDRMA and PDRMA would then have subrogation rights against the party who caused the damage. If the District worked with the Village prosecutor to request an award of restitution, any amount received after a PDRMA claim has been paid would be assigned to PDRMA. In the event a claim was not filed with PDRMA, Vice President Cohen and Treasurer Patinkin requested that an exception be added that states any restitution awarded to the Deerfield Park District shall be paid directly to the Park District. Treasurer Patinkin also asked that any reference to a Memorandum of Understanding (MOU) be removed.

(C). Capital Project Update

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

Deputy Executive Director reported that the Village permit has been approved for the Jewett Park Community Center interior renovation. Construction will start after the Thanksgiving holiday. The Board requested a tour of the facility once construction starts.

Parks Director Zahn advised that the renovation of the Sarah Channick Playground at Cumnor Court Park has been completed. Residents are pleased with the results and look forward to utilizing it. The bid for the exterior renovation of Jewett Park was posted on December 5th.

(D). Other Comments and Discussion

Additional Financial Reporting

Per Board request, staff will begin generating an additional financial report for the Board that tracks bonded capital projects.

Shepard Park Parking

President Caron noted that the Village has implemented no parking signs near Shepard Park that will impact parking for the pickleball courts. She asked that staff reach out to the Village for clarification.

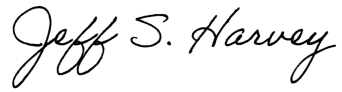
VIII. ADJOURNMENT

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, December 14, 2023, at 7:00 p.m.

Respectfully Submitted,

A handwritten signature in black ink that reads "Jeff S. Harvey". The signature is written in a cursive style with a large, stylized initial "J".

Jeff Harvey, Secretary