

MINUTES OF THE REGULAR MEETING BOARD OF PARK COMMISSIONERS February 15, 2024

The Regular Meeting of the Board of Park Commissioners was called to order by President Cohen at 7:00 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, Superintendent of Recreation Tony Korzyniewski, Director of Golf Operations Jason Mannina, Director of Parks Jay Zahn, Superintendent of Marketing Deanna Musurlian, Evening and Weekend Program Manager Kathleen Muellner

II. APPROVAL OF MINUTES

Motion made by Commissioner Brown, seconded by Treasurer Caron, to approve the Minutes of the January 18, 2024, Finance Meeting and the January 18, 2024, 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 Caron, seconded by Commissioner Serota, to approve the Voucher Listing dated February 15, 2024, in the amount of **\$1,544,602.05** which includes **\$5,124.41** 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 as a requirement of their civics 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. There was no correspondence received this month.

(C). Affiliate Committee Presentations

After public comment, President Cohen invited three Affiliate Representatives in attendance to present their annual operations report to the Board.

(i) DYBSA

Representatives from DYBSA reported on the most recent DYBSA season. Major accomplishments include a significant increase in girls spring softball participation numbers. Challenges include overall fall registration numbers which are roughly equivalent to spring registration numbers (432 fall boys vs.

191 fall girls and 352 spring boys vs. 149 spring girls). Boys travel baseball numbers remained relatively flat; however, girls travel softball increased 71%. DYBSA, in collaboration with the District, has made significant field improvements at Woodland Park, Maplewood Park and Clavey Park. House fees range from \$150 to \$260 and the youngest age groups are growing incredibly fast. In 2024, travel baseball will be down one team whereas travel softball will be up two teams. Another challenge DYBSA continues to face is limited field space. They have been working with DHS and outside organizations to alleviate this problem.

(ii) AYSO

Fred Talisse and Daniel Moons, AYSO, provided a brief background on the organization and what is included in the annual \$165 program fees such as a jersey, professional training, and a participation award. There are over 200 volunteers that help manage the program in Deerfield with over 800 participants enrolled. AYSO prides itself on being a widely inclusive program through which anyone who wants to play will be given a chance to play, regardless of skill level. There are no tryouts. Over 82% of the participants are from Deerfield. The players are split 36% female and 64% male. As with other affiliates, AYSO has noticed that while participation numbers remain high among the younger age groups, they tend to taper off in the older age group. AYSO concluded their remarks by thanking the District for existing field use and continued time and effort.

(iii) Young Warriors Football

Representatives from Young Warrior's Football were not in attendance. However, they provided the District a financial overview of their organization which was included in the Board packet.

V. COMMITTEE LIAISON REPORTS

(A). Deerfield Parks Foundation

Treasurer Caron reported the Foundation met in January and is undertaking changes in leadership as well as reevaluating its mission. One Foundation member resigned over the proposed changes to moonlight golf which leaves four vacancies. Through this introspection, remaining Foundation members are not interested in raising funds for park renovations. They would prefer to focus on financial aid for recreation programming. Members would also like the District to give out more money in financial aid to qualified applicants. Additionally, the Foundation will no longer be contributing to the Jewett Park playground renovation. Their biggest fundraising event in 2024 will be a pickleball tournament. Proceeds will be split between the Foundation and a dedicated shade structure at the pickleball courts. President Cohen requested staff be present at the Foundation meetings moving forward.

(B). PTC Members' Council

A verbal report was given on the February 8, 2024, PTC Members' Council meeting by Deputy Executive Director McCarty. David had an opportunity to introduce Kathleen to the Council and provide information as it relates to her role expanding evening and weekend operations. During the month of February, the PTC welcomed eleven (11) new members. From a program and event standpoint in February, the annual Fireman's 5-Alarm Chili Bowl will take place from on February 9th from 12-2 p.m. The event consists of homemade chili and cornbread prepared by the firemen. There are currently 66 participants enrolled. On February 13th, Village Manager Kent Street will be the presenter for the lecture series. Also on February 13th is the return of the highly successful Sip, Chip and Putt program of which there are currently 14 participants enrolled. The daytime Great Decisions group with Gary Midkiff begins on February 23rd and there are 10 participants enrolled. The next Chicagoland showcase will be held on February 28th from 5:30-7 p.m. featuring Rosie and the Rivets. There are 40 currently enrolled.

VI. ACTION ITEMS

(A). Consideration of Purchase Approval – JPCC Interior Furniture

Vice President Serota moved, and Treasurer Caron second a motion to approve the purchase of specified furniture for the Jewett Park Community Center Lower-Level Renovation Project from *KI Furniture* through the *Sourcewell National Cooperative Purchasing Program* in the tentative amount of **\$66,744.50**, to be amended pending a price increase for seven (7) chairs with arms.

Prior to a vote, Matt Bickel from Wold Architects and Engineers conducted a brief presentation on the furniture selection process and the pieces of furniture chosen. The furniture is to be purchased through a national cooperative purchasing agent, Sourcewell, in partnership with KI Furniture. This cooperative purchasing organization publicly solicits, and awards agreements made available to government agencies which satisfies the public bid requirement. Commissioners proceeded to ask questions relative to the furniture and ultimately agreed with staff recommendation that the furniture selections will give the space an updated and modern aesthetic. Executive Director Harvey requested that half of the fourteen upholstered chairs be modified to include arms.

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

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

(B). Consideration of Change Order Request #1 for JPCC Fire Alarm System

Vice President Serota moved, and Treasurer Caron seconded a motion to approve a change order request from *Camosy Construction* to replace the fire alarm panel on the lower level as part of the Jewett Park Community Center Renovation Project in the amount of **\$27,986**.

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

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

(C). Consideration of Camosy Construction Payment Request #2 for JPCC Interior Renovation

Treasurer Caron moved, and Commissioner Patinkin seconded a motion to approve Payment Request #2 from *Camosy Construction* for the work completed through January on the Jewett Park Community Center Lower-Level Renovation Project in the amount of **\$158,606.00**.

Deputy Executive Director McCarty provided a brief update with respect to the progress of the overall project.

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

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

(D). FY 2024 Payment for Joint Projects with Deerfield Public Schools #109

Commissioner Patinkin moved, and Vice President Serota seconded a motion to approve the fiscal year 2024 payment of \$255,000 to Deerfield Public Schools #109 for the 2024 portion of joint projects pursuant to the intergovernmental agreement approved on October 21, 2010.

Executive Director Harvey specified the joint projects to include the South Park elementary east playground renovation and the Wilmot elementary east playground renovation. It also satisfies the Districts share of the Caruso auditorium renovation.

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

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

(E). Consideration of Purchase Approval – Jewett Park Bandshell & Picnic Shelter

Treasurer Caron moved, and Vice President Serota seconded a motion to approve the purchase of (1) 34' x 15' Cedar Forest Band Shell Structure and (1) 20' x 20' Picnic Shelter for the Jewett Park Phase 2 Renovation Project from *Landscape Structures*, through *H-GCA National Cooperative Purchasing Program* in the total amount of **\$67,643.46**.

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

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

(F). Consideration of Purchase Approval – Jewett Park Shade Sail

Vice President Serota moved, and Commissioner Patinkin seconded a motion to approve the purchase of (3) SkyWays Cantilever Single Post 16' x 16' Pyramid Shade Sails for the Jewett Park Phase 2 Renovation Project from *Landscape Structures*, through the *Sourcewell National Cooperative Purchasing Program* in the total amount of **\$34,105.00**.

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

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

(G). Consideration of SRC Usage Request for PTO Fundraiser

Treasurer Caron moved, and Commissioner Patinkin seconded a motion to approve the use of the Group Exercise Studio at the Sachs Recreation Center on Saturday, April 27, 2024, from 12:00-1:00 p.m. to the Red Oak Elementary School PTO from Highland Park to host a group exercise class fundraiser at a cost of **\$50**.

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

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

(H). Consideration of Jaycee Park Usage Request for Charity Fundraiser “Walk for Parker”

Vice President Serota moved, and Treasurer Caron seconded a motion to approve the use of Jaycee Park as a start and finish for the annual “The Walk for Parker” 3K walk and 5K run on Saturday, October 5, 2024, from 8:00 a.m. to 12:00 p.m.

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

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

(I). Consideration of Revised Employee Policies and Procedures Manual Updates

Vice President Serota moved, and Commissioner Patinkin seconded a motion to approve the proposed updates to the Employee Policies and Procedures Manual, and Full-Time Employee Policies Supplement, as presented.

Treasurer Caron asked for clarification with respect to the compensatory time. Executive Director Harvey advised that when non-exempt hourly employees work overtime, they can choose to be paid their next paycheck at overtime (calculated at time and one half of the employee’s regular hours) or put it into a bank. Changes to the manual include accumulated compensatory time will now be capped at forty (40) hours. Additionally, once 40 hours are reached, any overtime worked will be paid out. Compensatory time is now expected to be used within the calendar year. Any compensatory time left at the end of the year will be paid out at the employee's regular hourly rate. This will reduce the District’s financial liabilities and align with best industry practices.

Treasurer Caron requested the Board discuss changes to the District’s sick time payouts and service anniversary payments at a future Workshop meeting.

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

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

(J). Consideration of Bid Award for Turf Care Products for DGC

Commissioner Brown moved, and Treasurer Patinkin seconded a motion to approve the purchase of turf care products from the following suppliers in the following amounts: SiteOne **\$6,024.48**; Pendelton Turf Supply **\$7,820.00**; Clesens **\$3,322.80**; Reinders **\$1,680.00**; Advanced Turf **\$6,472.00**; Simplot T&H **\$7,608.48**; Tyler Enterprises **\$1,068.00**; For a total amount of **\$33,995.76**.

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

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

(K). Consideration of Food and Beverage Service Agreement for DGC

Vice President Serota moved, and Commissioner Brown seconded a motion to approve the Four Napkin Hospitality Group Restaurant and Bar Licenses Agreement, as amended.

Commissioner Patinkin noted that Counsel referenced the wrong Paragraph in Provision 14. He asked that it be amended to correctly reference Paragraph 24 instead of Paragraph 21.

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). Capital Project Update

Department heads are to provide updates with respect to large scale capital projects as part of this agenda item. There was nothing else to report at this time.

(B). Other Comments and Discussion

IAPD Legislative Breakfast

Executive Director Harvey requested Commissioners confirm their attendance for the upcoming Legislative Breakfast to be held in Vernon Hills in partnership with IAPD on February 23rd.

VIII. ADJOURNMENT

Motion made by Commissioner Patinkin, seconded by Treasurer Caron, to adjourn the Regular Board Meeting at 8:34 p.m. Voice vote **carried** as follows:

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

NAYS: None (0)

The next Regular Board meeting of the Board of Park Commissioners is scheduled for Thursday, March 21st, 2024, at 6:30 p.m.

Respectfully Submitted,



Jeff Harvey, Secretary