

REGULAR MEETING MINUTES - BOARD OF PARK COMMISSIONERS August 15, 2024

The Regular Meeting of the Board of Park Commissioners was called to order by Commissioner Cohen at 7:02 p.m. in the Jewett Park Community Center. Executive Director Harvey called the roll, and the following were:

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

ABSENT: None (0)

Staff: Executive Director Jeff Harvey, Deputy Executive Director and Director of Recreation Laura McCarty, 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

Commissioner Caron moved to approve the minutes of the July 2, 2024 Special Meeting, July 2, 2024 Closed Session, July 18, 2024 Finance Meeting, July 18, 2024 Regular Meeting as amended, and the July 18, 2024 Closed Session. Commissioner Brown seconded the motion. The motion passed by the following roll call vote:

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

NAYS: None (0)

III. APPROVAL OF DISBURSEMENTS

Commissioner Serota moved to approve the voucher listing dated August 15, 2024 in the amount of \$2,216,500.38 which includes \$3097.55 in travel and training. Commissioner Caron seconded the motion. The motion passed by the following roll call vote:

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

NAYS: None (0)

IV. MATTERS OF THE PUBLIC, VISITORS AND GUESTS

A. Comments from the Public, Visitors and Guests

Tracy Levy and Julia Choi requested that bus transportation be reconsidered for DPD summer camps.

B. Communications and Correspondence

The Park District did not receive any email or correspondence.

V. COMMITTEE LIAISON REPORTS

A. Pool Advisory Committee

Commissioner Patinkin reported the Committee met on July 25, 2024 and pool staff dropped from 129 to 73 when the college students left and 45 were committed to fall sports and other school activities leaving 28 people. They are doing what they can to open the pool and are currently open Monday-Wednesday from 5:30-7:00 am for lap swim and then 4:30-7 pm for public swim and the pools are open on the

weekend. Pass sales were down from 2023 by 123 through July 25th. The pool parties were successful, but when Deerspring was open for public swim, the Park District lost 10-12 parties. There was some correspondence about the age requirements for kids to be in the pool unaccompanied by an adult. 13-year-olds were getting turned away due to confusion on whether it was 13 and under or over 13. The issue was that staff were not enforcing properly and were not allowing kids who should have been allowed in.

B. PTC Members' Council

Ms. McCarty reported the Council met August 8, 2024 and welcomed 13 new members and 66 total this year. The golf league is getting ready for their annual flag tournament and have 34 registered. They sent out a survey to get feedback on the types of programs people want at the PTC and had 103 responses. The top three programs are lectures, live performances and music programs. They had a very successful outdoor music performance last night with more than 100 people in attendance. Ms. McCarty reported they have a number of additional programs throughout the month.

VI. ACTION ITEMS

A. Consideration of Camosy Construction Payment Request #8 for the Jewett Park Community Center Renovation

Commissioner Serota moved to approve Payment Request #8 from Camosy Construction in the amount of \$68,950.50 for the work completed through the end of July on the Jewett Park Community Center lower-level renovation. Commissioner Brown seconded the motion. Commissioner Caron questioned why the 10 percent retainage is not being held until the punch list is complete. Ms. McCarty will look up the retainage in the contract. Commissioner Serota amended the motion to approve the payment request from Camosy Construction in the amount of \$15,292.50 assuming a 10% retainage. Commissioner Caron seconded the motion. The motion passed, as amended, by the following roll call vote:

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

NAYS: None (0)

B. Consideration of Civic Plus Contract for Website Design

Commissioner Caron moved to award the contract for the Deerfield Park District website redesign project to Civic Plus in an amount not to exceed \$45,899.15. Ms. Musurlian discussed the current website and other park district's websites that are much more user-friendly. With a new, mobile responsive website, everything but golf will be on the same system. Commissioner Patinkin expressed concern about the contract as the park district would have to pay for several months before the new website is complete. Additionally, their fees do not cover updating data; rather, it covers creating the platform and maintenance.

The Board will table the motion so staff can ask questions about the billing process, the transition, rec track, upgrades and enhancements with the new platform. Mr. Harvey believes hiring Vermont Systems as a consultant to be onsite for a few days will assist with training staff. They will train 8-10 people to become competent in Rec Track.

The motion will be tabled to the September workshop meeting on September 5, 2024.

C. Consideration of Semper Fi Payment Request #8 for Jewett Park Renovation

Commissioner Serota moved to approve Payment Request #6 for a progress payment for the work completed on the Jewett Park Phase 2 Renovation Project in the amount of \$387,240.05 as submitted by Semper Fi Landscaping, Inc. Commissioner Caron seconded the motion. Mr. Zahn discussed the renovation progress. The commissioners discussed the possibility of having a grand opening. The motion passed by the following roll call vote:

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

NAYS: None (0)

VII. OTHER MATTERS

A. Information Technology Presentation

Martin Terlik, IT Manager, provided a presentation on the IT Department that proposed a 3-5 year capital plan that includes new hardware, software and contractual services. The commissioners discussed the cost of the contracted services. Mr. Terlik explained the contracted services will assist with specific project components that require specialized engineers. The pros and cons of 100% cloud base versus a hybrid approach were also discussed. Additionally, the commissioners discussed the importance of a detailed and sound IT plan.

B. Other Reports, Comments and Discussion

Ms. McCarty noted the date of the October budget workshop was scheduled for October 10th, which is NRPA. The workshop has been rescheduled to October 1st at 6:30.

VIII. ADJOURNMENT

There being no further business or discussion, Commissioner Brown moved, seconded by Commissioner Caron, to adjourn the meeting. The motion passed unanimously on a voice vote. The meeting was adjourned at 9:12 pm.

Respectfully submitted,

Jeff Harvey
Secretary

Transcribed by:
Jeri Cotton