

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF REGULAR MEETING
NOVEMBER 16, 2022**

The meeting was called to order at 6:01 p.m. President Grossberg.

Commissioner Kaplan joined the meeting at 6:05 p.m.

ROLL CALL

Present: Commissioner Bernstein; Commissioner Ruttenberg, Vice President Freeman; President Grossberg

Absent: Commissioner Kaplan

Staff Present: Executive Director Romes; Director Smith; Director Voss; Director Carr; Director Peters; Director Gogola; Director Kopka; Assistant Director Maliszewski; Assistant Director Murrin; Manager Nichols; Manager Kapetan; Accountant Moraru; Manager Johnson; Supervisor Holling; Hejnowski

Guest Speakers: None

ADDITIONS TO THE AGENDA

None.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

None.

CONSENT AGENDA

A motion was made by Vice President Freeman, seconded by Commissioner Ruttenberg to approve the Minutes from the October 12, 2022 Workshop Meeting; the Minutes from the October 26, 2022 Regular Board Meeting; the 2023 Board Meeting Calendar; the 2023 IAPD/IPRA Credentials Certificate; the Truth in Taxation Resolution #2022-07; the 2023 Heller Nature Center HVAC Replacement Bid; the Ground Lease Agreement between the City of Highland Park and the Park District of Highland Park, for 1755 St. Johns Avenue; and Bills and Payroll in the amount of \$2,158,103.16

Roll Call:

Aye: Commissioner Bernstein; Commissioner Ruttenberg, Vice President Freeman; President Grossberg

Nay: None

Absent: Commissioner Kaplan

Abstain: None

Motion Carried

FINANCIAL FORECASTS AND TREASURER’S REPORT

Operations (General and Recreation Funds) Budget vs. Actual

Director Peters reported that as of October 31, 2022, actual revenues are exceeding budgeted revenue by about \$2.4 million and actual expenses are \$1.6 million less than budgeted for a year-to-date net difference of about \$4 million surplus. When compared to the pre-COVID years (2017-2019), the District has about a \$2.2 million surplus. Staff is projecting \$22.5 million in revenue as of December 31, 2022. Budget revenue vs. projected is a \$1.8 million surplus.

Capital Fund Budget vs. Actual

Director Peters reported that as of October 31, 2022, actual expenses are \$5.7 million less due to timing differences in projects. Staff is projecting \$9.5 million in expenses as of December 31, 2022.

Conclusion

As of October 31, Park District programs and facilities are performing better than budget, with a \$1.6 million surplus. Additionally, replacement taxes are \$339,000 greater than anticipated. There is a \$177,000 surplus from property taxes and a \$113,000 surplus from interest revenue. Lastly, there is a savings of \$1 million from salaries and wages due to open positions. Overall, the Park District is in a very favorable position at the end of October.

Commissioner Ruttenberg would like to know the historic trend for replacement taxes.

Director Peters reported that the revenue from replacement taxes is significantly higher, however, since the country is heading into a recession staff budgeted a much lower amount in 2023.

UNFINISHED BUSINESS

None.

NEW BUSINESS

A. Parks Foundation

Director Gogola reported that the champion's banquet will be held on March 15, 2023. The Parks Foundations Annual Appeal kicks off in November along with discussion for the strategic plan.

President Grossberg would like to know if the Parks Foundation is still looking for Board Members.

Director Gogola reported there are currently eight Board Members, however there are twelve seats on the Board.

Commissioner Bernstein would like to know if a joint meeting could be held between the Parks Foundation and the Park Board of Commissioners.

Director Gogola loved the idea and will schedule a Joint Committee Meeting.

B. Director's Report

Manager Nichols compared the 2021 summer camp goals, structure, and achievements to 2022. In 2022, trainings were enhanced, the Park District met 74% of the 2019 enrollment figures, increased the number of unique camp offerings from 18 to 27, and successfully aligned the pre, traditional, and post-camp schedule with the local schools so there were no gaps in childcare. 65% of camp capacity was met in 2022, generating \$1.2 million in revenue. She is pleased to report that the Park District is drawing children from several communities outside of Highland Park.

President Grossberg would like to know what the total expenses were in 2022.

Director Peters reported that those figures will be available on November 29.

President Grossberg would like to offer camp accommodations for young adults.

Manager Nichols shared an overview of what's to come in 2023, reporting that there will be enhancements to the e-pact system (medical/emergency information for campers) and the seesaw platform (notifications from staff to parents), along with enhancements to the field trips, both internal and external outings.

Upcoming Events

Executive Director Romes shared a list of upcoming events, including the Turkey Tumble on Wednesday, November 23, from 10:30 – 3:30 p.m. at Lincoln School. Drop your little gobbler off for a morning of strutting around the gym playing on the bars, floor, beam, powertrac. Bring a nut-free lunch and water bottle. Kindergobblers learn a handstand, swing, and bounce in the gym on the floor, beam, bars, and powertrac. Elf Training Academy on Wednesday, November

30, from 4:00 – 6:00 p.m. at West Ridge Center. Santa has a lot of work ahead of him in the next few weeks and he needs some help! Enroll in this “exclusive school” for Christmas elves. Courses include everything your elf-in-training needs to know to be Santa’s right-hand helper, such as New Elf Orientation, Elf History, Toy Building, Cookie Baking, The Nice List, Tree Decorating, and Reindeer Care. Grichmas on Saturday, December 3, from 9:00 – 12:00 p.m. at Sunset Valley Golf Club. Spend your holiday with this Dr. Seuss classic! This one-of-a-kind interactive event will include breakfast, a themed craft, photo opportunities, games and more! Gingerbread House Workshop on Wednesday, December 7, from 4:00 – 6:45 p.m. at West Ridge Center. Start with a box house and cover with our handmade frosting. Embellish with candy, cookies and goodies. Be sure to bring your imagination and a box or tray to carry your confection home. Adults are welcome to make their own or work alongside their child. Lastly, Dreidels and Donuts on Monday, December 12, from 4:00 – 4:45 p.m. at West Ridge Center. This festive family event features a holiday-themed craft and in the spirit of the traditional Hanukkah sufganiyot, jelly donuts will be served.

Upcoming Meetings

Executive Director Romes reported that there is a Finance Committee Meeting on November 29 at 8:00 a.m., a Finance Committee Meeting on December 6 at 8:00 a.m., a Workshop Meeting on December 7 at 6:00 p.m., a Finance Committee Meeting on December 13 at 8:00 a.m., and lastly, the Regular Meeting on December 14 at 6:00 p.m.

C. Board Comments

None.

OTHER BUSINESS

None.

OPEN TO THE PUBLIC TO ADDRESS THE BOARD

None.

CLOSED SESSION

A motion was made by Commissioner Kaplan, seconded by Vice President Freeman, to adjourn into Closed Session for discussion of Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District; Section 2(c)8 – security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.

Roll Call:

Aye: Commissioner Bernstein; Commissioner Kaplan; Commissioner Ruttenberg, Vice President Freeman, President Grossberg

Nay: None

Absent: None

Abstain: None

Motion Carried

The meeting adjourned into Closed Session at 6:50 p.m.

The meeting reconvened into Open Session at 7:23 p.m.

Action From Closed Session If Any

President Grossberg reported that the Park Board of Commissioners met in Closed Session under Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District; Section 2(c)8 – security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property.

No action was taken.

ADJOURNMENT

A motion was made by Commissioner Kaplan and seconded by Commissioner Ruttenberg and approved by a unanimous vote. The Board Meeting adjourned at 7:24 p.m.

Respectfully submitted,

Roxanne Hejnowski

Roxanne Hejnowski, Assistant Secretary