

NOTICE OF FINANCE COMMITTEE MEETING

Tuesday, February 14, 2023

8:00 a.m.

Park District of Highland Park
Board of Park Commissioners
636 Ridge Road, Highland Park, IL 60035
No Live Stream

FINANCE COMMITTEE MEETING AGENDA

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **ADDITIONS TO THE AGENDA**
- IV. **APPROVAL OF THE FINANCE COMMITTEE MEETING MINUTES FROM JANUARY 17, 2023**
- V. **COST CENTER PRESENTAITON**
- VI. **RESOLUTION #2023-02: AUTHORIZING AN INCREASE IN THE BUDGETED YEAR-END FUND TRANSFER AMOUNTS**
- VII. **ORDINANCE #2023-02: AUTHORIZING AND PROVIDING FOR THE CONVEYANCE OR SALE OF SURPLUS PERSONAL PROPERTY**
- VIII. **FEBRUARY 2023 BID RESULTS**
- IX. **OTHER BUSINESS**
- X. **OPEN TO PUBLIC TO ADDRESS BOARD**
- XI. **CLOSED SESSION PURSUANT TO THE FOLLOWING SECTIONS OF THE OPEN MEETINGS ACT:** Section 2(c)1: The employment, compensation, discipline, performance, or dismissal of specific employees, specific individuals who serve as independent contractors in a park, recreational, or educational setting, or specific volunteers of the public body or legal counsel for the public body; 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; Section 2(c) 11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c) 21 – the discussion of minutes lawfully closed under the Act, whether for the purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in section 2.06 of the Act.; Section 2(c) 29 - for discussions between internal or external auditors and the Board. Possible action by the Board on items discussed in closed session.
- XII. **ACTION FROM CLOSED SESSION IF ANY**
- XIII. **ADJOURNMENT**

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the Park District's ADA Compliance Officer, Brian Romes, at the Park District's Administrative Office, 636 Ridge Road, Highland Park, IL Monday through Friday from 8:30 a.m. until 5:00 p.m. at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter require five (5) working days advance notice. Telephone number 847-831-3810; fax number 847-831-0818.

**MINUTES OF A THE FINANCE COMMITTEE MEETING
OF THE PARK DISTRICT OF HIGHLAND PARK
HELD ON JANUARY 17, 2023 8:04 A.M.**

Present: Commissioner Bernstein, Vice President Freeman, President Grossberg

Absent: None

Also, Present: Executive Director Romes; Director Peters, Director Gogola; Director Smith; Director Voss; Director Carr; Director Kopka; Assistant Director Maliszewski; Assistant Director Murrin; Manager Ochs; Manager Baczek; Coordinator Hejnowski

Guest Speaker: None

Commissioner Ruttenberg joined the meeting at 8:06 a.m.

Additions to the Agenda

None.

Compton Trail Avenue Connection Update

Director Smith reported that Per the First Amendment of the Intergovernmental Agreement between the Park District, City of Highland Park, and Lake County Forest Preserve District entered into during the development of the Preserve, the Park District has an obligation to design and construct a trail connection from the Preserve to Half Day Road along Compton Avenue. Staff have obtained a proposal from Gewalt Hamilton Associates for \$41,900 to assist with this work. Staff budgeted \$25,000 this year for planning costs and \$125,000 in 2024 for construction, totaling \$150,000. The anticipated construction costs are \$100,000, so the project is currently under budget.

Staff received consensus from the Finance Committee Meeting to place the proposal from Gewalt Hamilton Associates on the consent agenda for the January 25, 2023 Regular Meeting.

January 2023 Bid Results

A. *2024 Sunset Valley Golf Club Golf Cart Lease*

Manager Ochs reported that the District received two (2) bids: Yamaha Lithium Ion Battery Golf Carts and EZGO Lithium Ion Battery Golf Carts. The Yamaha carts would require the Cartbarn to be upgraded with heat and insulation to accommodate the recommended winter storage temperature of above 32 degrees. Unfortunately, Harris Golf Carts will not guarantee a March 1, 2024 delivery. If the order is not ready Harris Golf Carts supply the District with gas loaner carts until fleet arrives. There will be a cost associated with the loaner carts. Overall, the Yamaha Lithium Ion carts are very new and there is currently no Chicagoland courses that have this battery. As for the EXGO carts, the Cartbarn would not need to be upgraded due to Samsung Lithium Battery can accommodate colder storage temperatures. Lastly, EZGO does not have an issue supplying the new fleet by March 1, 2024. Currently, EZGO partners with over 30 (Municipal, Public and Private) Chicagoland courses with Elite lithium Golf Carts.

The current 5-Year Capital Plan for the New Golf Cart Lease is budgeted for \$78,000 per year beginning in 2024. If the Park Board approves this recommendation the 5 – Year Capital Plan will need to be adjusted to \$107,780.34 per year from 2024 - 2028.

Staff recommends consensus from the Finance Committee recommends that the Park Board of Commissioners approve entering into a 5-year lease term with EZGO for 65 lithium ion battery operated golf carts and 1 gas operated beverage cart for a 5-year total of \$538,901.70 and entering into a 5-year lease term with EZGO for Alternate A (GPS system) in the amount of \$165,789 at the January 25, 2023 Regular Meeting. This will be an operational expense of \$33,157.80 budgeted per year. Staff will continue to seek sponsorship opportunities to help offset the operational cost. Payment will begin May 2024.

The Finance Committee supports staff recommendation and received consensus to place the bid from EZGO on the consent agenda at the January 25, 2023 Regular Meeting.

B. Centennial Ice Arena Water Heaters

Deputy Director Carr reported that two (2) PVI brand 125 gallon commercial hot water heater tanks were installed at 2006 at Centennial Ice Arena. Heaters of this size typically come with an 8-year warranty for the tanks and the estimated useful life is 15-20 years. The heaters are used to support the 195 gallons of hot water needed to fill the Zamboni to maintain the ice. The District received three (3) bids: Absolute Home Improvement, INC., FJ Kerrigan Plumbing Company, and Little Tommy's Plumbing. Staff budgeted \$110,000, and the lowest bidder was Absolute Home Improvement, INC. for \$96,433 for a savings of \$13,567. Staff received consensus from the Finance Committee to place this item on the consent agenda at the January 25, 2023, Regular Meeting allowing the Executive Director to enter into contract with Absolute Home Improvement, Inc in the amount of \$96,433 for the purchase and installation of Two (2) PVI Hot Water Tanks.

Commissioner Ruttenberg requested that staff explore electric options, however, he supports placing the recommendation on the consent agenda.

C. Centennial Ice Arena Landscaping

Director Smith reported that the District received six (6) bids for the Centennial Ice Arena Landscaping project: Absolute Home Improvements, INC., Hacienda Landscaping, INC., D & J Landscaping, INC., Balanced Environments, INC., Cornerstone Partners Horticultural Services, and Continental Construction Co., INC. Staff budgeted \$37,300. The low bidder was Absolute Home Improvements, INC., for \$19,200 for a savings of \$18,100.

Staff received consensus from the Finance Committee to place the low bid on the consent agenda at the January 25, 2023, Regular Meeting allowing the Executive Director to enter into contract with Absolute Home Improvement, Inc in the amount of \$19,200.

D. Moroney Park Improvements Project

Director Smith reported that there are several components to this project, so the District had three (3) bid openings, the first for general construction, which includes demolition of the existing playground, purchasing and installing new playground equipment, constructing a new ADA entry, site work & landscape restoration, and site furniture, the second bid, second for pour in place safety surfacing, and third for fencing. The District received two (2) bids for general construction: Absolute Home Improvements, INC. and D & J Landscaping, INC., three (3) bids for pour in place safety

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surfacing: Gametime, Perfect Turf, LLC., and Innovista LLC., and three (3) bids for fencing: DuraBilt Fence, Absolute Home Improvements, INC., and Peerless Fence. Absolute Home Improvements, INC. was the lowest bid for general construction at \$73,250, Gametime was the low bid for pour in place safety surfacing at \$76,672, and DuraBilt Fence was the lowest bid for fencing at \$5,595. Staff budgeted \$290,000. The combined estimated cost is \$260,739.05, for a savings of \$29,260.95.

Staff received consensus from the Finance Committee to place the lowest bids on the consent agenda at the January 25, 2023, Regular Meeting allowing the Executive Director to enter into contract with Absolute Home Improvement, Inc. for general construction, Gametime for pour in place safety surfacing, and DuraBilt Fence for fencing.

Other Business

Commissioner Bernstein commended staff for the work and performance at the MLK Day of Service event.

Open to the Public to Address the Board

None.

Adjournment

The meeting adjourned at 8:49 a.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary



Memorandum

To: Finance Committee
From: Mari-Lynn Peters, Director of Finance; Brian Romes, Executive Director
Date: February 14, 2023
Subject: **Cost Center Presentation**

Summary

Staff will review the preliminary Cost Center results for 2022.



Memorandum

To: Finance Committee

From: Mari-Lynn Peters, Director of Finance; Brian Romes, Executive Director

Date: February 14, 2023

Subject: **Resolution 2023-03 Authorizing an Increase in the Budgeted Year-End Fund Transfer Amounts**

Summary

The projected 2022 budget versus actual results shows a greater surplus than expected in both the Recreation and Special Recreation Funds. Additionally, more ADA projects were conducted in 2022 than anticipated, thus allowing for a greater reimbursement to the capital fund than originally expected. After careful review and in concert with discussions at previous Finance Committee Meetings, staff is recommending formal approval from the Park Board to increase fund transfers to the Capital Fund for the fiscal year ending 2022. The adjustment in transfers from the 2022 Budget to 2022 Proposed is below:

	2022 Budget	2022 Adjusted Budget	Change
Special Recreation Fund transfer to Capital Fund	\$500,000	\$507,164	\$7,164
Recreation Fund transfer to Capital Fund	\$2,000,000	\$3,000,000	\$1,000,000

The increase in transfers totals: \$1,007,164 to the capital fund.

Recommendation

Staff recommends consensus from the Finance Committee and approval from the Park Board of Commissioners at the February 22, 2023, Regular Board Meeting of Resolution 2023-03 to increase fund transfers from the 2022 budgeted amounts.



Memorandum

To: Finance Committee

From: Mari-Lynn Peters, Director of Finance; Brian Romes, Executive Director

Date: February 14, 2023

Subject: **Approval of Ordinance 2023-02: Authorizing and Providing for the Conveyance or Sale of Surplus Personal Property**

Summary

Pursuant to 70 ILCS 1205/8-22 the Park District of Highland Park disposes of property it deems to be of no use to the Agency. With each item disposed of, the District will determine which method of disposal is in its best interests. As indicated in the ordinance, this could be through sale to the highest bidder, trade-in, or donation. Most of the property has some value, although in most cases it is minimal. If the property cannot be sold or donated, the District will dispose of it in the most economical method possible. Also, pursuant to 70 ILCS 1205/8-22 the District must pass the attached ordinance by approval of at least three-fifths of the Park Board.

Recommendation

Staff recommends consensus from the Finance Committee approval from the Park Board of Commissioners at the February 22, 2023, Regular Board Meeting of Ordinance 2023-02: Authorizing and Providing for the Conveyance or Sale of Surplus Personal Property, so that the Park District of Highland Park can dispose of surplus property as indicated in Addendum 1 of the Ordinance.

**PARK DISTRICT OF HIGHLAND PARK
ORDINANCE #2023-02**

**AN ORDINANCE AUTHORIZING AND PROVIDING FOR THE CONVEYANCE OR
SALE OF SURPLUS PERSONAL PROPERTY OF THE PARK DISTRICT OF
HIGHLAND PARK
LAKE COUNTY, ILLINOIS**

WHEREAS, the Park District of Highland Park, Lake County, Illinois (“Park District”) owns personal property as described in Addendum A. hereinafter known as the “Property,” and

WHEREAS, pursuant to Section 8-22 of the Park District Code (70 ILCS 1205/8-22)(“Code”), the Park District is authorized to sell, convey or donate any personal property that in the opinion of three-fifths of the members of the Board of Park Commissioners then holding office is no longer necessary, useful to, or for the best interests of the Park District; and

WHEREAS, the Board of Park Commissioners (“Board”) has reviewed a staff report finding that the Property is no longer useful to the Park District and recommending its sale, donation or disposal and the Board concurs with that recommendation.

NOW, THEREFORE, BE IT ORDAINED by the Board of Park Commissioners of the Park District of Highland Park, Lake County, Illinois, as follows:

Section 1. The Board finds that all of the recitals contained in the preamble to this Ordinance are true and correct and does hereby incorporate them into this Ordinance by this reference.

Section 2. The Board finds that the Property is no longer necessary and useful to the Park District and declares it to be for the best interests of the Park District and its residents to dispose of the Property in the following manner:

Sell the Property to the highest bidder

or

Trade-In the Property

or

Donate the Property to such person or entity that will make use of the equipment.

or

Dispose of the Property if the District is unable to sell or donate identified equipment.

Section 3. The seller, Park District of Highland Park, hereby expressly disclaims all warranties, either expressed or implied, including any implied warranty of merchantability or fitness for a particular purpose. The Park District of Highland Park neither assumes nor authorizes any other person to assume for it any liability in connection with the sale of said items.

The buyer agrees to purchase said items in an “**as is**” condition with all faults. The buyer understands that the seller does not expressly or implicitly warrant that the said items meet or comply with any applicable safety standards (examples: ASTM, OSHA, CPSC). The buyer is solely responsible for determining that the said items are appropriate for any and all particular uses.

The buyer further agrees to indemnify, hold harmless and defend the Park District of Highland Park and its officers, agents and employees from any and all claims resulting from injuries, damages and losses arising out of, connected with, or in any other way associated with the use of said items.

Section 4. The Board authorizes and directs the Executive Director take such action necessary to sell, donate or dispose of the Property as herein authorized.

Section 5. This ordinance shall be in full force and effect from and after its adoption as provided by law.

Adopted this 22nd day of February 2023.

Ayes: _____

Nays: _____

Absent: _____

President, Board of Park Commissioners
Park District of Highland Park

ATTEST:

Secretary, Board of Park Commissioners
Park District of Highland Park

STATE OF ILLINOIS)
)
COUNTY OF LAKE) SS.

SECRETARY’S CERTIFICATE

I, Brian Romes, do hereby certify that I am Secretary of the Board of Park Commissioners of the Park District of Highland Park, Lake County, Illinois, and as such official I am keeper of the records, ordinances, files and seal of said Park District; and,

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of:

AN ORDINANCE authorizing and providing for the conveyance or sale of surplus personal property of the Park District of Highland Park, Lake County, Illinois

adopted at a duly called Workshop Meeting of the Board of Park Commissioners of the Park District, held by said District at 6:00 p.m. on the 22nd day of February.

I FURTHER CERTIFY that the deliberations of the Board on the adoption of said Ordinance were conducted openly via an Internet-based video conference platform, that the vote on the adoption of said Ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended by Public Act 101-640, and the order of the President of the Board of Park Commissioners, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of the Park District of Highland Park, Illinois this 22nd day of February 2023.

Brian Romes, Secretary
Board of Park Commissioners
Park District of Highland Park

(SEAL)

Park District of Highland Park
Ordinance 2023-01
Surplus Property Ordinance
Addendum 1
List of Surplus Property

ID	Brand	Description	Model	Serial No.	Condition	Location	Est. Value	Notes
1	Ford	2007 cargo van	E250	1FTNE24L37DB39002	serviceable	Centennial Ice	\$500.00	
2	Big John	towable grill			poor	POGO	\$200.00	
3	Ford	2008 2wd pick up truck ext. cab	Ranger	1FTYR14U98PB01469	poor	POGO	\$500.00	rusted hole in bed
4	Ford	2008 2wd pick up truck ext cab w/lift	F150XL	1FTPX12V38FB31263	poor	POGO	\$500.00	rusted hole in bed
5	Kifco	1996 water reel	B-140	310152	bad	Cunniff garage	\$100.00	parts only
6	Toro	1994 ballfield groomer	Sand Pro		bad	Cunniff garage	\$50.00	parts only
7	Ford	2009 2wd utility box truck	F250	1FTNF20659EA62943	serviceable	POGO	\$500.00	rusted hole in bed
8	Toro	zero turn riding mower	Z Professional 7000	74267-313000136	bad	POGO	\$50.00	engine shot, striped of parts
9	Toro	zero turn riding mower	Z Professional 7000	7427-313000215	bad	POGO	\$50.00	motor sound like it's about to go
10	Toro	zero turn riding mower	Z Professional 7000	74267-313000135	serviceable	POGO	\$250.00	leaks hydraulic oil
11	Toro	zero turn riding mower	Z Professional 7000	74267-313000259	serviceable	POGO	\$250.00	leaks hydraulic oil
13	John Deere	2014 ballfield groomer	1200 Hydro		bad	Preserve pole barn	\$50.00	parts only
14	Columbia Cascade	blue bike rack	Super CylLoops 2175	n/a	good	Cunniff compound	\$50.00	no longer District standards
15	Columbia Cascade	blue bike rack	Super CylLoops 2175	n/a	good	Cunniff compound	\$50.00	no longer District standards
16	Columbia Cascade	blue bike rack	Super CylLoops 2175	n/a	good	Cunniff compound	\$50.00	no longer District standards
17	Columbia Cascade	blue bike rack	Super CylLoops 2175	n/a	good	Cunniff compound	\$50.00	no longer District standards
18	Columbia Cascade	blue bike rack	Super CylLoops 2175	n/a	good	Cunniff compound	\$50.00	no longer District standards
19	Columbia Cascade	blue bike rack	Super CylLoops 2175	n/a	good	Cunniff compound	\$50.00	no longer District standards
20	Dell	Server	Dell PowerEdge R610 Server	3D59TH1	fair	West Ridge Center	Unsure	
21	Dell	Server	Dell PowerEdge R610 Server	3Y2NNM1	fair	West Ridge Center	Unsure	
22	Dell	Server	Dell PowerEdge R610 Server	8BNXBX1	fair	West Ridge Center	Unsure	
23	HP	Switch	HP 2650 Switch	TW347PD03U	fair	West Ridge Center	Unsure	
24	Dell	computer	Dell OptiPlex 7010 PC	52CXNW1	fair	West Ridge Center	Unsure	
25	Dell	computer	Dell OptiPlex 7010 PC	4QW77V1	fair	West Ridge Center	Unsure	
26	Dell	computer	Dell OptiPlex 7010 PC	4QWD7V1	fair	West Ridge Center	Unsure	
27	Dell	computer	Dell OptiPlex 7010 PC	4QWG7V1	fair	West Ridge Center	Unsure	
28	Dell	computer	Dell OptiPlex 7010 PC	4LVZTV1	fair	West Ridge Center	Unsure	
29	Dell	computer	Dell OptiPlex 7010 PC	GR7FWV1	fair	West Ridge Center	Unsure	
30	Dell	computer	Dell OptiPlex 7010 PC	H8NNL02	fair	West Ridge Center	Unsure	
31	Dell	computer	Dell OptiPlex 7010 PC	H7WPL02	fair	West Ridge Center	Unsure	
32	Palo Alto	VM firewall	Palo Alto PA 300	3401028165	fair	West Ridge Center	Unsure	
33	Palo Alto	VM firewall	Palo Alto PA 200	1606039431	fair	West Ridge Center	Unsure	
36	Microsoft	Surface Pro Tablet	Microsoft Surface Pro Tablet	100000229	fair	West Ridge Center	Unsure	



Memorandum

To: Finance Committee

From: Dan Voss, Director of Parks; Jeff Smith, Director of Planning and Projects; Mitch Carr, Deputy Director of Facilities and Operations; Brian Romes, Executive Director

Date: February 14, 2023

Subject: **February 2023 Bid Results**

Summary

Staff will review the following purchases for consideration to be approved at the February 22 Regular Meeting:

- Bid opening for the 2023 Deer Creek Racquet Club Concrete and Masonry Repairs
- Bid openings for the 2023 Routine Grounds Maintenance Routes