

**MINUTES OF A THE FINANCE COMMITTEE MEETING  
OF THE PARK DISTRICT OF HIGHLAND PARK  
HELD ON FEBRUARY 14, 2023 8:04 A.M.**

**Present:** Commissioner Bernstein, President Grossberg

**Absent:** None

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

**Guest Speaker:** None

Vice President Freeman joined the meeting at 8:20 a.m.

**Additions to the Agenda**

None.

The Minutes from the January 17, 2023 Finance Committee Meeting were approved.

**Cost Center Presentation**

***West Ridge Center***

This cost center had a \$45,000 surplus.

***Athletics***

Actual revenues exceeded the budget by \$170,000. Due to additional programming, actual expenses surpassed the budget to cover additional costs for salaries and wages. Overall, had an \$86,000 surplus.

***Camps***

Actual revenue was \$190,000 less than budgeted due to the Fourth of July tragedy. Overall, camps were \$39,000 less than budgeted.

***Special Events***

Actual revenues were \$1,000 less than budgeted.

***Hidden Creek AquaPark***

Due to unexpected emergency repairs actual expenses were \$57,000 more than budgeted.

***Rosewood Interpretive Center***

Actual revenues exceeded the budget by \$21,000.

***Rosewood Beach***

Actual revenues surpassed the budget by \$34,000.

***Park Avenue Beach and Boating Facility***

Actual revenue was \$25,000 less than budgeted. Expenses were higher than budgeted due to temporary repairs for the boat launch. Overall, this cost center was \$58,000 less than budgeted.

President Grossberg would like staff to provide progress updates related to the financial targets outlined in the Loyalty Program.

Executive Director Romes reported that while he District plans to open over Memorial Day weekend some of the ancillary items fund by the BAAD Grant may not be installed, so construction could still be occurring at the site after opening.

Commissioner Bernstein requested a Q & A on the Park District website to answer any questions related to opening and construction at the site.

***Centennial Ice Arena***

Actual revenue was \$227,000 less than budgeted due to the closure for the emergency rink floor repair. Overall, this cost center was \$116,000 less than budgeted.

***Heller Nature Center***

This cost center was \$49,000 less than budgeted. The bulk of revenue comes from camps, which was significantly impacted by the Fourth of July tragedy.

Commissioner Bernstein would like staff to find creative ways to market and attract more people to the facility and its surrounding amenities.

***Golf Learning Center***

Came in \$7,000 less than budgeted.

***Sunset Valley Golf Club***

This cost center had a \$438,000 surplus.

Commissioner Bernstein reminded the Committee that this cost center was impacted by the Fourth of July tragedy and due to a very wet spring carts were unable to be rented in April.

***Recreation Center of Highland Park***

Actual revenue was \$400,000 less than budgeted due to a COVID resurgence at the beginning of the year. With less memberships sales, staffing and spending were reduced. Overall, this cost center had a \$126,000 shortfall.

Commissioner Bernstein requested that staff present quarterly reports on this cost center so the Finance Committee can keep an eye on progress.

***Deer Creek Racquet Club***

This cost center had a net surplus of \$350,000.

Commissioner Bernstein commended staff, as this facility continues to surpass budgeted revenues each year.

**Resolution #2023-02: Authorizing an Increase in the Budgeted Year-End Fund Transfer Amounts**

Director Peters reported that 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 \$7,164 from the Special Recreation Fund to the Capital Fund and \$1 million from the Recreation Fund to the Capital Fund.

Director Peters reported that the transfer does not negatively affect the fund balances over the next ten years.

Staff received consensus from the Finance Committee to place Resolution 2023-03 to increase fund transfers from the 2022 budgeted amounts on the February 22, 2023, Regular Board Meeting consent agenda.

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

Staff received consensus from the Finance Committee to place Ordinance 2023-03 Authorizing and Providing for the Conveyance or Sale of Surplus Personal Property on the February 22, 2023, Regular Board Meeting consent agenda.

**February 2023 Bid Results**

***A. 2023 Deer Creek Racquet Club Concrete and Masonry Repairs***

Deputy Director Carr reported that staff presented to Park Board in September 2022 regarding issues related to water seepage through foundation walls, raised areas around floor drains in the locker rooms, brick facade at north emergency exit, and flashing on north exterior. The District hired Wiss, Janey, Elstner and Associates to engineer scope for repairs. Based on their recommendations, a bid was issued to hire a contractor for repairs. Staff received five bids: Berglund Construction, Boller Construction, MAG Construction, Quality Restoration, and Zera Construction. Staff budgeted \$200,000 to cover repairs, and Mag Construction was the low bidder at \$81,180. Staff received consensus from the Finance Committee to place the contract with MAG Construction in the amount of \$81,180 on the consent agenda at the February 22, 2023 Regular Board Meeting.

***B. 2023 Routine Grounds Maintenance (North, South, and Electric Routes)***

Director Voss reported that the District budgeted a little less than \$210,000 for contracted, annual turf mowing and landscape maintenance, which was broken up into three separate Routine Grounds Maintenance bids named the North, South, and Electric Routes. A fourth, Landscape Services bid, will be due in March. Staff received two bids: Langton Group and Balanced Environments Inc for each route. Staff is recommending approval at the February 22 Regular Board Meeting of the bid proposal, plus alternates 1 & 2 from Langton Group for the North Route in the amount of \$82,394 and the bid proposal, plus alternates 1, 4-6 from Langton Group for the South Route in the amount of \$81,952. As for the Electric route, staff would like to reject the bid proposals.

Staff received consensus from the Finance Committee to place the bid proposals from the Langton Group for the North and South Routes on the consent agenda at the February 22, 2023 Regular Board Meeting.

**Other Business**

President Grossberg reminded the Board to help promote ticket sales for the Parks Foundation Champions Gala.

**Open to the Public to Address the Board**

None.

**Adjournment**

The meeting adjourned at 8:55 a.m.

Respectfully submitted,

*Roxanne Hejnowski*

Roxanne Hejnowski, Assistant Secretary