

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF SPECIAL MEETING
FEBRUARY 1, 2023**

The meeting was called to order at 6:07 p.m. President Grossberg.

A motion was made by Commissioner Kaplan and seconded by Commissioner Ruttenberg to allow Commissioner Bernstein to participate in tonight's meeting by electronic means.

ROLL CALL

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

Absent: None

Staff Present: Executive Director Romes; Deputy Director Carr; Director Smith; Director Peters; Director Voss; Director Gogola; Assistant Director Maliszewski; Assistant Director Murrin; Manager Ochs; Manager Schwartz; Coordinator Hejnowski

Guest Speakers: Rafael Labrador, Parks Foundation of Highland Park President

ADDITIONS TO THE AGENDA

None.

PUBLIC HEARING FOR THE 2023 BUDGET

A motion was made by Commissioner Kaplan and seconded by Commissioner Ruttenberg to convene the proposed Budget and Appropriation Ordinance for the Fiscal Year beginning January 1, 2023, and ending December 31, 2023, for the Park District of Highland Park.

Roll Call:

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

Nay: None

Absent: None

Abstain: None

Motion Carried

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President Grossberg reported that The public hearing for the proposed Budget and Appropriation Ordinance for the Fiscal Year beginning January 1, 2023 and ending December 31, 2023 for the Park District of Highland Park is now in session.

As required by law, the budget was, with the Board's consensus, laid down for a period of 30 days. The document was available to be reviewed at Recreation Center of Highland Park, the Highland Park Library, and the District's web site. Also, in accordance with the law, notification of tonight's hearing was posted in the Lake County News-Sun.

President Grossberg reported that let the record show that there were no members of the community or Park Board of Commissioners who have chosen to speak on the 2023 Budget and Executive Director Romes did not receive any written communications relative to the proposed Budget and Appropriation Ordinance for the Fiscal Year beginning January 1, 2023, and ending December 31, 2023, for the Park District of Highland Park.

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Kaplan to close the public hearing.

Roll Call:

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

Nay: None

Absent: None

Abstain: None

Motion Carried

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

None.

CONSENT AGENDA

A motion was made by Commissioner Ruttenberg, seconded by Commissioner Kaplan to approve the Minutes from December 7, 2022 Workshop Meeting, the Minutes from December 14, 2022 Regular Meeting, the Minutes from December 20, 2022 Special Meeting, the Microsoft Windows Server 2022 Licenses, the Centennial Ice Arena Water Heaters Bid, the Centennial Ice Arena Landscaping Bid, the 2023 Moroney Park Improvements Poured-in-Place Safety Surfacing Bid, the 2023 Moroney Park Improvements General Playground Construction Bid, the Gewalt Hamilton Associates Proposal for Compton Avenue Trail Connection Design, Resolution 2023-01: Authorizing a Contract for Procurement of Playground Equipment, and Bills and Payroll in the amount of \$3,304,797.66.

Roll Call:

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

Nay: None

Absent: None

Abstain: None

Motion Carried

FINANCIAL FORECASTS AND TREASURER’S REPORT

Operations (General and Recreation Funds) Budget vs. Actual

Director Peters reported that as of December 31, 2022, actual revenues are exceeding budgeted revenue by about \$950,000 and actual expenses are \$414,000 less than budgeted for a year-to-date net difference of about \$2.3 million surplus. When compared to the pre-COVID years (2017-2019), the District has about a \$220,000 surplus.

General Fund Budget vs. Actual

As of December 31, 2022, actual revenues are exceeding budgeted revenue by about \$600,000 and actual expenses are \$600,000 less than budgeted for a year-to-date net difference of about \$1.2 million surplus. When compared to the pre-COVID years (2017-2019), the District has about a \$449,000 shortcoming.

Recreation Fund Budget vs. Actual

As of December 31, 2022, actual revenues are exceeding budgeted revenue by about \$361,000 and actual expenses are \$217,000 more than budgeted for a year-to-date net difference of about \$1.1 million surplus. When compared to the pre-COVID years (2017-2019), the District has about a \$1.1 million surplus.

Conclusion

The following Park District programs and facilities are performing better than budget: tennis has a \$394,000 surplus and golf has a \$477,000 surplus. Additionally, replacement taxes are \$375,000 greater than anticipated. There is a \$257,000 surplus from property taxes and a \$193,000 surplus from interest income. Lastly, there is a savings of \$700,000 from salaries and wages due to open positions. Overall, the Park District is in a favorable position at the end of 2022.

UNFINISHED BUSINESS

A. Approval of the 2024 Sunset Valley Golf Club Golf Cart Lease Bid

Manager Ochs reported that this year is the final year of the current lease terms for the golf cart fleet operated at Sunset Valley Golf Club. In December 2022, the Park District solicited bids for a new 2024 golf cart lease agreement. Bids were received on December 20, 2022, and two companies submitted bids for 65 lithium-ion battery golf carts and 1 gas beverage cart. The bid also included an alternate for GPS navigation. The navigation system will be incorporated into the Sunset Valley Golf Club operating budget and staff will seek advertising opportunities to help offset the operational cost. The two Staff reviewed the two golf carts under consideration are Harris Golf Carts – Yamaha Roypow

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Lithium-ion battery golf cart and E-Z-G-O: Division of Textron, Inc – EZGO Samsung Lithium-ion battery golf cart.

After careful review of the 2 Golf Cart Specifications, the Yamaha Roypow Lithium-ion battery golf cart User Guide states that the “Battery may experience storage temperatures from -4 degrees Fahrenheit to 32 degrees Fahrenheit for a total not exceeding 1 month.” Since golf carts at Sunset Valley Golf Club are stored in an enclosed wooden shelter without heat and insulation, staff determined that the golf carts may experience storage temperatures below 32 degrees Fahrenheit for longer than 1 month. Additionally, the Yamaha Golf Carts would be subject to irreversible damage for the battery if stored below -4 degrees Fahrenheit. After discussion with Park District legal counsel, staff requested a written enforceable agreement from Harris Golf Carts that if the Yamaha Roypow Lithium-ion battery golf carts will be stored in an enclosed wooden shelter without heat and insulation, the warranty will not be voided during the entire 5-year period of the lease agreement. Harris Golf Carts were unable to provide written confirmation. After discussion with legal counsel, staff recommends a determination that the Harris Golf Carts would not be the lowest responsible bid. The EZGO lithium-ion battery golf carts User Guide states that the battery can be stored below -4 degrees Fahrenheit for a period not to exceed 30 days and can be stored above -4 degrees Fahrenheit for up to 6 months. Additionally, the EZGO lithium-ion battery golf cart is a proven, reliable golf cart in the Chicagoland Market and can accommodate colder storage temperatures than the Yamaha Roypow lithium-ion battery. For the past 4 years, Sunset Valley Golf Club has been leasing the EZGO lithium-ion battery golf carts and has had remarkable success. Therefore, staff recommend accepting the bid from EZGO: Division of Textron, Inc for the EZGO Samsung Lithium-ion battery golf cart.

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 be adjusted to \$107,780.34 per year from 2024-2028.

A motion was made by Commissioner Ruttenberg, seconded by Commissioner Kaplan to allow the Executive Director to enter into a 5-year lease term with EZ-GO for 65 lithium-ion battery-operated golf carts and 1 gas-operated beverage cart for a 5-year total not to exceed \$538,901.70 and to enter into a 5-year lease term with EZ-GO for Alternate A (GPS System) in the amount of \$165,789.

Roll Call:

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

Nay: None

Absent: None

Abstain: None

Motion Carried

B. Approval of Ordinance 2023-01: Combined Budget and Appropriation Beginning January 1, 2023 through December 31, 2023

Director Peters reported that the 2023 proposed budget was presented to the Finance Committee on November 30, 2022, and December 6, 2022. After review and revisions, a final draft was presented to the Park Board at the December 14 Workshop Meeting. At that time, the Park Board provided consensus to make the draft budget document available for public inspection for thirty days. The budget was made available for public review at the Recreation Center of Highland Park, the Highland Park Public Library, West Ridge Center, and on the District's website during this timeframe. No comments from the Public have been received by the District. In accordance with the Park District Code, tonight's public hearing regarding the budget was posted in the Lake County News-Sun on Monday, January 23, 2023.

The proposed budget for fiscal year 2023 includes operating revenues of \$23,823,138, additional revenues of \$3,689,949 and total estimated expenditures (district-wide) of \$37,417,496 resulting in an anticipated deficit, of \$9,904,409. This is a planned use of reserves for capital projects related to master planning.

A motion was made by Commissioner Kaplan, seconded by Commissioner Ruttenberg to approve the 2023 Budget and 2023 Budget and Appropriation Ordinance (2023-01) for the fiscal year ending December 31, 2023.

Roll Call:

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

Nay: None

Absent: None

Abstain: None

Motion Carried

NEW BUSINESS

A. Parks Foundation Update

The President of the Parks Foundation, Rafael Labrador, reminded the Park Board of Commissioners that the Champions Gala is the Parks Foundations premier event to help fund the Scholarship programs. To generate more scholarship funds, the Parks Foundation revamped the event into a glamorous

evening of signature cocktails from our open bar, phenomenal hors d'oeuvres, exciting game of chance to win up to \$100,000, and of course our featured guest; Blackhawk's legend Chris Chelios. The night's live auction will feature fabulous trips, dining experiences, one-of-a-kind items, and memorabilia. He asked that Park Board of Commissioners attend the event and help sell tickets to the community.

Executive Director Romes commended Mr. Labrador, Director Gogola, Director Peters, and Director Maliszewski for their tremendous efforts to coordinate and host the upcoming event.

B. Board Committee Updates

Executive Director Romes reported that at the January 18 Policy Committee Meeting staff reviewed a proposed donation from a Highland Park resident to rename a PDHP park in honor of his family and other Italian families that have settled in Highland Park beginning in the early 1900s. Staff also reviewed the updated employee classification plan and salary ranges and proposed salary adjustments. At the January 18 Facility and Recreation Committee Meeting staff reviewed the 2023 Lakefront user fees for Park Avenue Beach and Boating Facility, Rosewood Beach, and Moraine, possible options to covert a portion of the existing tennis courts to pickleball courts at Danny Cunniff Park, and the feasibility study initiative with BerryDunn for the West Ridge Center Facility Planning Improvements.

C. Directors Report

Executive Director Romes shared the February special events which includes a Valentine's Candlelight Yoga, Friday, February 3, from 6:30 p.m. – 7:45 p.m. at the Recreation Center of Highland Park, Break Cabin Fever, Sunday, February 5, from 10:00 a.m. – 12:00 p.m. at the Heller Nature Center, Sweetheart Surprise, Friday, February 10, from 4:00 p.m. – 5:00 p.m. at West Ridge Center, Family Art Night, Friday, February 17, from 5:30 p.m. – 7:00 p.m. at West Ridge Center, the Highland Park Strings have an Annual Benefit Gala Concert, Sunday, February 19, from 3:00 p.m. – 5:00 p.m. at Ravinia Festival, Family Tennis Night, Saturday, February 25, from 6:00 p.m. – 8:00 p.m. at Deer Creek Racquet Club, and Page to Stage, Sunday, February 26, from 10:00 a.m. – 11:00 a.m. at West Ridge Center.

President Grossberg reported that The Park District of Highland Park is partnering with [Zac's Zoo](#), to collect new stuffed animals for children in crisis. Staff and the community can donate brand new (with store tags) stuffed animals at Deer Creek Racquet Club, Recreation Center of Highland Park, West Ridge Center now - Tue, February 28. All donations will be delivered to Highland Park Fire and Police First Responders, who will give a child in crisis a comforting stuffed animal.

Zac's Zoo is a non-profit organization started by Zac Cohen, who was a native of Highland Park, who at the tender age of 7, Zac wanted to help the smallest victims...the children. From his desire to help, Zac's Zoo was formed, along with a cuddle-comfort criteria of which Zac insisted each stuffed animal must possess. Through Zac's efforts over 10,000 stuffed animals were collected and donated to the children impacted by Katrina and similar tragedies.

Sadly, Zac was killed in a tragic motorcycle accident when he was only 20 years old. His sister and mother, Ellen Cohen, are keeping his legacy alive, by collecting and donating new stuffed animals to children in turmoil, with a brand-new stuffed animal.

D. 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) 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.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Kaplan, Commissioner Rutenberg, Vice President Freeman, President Grossberg

Nay: None

Absent: None

Abstain: None

Motion Carried

The meeting adjourned into Closed Session at 6:39 p.m.

The meeting reconvened into Open Session at 8:00 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) 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.

No action was taken pertaining to Section 2(c)5 and 2(c)6.

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Pertaining to Section 2(c) 21 it is the advice of staff and legal counsel that the Closed Session minutes from July 27, 2022 Regular Meeting, August 10, 2022 Workshop Meeting, August 31, 2022 Special Meeting, September 28, 2022 Regular Meeting, October 12, 2022 Workshop Meeting, November 9, 2022 Special Meeting, November 16, 2022 Regular Meeting, December 7, 2022 Workshop Meeting, December 14, 2022 Regular Meeting, and December 20, 2022 Special Meeting, that the need for confidentiality still exists as to all or part of those minutes and shall not be released for public inspection.

ADJOURNMENT

A motion was made by Commissioner Ruttenger and seconded by Commissioner Kaplan and approved by a unanimous vote. The Board Meeting adjourned at 8:01 p.m.

Respectfully submitted,

Roxanne Hejnowski

Roxanne Hejnowski, Assistant Secretary