

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF REGULAR MEETING
FEBRUARY 22, 2023**

The meeting was called to order at 6:03 p.m. President Grossberg.

ROLL CALL

Present: Commissioner Bernstein, Commissioner Ruttenberg, President Grossberg

Absent: Commissioner Kaplan, Vice President Freeman

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

Guest Speakers: None

Vice President Freeman joined the meeting at 6:05 p.m.

ADDITIONS TO THE AGENDA

None.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

None.

CONSENT AGENDA

A motion was made by Commissioner Bernstein, seconded by Commissioner Ruttenberg to approve the Minutes from January 11, 2023 Workshop Meeting, the Minutes from January 18 Policy Committee Meeting, the Minutes from the January 18 Facility and Recreation Committee Meeting, Resolution #2023-02: Authorizing an Increase in the Budgeted Year-End Fund Transfer Amounts, Ordinance #2023-02: Authorizing and Providing for the Conveyance or Sale of Surplus Personal Property, 2023 Deer Creek Racquet Club Concrete and Masonry Repairs bid, the 2023 Routine Grounds Maintenance - North Route bid, the 2023 Routine Grounds Maintenance - South Route bid, the Rejection of the 2023 Routine Grounds Maintenance - Electric Route bid, the Changes to Personnel Policy #2.8 Definitions “Introductory Employees”, the Changes to Personnel Policy #3.2 Equal Employment Opportunity, the Changes to Personnel Policy #4.10 Performance Evaluations, the Changes to Personnel Policy #6.2 Fleet Safety, the Changes to Personnel Policy #6.14.2 / #6.15.2 Reimbursement During Business Travel, Personnel Policy #6.17 and #6.17 Nursing Mothers, the Changes to Personnel Policy #8.3 Sick Time, the Changes to Personnel Policy #8.3 / #8.5 Bereavement, and the Changes to Personnel Policy #10.3 Illinois Victims’ Economic and Safety Act (VESSA), Bills and Payroll in the amount of \$2,257,422.75.

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 January 31, 2023, actual revenues are exceeding budgeted revenue by about \$284,000 and actual expenses are \$427,000 less than budgeted for a year-to-date net difference of about \$710,000. When compared to the pre-COVID years (2017-2019), the District has about a \$371,000 shortcoming.

General Fund Budget vs. Actual

As of January 31, 2023, actual revenues are exceeding budgeted revenue by about \$66,000 and actual expenses are \$136,000 less than budgeted for a year-to-date net difference of about \$202,000 surplus. When compared to the pre-COVID years (2017-2019), the District has about a \$32,000 shortcoming.

Recreation Fund Budget vs. Actual

As of January 31, 2023, actual revenues are exceeding budgeted revenue by about \$218,000 and actual expenses are \$283,000 less than budgeted for a year-to-date net difference of about \$500,000 surplus. When compared to the pre-COVID years (2017-2019), the District has about a \$169,000 shortcoming.

Conclusion

The following Park District programs and facilities are performing better than budget: music and youth dance has a \$32,000 surplus, tennis has a \$61,000 surplus, gymnastics has a \$28,000 surplus, and fitness center memberships have a \$16,000 surplus.

UNFINISHED BUSINESS

None.

NEW BUSINESS

A. Parks Foundation Update

The Parks Foundation is busy preparing for the upcoming Champions Gala. The Parks Foundation would also like to spend time with the Park Board of Commissioners to understand how they could help fund capital projects and similar projects.

Commissioner Bernstein would like to schedule a joint meeting at Sunset Valley Golf Club between the Park Board of Commissioners and the Parks Foundation in April.

Staff will coordinate and schedule a public joint meeting.

B. Board Committee Updates

Executive Director Romes reported that at the February 14 Finance Committee Meeting staff reviewed the preliminary Cost Center results for 2022, Resolution 2023-03 Authorizing and Increase in the Budgeted Year-End Fund Transfer Amounts, and Ordinance 2023-02 Authorizing and Providing for the Conveyance or Sale of Surplus Personal Property. Staff also reviewed the bid openings for the 2023 Deer Creek Racquet Club Concrete and Masonry Repairs and the 2023 Routine Grounds Maintenance Routes.

C. Directors Report

Executive Director Romes shared the February and March special events which includes Friday Fish Fry's at Sunset Valley Golf Club beginning February 24, from 4:00 – 8:00 p.m. No reservations are needed, first-come, first-served. Deer Creek Racquet Club is hosting a Family Tennis Night on Saturday, February 25, from 6:00 – 8:00 p.m. Bring your family and enjoy a night of tennis, pickleball and wallyball. Heller Nature Center is hosting a Maple Syrup Harvest on Saturday, March 4, from 10:00 – 12:00 p.m. Participants will take a short hike to learn about how to identify the right tree, know when trees are ready, how to tap a tree, and the process of making sweet syrup. Lastly, the Recreation Center of Highland Park is hosting its first pickleball social tournament, the Lucky Pickle, on Friday, March 10, from 4:00 – 8:00 p.m. The deadline to register is March 6, it's \$25/person & you must sign up with a partner. Guaranteed 2 games (20-minute timed matches or first to 11 points).

D. Board Comments

None.

OTHER BUSINESS

None.

OPEN TO THE PUBLIC TO ADDRESS THE BOARD

None.

CLOSED SESSION

A motion was made by Commissioner Ruttenberg, seconded by Bernstein, 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;

Roll Call:

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

Nay: None

Absent: Commissioner Kaplan

Abstain: None

Motion Carried

The meeting adjourned into Closed Session at 6:19 p.m.

The meeting reconvened into Open Session at 8:24 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;

No action was taken.

ADJOURNMENT

A motion was made by Commissioner Ruttenberg and seconded by Vice President Freeman and approved by a unanimous vote. The Board Meeting adjourned at 8:25 p.m.

Respectfully submitted,

Roxanne Hejnowski

Roxanne Hejnowski, Assistant Secretary