

**MINUTES OF A THE FINANCE COMMITTEE MEETING  
OF THE PARK DISTRICT OF HIGHLAND PARK  
HELD ON JULY 18, 2023, 8:02 AM.**

**Present:** Commissioner Bernstein, Vice President Freeman

**Absent:** None

**Also, Present:** Executive Director Romes; Deputy Director Carr, Director Peters, Director Smith, Director Voss, Director Gogola, Manager Ochs, Manager Schwartz, Manager Kutscheid, Manager Baczek, Manager Reyes, Coordinator Hejnowski

**Guest Speaker:** None

**Additions to the Agenda**

None.

**Sunset Woods Park North Project Update**

Executive Director Romes provided a project summary noting that staff received the Letter of Intent from Larry Hillman, reviewed the preliminary engineering blueprints for the parking lot, and reported that staff are still negotiating parking terms and maintenance. The design, engineering, and construction costs will be covered by Hilco. The Park District's Legal Counsel will develop an Easement Agreement.

Staff are proposing a neighborhood meeting in mid-August to highlight what is happening in the park before coming to the Park Board of Commissioners in late-August to approve the Easement Agreement.

**New Community Center at West Ridge Park Design and Construction Management Agreements**

Manager Schwartz reported that the staff are working towards approving a design agreement from Architects Holabird and Root and construction management agreement with Project Managers, Gilbane or W.B. Olsen. She reviewed the three proposals and reported that staff recommends the Park Board of Commissioners approve the proposal from W.B. Olsen at the July 28, 2023 Regular Meeting. Staff have worked with W.B. Olsen in the past and they were the General Managers for the construction of the Northern Suburban Special Recreation Association's (NSSRA's) new facility.

Commissioner Bernstein recommends staff go back to Gilbane and W.B. Olsen to develop a not to exceed or capped fee for the construction fees proposal.

Manager Schwartz provided a total project estimated cost if the Park Board of Commissioners approved the construction management agreement from W.B. Olsen.

Lastly, Manager Schwartz reviewed the project timeline. Schematic design is estimated to be completed in November 2023; design development would occur in December 2023 – March 2024. Construction documents will be developed April 2024 – June 2024. Bidding and permitting would occur in Summer 2023. Construction is estimated to take 16months and would begin in Fall 2024.

**Heller Nature Center Five Year Financial Analysis Report**

Assistant Director Reyes reported that the Heller Nature Center’s actual expenses and revenues typically align with budgeted, the only exception was the COVID years. She is anticipating 2023 actual expenses will come in under budget due to reduced staffing costs. She provided a five-year expenses breakdown and discussed the variances and a five-year rental and programming revenue breakdown. She is anticipating 2023 actual rental and programming revenues to exceed budgeted. Lastly, she provided a five-year breakdown of camp revenues and expenses, noting that camp revenues have decreased, and staff are working with the Marketing Department to find creative ways to advertise camp to increase revenues.

**Recreation Center of Highland Park Annual Closure and Quarterly Report**

Supervisor Kelly compared 2023 membership revenue and expenses from Q1 to Q2. The facility brought in 62 new memberships in Q2. She also compared the 2023 net annual memberships from Q1 to Q2. Currently, the facility is 63% of 2019 figures as of today. She provided an age breakdown by pass type, noting that 53% of users are 25 – 35years. Lastly, she reviewed the daily pass revenues from Q1 to Q2.

Manager DiTomasso reviewed the budgeted vs. actual figures from Q1 to Q2 for personal training, noting that the personal training is 32% above the 2022 figures as of today. Personal training is trending at 10% of members. She reviewed the budgeted vs. actual figures from Q1 to Q2 for fitness floor utilization, noting that membership utilization is trending upwards. She reviewed the budgeted vs. actual figures from Q1 to Q2 for group ex utilization, noting that revenues are 58% over budget as of today, and actual expenses are less than budgeted. She reviewed the budgeted vs. actual figures from Q1 to Q2 for track utilization, noting that facility has 350 active users.

As for 2023 facility enhancements, Manager DiTomasso reported that during the annual closure turf will be installed in the functional strength area.

As for growth strategy, Supervisor Kelly reported that last quarter 377 users were entered into our Customer Relationship Management (CRM), 47% of those users were converted to members. Manager DiTomasso reported that the sales architect the District has been working with has introduced several new strategies for sales growth across all member types.

Commissioner Bernstein asked for an update on the pool closure.

Assistant Director Acevedo reported that the indoor pool will be closed for 6 weeks so staff can replace the dehumidification system.

**Deer Creek Racquet Club Five Year Financial Analysis Report**

Manager Zullo provided a five-year revenue breakdown of in/outdoor court utilization and memberships, noting that the facility averages 500- 600 members. She provided a five-year revenue breakdown of youth and adult programming, noting there was a significant increase in 2022 for adult programming which is attributed to tennis. Adult pickleball significantly increased in the fall of 2022 and is trending upward, with 350 spaces being available this fall due to the additional courts. She provided a five-year revenue breakdown of private lessons, noting that 2023 was significantly higher since drop-in play was not permitted due to COVID.

Commissioner Bernstein commended Manager Zullo since actual membership and programming revenues are exceeding budgeted.

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**Other Business**

None.

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

None.

**Adjournment**

The meeting adjourned at 9:16 a.m.

Respectfully submitted,

*Roxanne Hejnowski*

Roxanne Hejnowski, Assistant Secretary