

NOTICE OF FINANCE COMMITTEE MEETING
Wednesday, March 16, 2022
Immediately Following the 5:00 p.m.
Lakefront, Parks, and Natural Areas Committee Meeting

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 FEBRUARY 16, 2022
- V. REVIEW OF THE FIVE-YEAR CAPITAL PLAN
- VI. MARCH 2022 BID RESULTS
- VII. OTHER BUSINESS
- VIII. OPEN TO PUBLIC TO ADDRESS BOARD
- IX. **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.
- X. ADJOURNMENT

MINUTES OF A THE FINANCE COMMITTEE MEETING OF THE PARK DISTRICT OF HIGHLAND PARK HELD ON FEBRUARY 16, 2022, 5:37 PM. PURSUANT TO SECTION 7(e) OF THE OPEN MEETINGS ACT, THE PRESIDENT OF THE BOARD OF PARK COMMISSIONERS HAS MADE A FINDING THAT IT IS NOT PRACTICAL OR PRUDENT TO HOLD IN PERSON MEETINGS BECAUSE OF THE COVID-19 PUBLIC HEALTH EMERGENCY. NEITHER THE ELECTED OFFICIALS NOR THE PUBLIC WILL BE ALLOWED TO ATTEND REGULAR OR COMMITTEE MEETINGS IN PERSON BUT WILL PARTICIPATE VIRTUALLY. LINKS TO THE VIRTUAL MEETING CAN BE FOUND ON THE PARK DISTRICT WEBSITE <HTTPS://WWW.PDHP.ORG/PARK-BOARD/MEETINGS/>

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

Absent: Commissioner Kaplan

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

Guest Speaker: None

Commissioner Freeman joined the meeting at 6:21 p.m.

Additions to the Agenda

None.

Public Comment for Items on the Agenda

None.

Approval of the Finance Committee Meeting Minutes from January 20, 2022

The Minutes from the January 20, 2022 Finance Committee Meeting were approved.

Review of the Five-Year Capital Plan

Director Smith reviewed the Five-Year Capital Plan, sharing the current Year-End Projection for all 2022 project and highlighting how the cost increase in the Centennial Ice Arena Facility Renovation Project impacts the overall plan.

President Ruttenberg reported that the Facility and Recreation Committee feels the District will need to exceed budgeted expense to ensure the site repairs address the current issues and the exterior and interior renovations meet the Board standards.

Commissioner Bernstein requested an update at a Summer Facility & Recreation Committee Meeting regarding the locker room renovations.

Director Smith reported that with the increase in the Centennial Ice Arena Facility Renovation Project as well as changes in other projects, 2022 Capital is anticipated to end the year at \$11,539,679 as compared to the budget of \$11,764,955.

Commissioner Bernstein would like to know where the expenses for the Athletic Field Master Plan are budgeted. Commissioner Bernstein reported that he and Commissioner Freeman had a meeting with the Booster Club who have a fund-raising campaign to improve Larry Fink Park baseball field. The idea is to spend \$1 million to turn Larry Fink Park into a facility that all ages from 8 to 14 can utilize, this will include turf fields and a movable pitcher's mound. The Athletic Booster Club is confident they will be able to raise \$1 million for the project. As a result, Commissioner Bernstein would like to fast-track the project and possibly permit the Park District to front the money since the fundraising efforts will reimburse those costs. The Athletic Booster Club is optimistic that they will be able to raise money in a short period of time.

Executive Director Romes reported that staff can look at what is in the five-year capital plan for athletic field improvements, examine the funding model, and see where there is enough of a fund balance to permit the District to cover the costs to expedite the project.

Vice President Grossberg would like to know if the fundraising campaign with the Athletic Booster Club is in conjunction with the Parks Foundation.

Commissioner Bernstein reported that the Parks Foundation is helping the Athletic Booster Club achieve the \$1 million goal. Additionally, this will not compete or cannibalize existing campaigns.

President Ruttenberg would like to know how Larry Fink Park was determined as the location.

Executive Director Romes reported that Gewalt Hamilton provided a conceptual design and budget pro-bono. If the Park Board of Commissioners would like staff to take the next steps, then the District would enter into a contract with Gewalt Hamilton and prioritize where this project falls with the other projects in the five-year capital plan.

President Ruttenberg would like to know if construction would occur in 2023 or 2024 if approved.

Executive Director Romes reported that 2023 is the anticipated desired schedule.

President Ruttenberg would like to know the construction timeline.

Director Smith reported that staff can build out a schedule if the Park Board of Commissioners supports the project.

President Ruttenberg requested that Commissioner Bernstein and Commissioner Freeman work out the details with staff regarding reimbursement from the Athletic Booster Club.

Commissioner Bernstein would like the athletic field renovations proposed for Larry Fink Park added to the next Facility and Recreation Committee Meeting.

Ten-Year Funding Model

Director Peters shared the 10-Year Funding Model and reported that as of today, the District has \$27.4 million in the capital fund. Staff will transfer \$2 million from the recreation fund, \$1 million from the

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general fund, and \$500,000 from the special recreation fund to the capital fund. Staff are budgeting for \$11.5 million in capital expenses for tier 1-5 projects including \$794,495 of additional expenses from Centennial Ice Arena. As of December 31, 2022 staff are projecting \$19.4 million available in the capital fund.

In 2024, the District will issue \$5.5 million in general obligation bonds, another \$6 million in 2028, and another \$9.1 million in 2031. As of December 31, 2031 the District will have \$11 million in the capital fund.

Commissioner Bernstein would like to know if all the projects identified in GreenPrint are included in the capital plan.

Director Smith reported that all the projects identified in GreenPrint have been incorporated into capital.

President Ruttenberg would like to know how much of the capital expenses for 2023 and 2024 are due to West Ridge Site and Building Project.

Director Smith reported that 50% of the expenses for 2023 and 2024 are due to West Ridge Site and Building expenses.

Vice President Grossberg would like to know if the debt issuances proposed for 2024, 2028, and 2031 will impact the taxpayers.

Director Peters reported that the District will issue less debt to not impact the taxpayers. Staff takes the advice of PMA Securities regarding debt issuances.

Resolution 2022-02 Authorizing a Sole Source Contract for Procurement of the Centennial Ice Arena Zamboni Replacement

Commissioner Bernstein reported that he does not need a presentation since the bids came in under budget and this item was outlined in the five-year capital plan.

Staff received consensus from the Finance Committee to place this item on the consent agenda at the February 23 Regular Board Meeting.

Resolution 2022-03 Authorizing an Increase in the Budgeted Year-End Fund Transfer Amounts

Commissioner Bernstein reported that he does not need a presentation as this was outlined during the review of the five-year capital plan.

Staff received consensus from the Finance Committee to place this item on the consent agenda at the February 23 Regular Board Meeting.

Other Business

Director Peters reported the next Finance Committee will be on Wednesday, March 16 immediately following the Lakefront, Parks and Natural Areas Committee.

Open to the public to address the Board

None.

Closed Session

A motion was made by President Ruttenberg, seconded by Vice President Grossberg to adjourn into Closed Session for discussion of 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)2: Collective negotiating matters between the public body and its employees or their representatives, or deliberation concerning salary schedules for one or more classes of employees; Section 2(c)5: The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

Roll Call:

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

Nay: None

Absent: Commissioner Kaplan

Abstain: None

Motion Carried

The meeting adjourned into Closed Session at 6:27 p.m.

The meeting reconvened into Open Session at 7:46 p.m.

Action From Closed Session If Any

Commissioner Bernstein reported that the Finance Committee met in Closed Session under 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)2: Collective negotiating matters between the public body and its employees or their representatives, or deliberation concerning salary schedules for one or more classes of employees; Section 2(c)5: The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.

No action was taken.

Adjournment

The meeting adjourned at 7:52 p.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary



Memorandum

To: Finance Committee

From: Jeff Smith, Director of Planning and Projects; Brian Romes, Executive Director

Date: March 16, 2022

Subject: **Review of the Five-Year Capital Plan**

Summary

Staff will provide an overview of Capital Projects planned for 2022 specifically focusing on updates to the Centennial Ice Arena and Park Avenue Breakwater and Boat Ramp Projects.



Memorandum

To: Finance Committee

From: Brian Romes, Executive Director

Date: March 16, 2022

Subject: **March 2022 Bid Results**

Summary

Staff will provide a review of the recent bid openings and contract recommendations for the Moraine Park Path Improvements, Hidden Creek AquaPark Pool Shell Replacement, and Ecological Management for the Preserve of Highland Park.