

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF REGULAR MEETING
JULY 27, 2021**

The Regular Meeting of the Board of Park Commissioners of the Park District of Highland Park was held in the Board Room, 636 Ridge Road, Highland Park, Illinois.

The meeting was called to order at 6:02 p.m. by Vice President Grossberg.

ROLL CALL

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

Roll Call:

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

Nay: None

Absent: President Ruttenberg

Abstain: None

Motion Carried

ROLL CALL

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

Absent: None

Staff Present: Executive Director Romes; Director Smith, Director Voss, Director Dunn, Director Peters, Director Gogola, Director Carr; Assistant Director Maliszewski; Assistant Director Murrin; General Manager/Superintendent of Golf Operations Ochs; Manager Johnson; Manager Schwartz; Coordinator Hejnowski

ADDITIONS TO THE AGENDA - None

PUBLIC COMMENT FOR ITEMS ON THE AGENDA - None

CONSENT AGENDA

A motion was made by President Ruttenberg, seconded by Commissioner Freeman to approve the Minutes from the May 28, 2021 Special Meeting, the Minutes from the June 8, 2021 Workshop Meeting, the Minutes from the June 22, 2021 Regular Board Meeting, the PMA Securities Financial Advisory Agreement, the

revised Policy # 5.27 Military Personnel Program Discount, to Adopt the Inclusion Value Statement and Supporting Pledge as a Park District Core Value, Appendix L: Whistleblower Reporting and Anti-Retaliation Policy and Procedures in the Full-Time and Part-Time Personnel Policy Manuals, Resolution 2021-05 Authorizing a Contract for Procurement of Playground Equipment, 2021 Sunset Woods Playground Improvements Project - Fencing Bid, the 2021 Sunset Woods Playground Improvements Project - Landscaping Bid, the 2021 Sunset Woods Playground Improvements Project - Concrete / Masonry Bid, the 2021 Sunset Woods Playground Improvements Project - General Construction Bid, the 2021 Sunset Woods Playground Improvements Project - Poured-in-Place Safety Surfacing Bid, and Bills and Payroll in the amount of \$2,232,000.72

Roll Call:

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

Nay: None

Absent: None

Abstain: None

Motion Carried

FINANCIAL FORECASTS AND TREASURERS REPORT

Projected Cash Flow/Operations (Operations General and Recreation Fund)

Director Peters presented the District's chart of 2021 operations which examines the General and Recreation Funds comparing the budgeted vs. projected cash on hand at the end of each month. As of December 31, 2020, the Park District budgeted to have about \$12.2 million in cash on hand. However, as of June 30, staff are projecting that to increase to \$14.1 million. She reminded the Finance Committee Liaisons that the General and Recreation Funds have a 25% reserve policy, which based on the 2021 expenditures is about a \$4.1 million reserve balance.

Operations (General and Recreation Funds) Budget vs. Actual

Director Peters reported that as of June 30, 2021, staff budgeted \$9.7 million in operating revenue and she is pleased to report the actual revenue is \$10.6 million, surpassing the budgeted amount. Additionally, the actual expenses are significantly less than the budgeted amount. The actual expenses as of June 30, were \$5.7 million vs. the budgeted \$7.4 million, resulting in a year-to-date net surplus of \$2.5 million. The surplus is due to athletics, golf, and outdoor tennis programs exceeding their budgets. The reduction in expenses is due to unfilled positions.

General Fund

As of June 30, 2021, the District's actual and budgeted revenues are spot on at \$2.9 million. Whereas actual expenses are significantly less than the budgeted amount. The actual expenses as of June 30, were \$1.9

million vs. the budgeted \$2.5 million, which contributed to the resulting year-to-date net surplus of \$654,939. When compared to 2019, pre-covid, the District has a \$154,682 surplus.

Recreation Fund

As of June 30, 2021, staff budgeted \$6.7 million in revenue, whereas the actual revenue is significantly higher at \$7.6 million. Much like the general fund, actual expenses are less than the budgeted amount. The actual expenses were \$3.8 million vs. the budgeted \$4.8 million, resulting in a year-to-date net surplus of \$1.9 million. When compared to 2019, pre-covid, the District has a \$644,065 surplus.

Special Recreation Fund

Director Peters reported that this fund has a \$45,562 surplus due to a timing difference in expenses.

Debt Service Fund

Director Peters reported that this fund has a \$734,049 surplus due to timing difference, so this will level out next month.

Capital Fund

Director Peters reported that actual expenditures are \$778,795 behind the budgeted amount, which is due to projects being delayed or postponed.

Cumulative Monthly Payroll Actual vs. Budget

Director Peters reported that as of June 30, the Park District budgeted \$3.8 million in expenditures, and she is pleased to report that the actual expenses are slightly less at \$3.3 million, resulting in a year-to-date savings of \$499,548. When compared to 2019, pre-covid, the District spent \$804,753 less.

Non-Cumulative Monthly Payroll Actual vs. Budget

Director Peters reported that for the month of June, the Park District budgeted \$819,880 in expenditures, whereas the actual expenses are slightly less at \$682,677 resulting in a month-to-date savings of \$137,202. When compared to 2019, pre-covid, the District spent \$36,419 less.

Conclusion

Director Peters reported that several programs and services were canceled until mid-January due to COVID-19 mitigation measures. Fortunately, that allowed the Park District to significantly reduce payroll expenses resulting in a \$499,549 savings. This permitted a \$2.5 million surplus above the budgeted year-to-date net revenue and a \$954,803 surplus when comparing the 3-year average. Additionally, the number of people being vaccinated is increasing, while positivity rates and hospitalizations are decreasing so the Park District has seen a significant increase in Spring and Summer registrations. Furthermore, athletics has a \$201,426 surplus, camps have a \$359,043 surplus, tennis has a \$159,321 surplus, golf has a \$458,278 surplus, recreation has a \$114,710 surplus, and all cost centers are operating at a surplus. Overall, the Park District is in a favorable financial position at the end of the second quarter.

Commissioner Bernstein commended staff for putting the District in a favorable financial situation during such a difficult time. He is looking forward to focusing on the 5 Year Capital Plan.

Commissioner Kaplan would like to know if the Hidden Creek AquaPark is operating at a loss or surplus.

Directors Peters reported that Hidden Creek Aquapark is operating at a \$30,000 surplus.

Vice President Grossberg requested an update to the weekly report so all the cost centers compare 2019 to 2021 data.

Executive Director Romes reported that come the Fall all cost centers in the weekly report should be able to provide a comparison.

UNFINISHED BUSINESS

NEW BUSINESS

A. Parks Foundation Update

Director Gogola reported that the Parks Foundation has several initiatives underway to help raise funds for the scholarship programs and capital projects, which includes a fund-raising campaign that includes brick sales at \$200 apiece and adhesive hop-scotches for local businesses at \$750 per adhesive. 3 hop-scotches have already been sold. There is also a pickleball fundraising tournament on Saturday, August 28 thru Sunday, August 29 to benefit the scholarship program. There are several volunteer players from Highland Park and members of the student board who are helping to organize the event, which consists of a 2-hour clinic hosted by one of the District's pro's, a men's and women's tournament, and a mixed doubles tournament. The fee for the clinic is \$25 per person and the fee for the tournaments is \$50 per person. All registrants will be entered into a drawing for prizes.

The Foundation is also engaging with the boaters to help raise funds for the repairs needed at Park Avenue along with parents from our athletics program to help raise funds for the installation of turf fields.

Lastly, Director Gogola reported that the Foundation has been distributing coupon cards as a thanks to families who donate more than \$100 to fundraising efforts. The coupon cards include a variety of low-cost admissions to several facilities. Currently, 30 cards have been distributed to residents.

Vice President Grossberg would like to know if members of the Parks Foundation have discussed the role the Park Board of Commissioners could play to help support the foundation.

Director Gogola reported that this has not been a topic of discussion, however, the Foundation would love support from the Park Board of Commissioners at fundraisers.

Commissioner Freeman would like to know how the Park District is integrating initiatives with the Parks Foundation efforts.

Director Gogola reported that any time there is a fundraising initiative hosted by the Parks Foundation the creative and the marketing is initiated through the Park District and supported through the Foundation.

B. Director's Report

Executive Director Romes provided a couple community updates.

Mobile Museum of Tolerance

Executive Director Romes thanked Senator Morrison, Congressman Schneider, Mayor Rotering, and members of our Park Board and Staff who attended the unveiling of The Mobile Museum of Tolerance (MMOT) and reception this past Sunday.

The MMOT is a project of the Simon Wiesenthal Center, which transformed a bus into a museum to "inspire people of all ages and backgrounds, empowering them to raise their voices and combat anti-Semitism, bullying, racism, hate, and intolerance and to promote human dignity".

The bus will be open to the public from noon to 6:00 p.m. from now until, Friday, July 30 and is located in the RCHP/HCPP parking lot.

Park Avenue Gate Hours

As the Park Board is aware the new gate at Park Avenue currently restricts access to those who have purchased a Park Avenue Boating, Launching, or Parking Decal. This summer staff left the gate open from 6:00 a.m. – 10:00 a.m., Monday through Friday so visitors could drive to the south beach without having to show proof of a parking decal. Since powerboating is prohibited for the remainder of the season, staff are considering extending the hours from 6:00 a.m. to noon. Overall, staff will take this opportunity to monitor usage, capacity, safety, and security at the site.

PSA on Beach Safety

The Park District of Highland Park and the City of Highland Park remind residents to enjoy our beaches and lake responsibly and safely. Swimming is only allowed at our designated swimming beach, Rosewood Beach, located at 883 Sheridan Road, when lifeguards are on duty (every day from 10:00 a.m. – 6:00 p.m. from Memorial Day weekend thru Labor Day). Beach safety signs are posted at all our beaches and the Park District ambassadors are there to keep our beaches safe and ensure our visitors respect our neighboring residents.

Unfortunately, the Great Lakes are on track to break last year's record for drownings, according to the Great Lakes Surf Rescue Project (GLSRP), the official organization that tracks Great Lakes drownings. In 2020, 56 lives were lost in the Great Lakes. Data collected by the GLSRP shows 45 people have drowned in the Great Lakes as of July 26, 2021. Of this year's drownings, 22 have been in Lake Michigan, and 16 have been here in the south end of the lake (Milwaukee to Southwest Michigan).

Executive Director Romes reminded the community that staff and the Park Board adopted a Beach Management Plan and Lakefront Management Plan to help keep our Lakefront healthy, safe, and accessible for generations to come. All of these plans as well as construction project updates can be found on the website.

RCHP Annual Shutdown

The annual shutdown for the Recreation Center of Highland Park is August 9 - 15. Staff will be completing a variety of special projects, such as court resurfacing, as well as a deep clean will be completed. RCHP passes will be accepted at Hidden Creek for lap and open swim during this week

North Shore AM Tournament

Sunset Valley Golf Club has 139 players registered for the North Shore Am Tournament which begins, tomorrow, Wednesday, July 28. The Champion will be crowned on Thursday, July 29 around 6:00 p.m.

President Ruttenberg would like to know if there is any reason to close the gate at park avenue since boat launching is not permitted.

Executive Director Romes reported that the gate needs to remain closed nights and weekends to address safety concerns.

Commissioner Bernstein would like to know what the status is regarding the clay courts.

Executive Director Romes reported that the employee who was responsible for managing those courts recently retired due to unexpected health issues, so the parks crew have assumed those responsibilities and are undergoing training to learn how to best maintain those courts. However, all the courts are currently open and available for use.

Commissioner Bernstein also requested that staff provide a presentation in August regarding fall operations for the Recreation Center of Highland Park.

C. Board Comments - None

OPEN TO THE PUBLIC TO ADDRESS THE BOARD – None

CLOSED SESSION

A motion was made by Commissioner Bernstein, seconded by President Ruttenberg to adjourn into Closed Session for discussion of Section 2(c)1 – the appointment, employment, compensation, discipline of the District including legal counsel for the District; 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 Freeman, Vice President Grossberg, President Ruttenberg

Nay: None

Regular Board Meeting Minutes
July 27, 2021

Absent: None

Abstain: None

Motion Carried

The meeting adjourned into Closed Session at 6:35 p.m.

The meeting reconvened into Open Session at 7:57 p.m.

ACTION FROM CLOSED SESSION IF ANY

No action was taken during closed session.

ADJOURNMENT

A motion was made by Commissioner Kaplan and seconded by Commissioner Bernstein and approved by a unanimous vote. The Board Meeting adjourned at 7:57 p.m.

Respectfully submitted,

Roxanne Hejnowski

Roxanne Hejnowski, Assistant Secretary