

**PARK DISTRICT OF HIGHLAND PARK  
BOARD OF PARK COMMISSIONERS  
MINUTES OF REGULAR MEETING  
OCTOBER 26, 2022**

The meeting was called to order at 6:05 p.m. President Grossberg.

Commissioner Kaplan joined the meeting at 6:06 p.m.

**ROLL CALL**

**Present:** Commissioner Kaplan, Commissioner Ruttenberg, President Grossberg

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

**Staff Present:** Executive Director Romes; Director Smith; Director Voss; Director Carr; Director Peters; Director Gogola; Director Kopka; Assistant Director Maliszewski; Assistant Director Murrin; Manager Acevedo; Manager Reyes; Manager Johnson; Supervisor Mephram; Supervisor Gonzalez; Coordinator Hejnowski

**Guest Speakers:** None

**ADDITIONS TO THE AGENDA**

None.

**PUBLIC COMMENT FOR ITEMS ON THE AGENDA**

None.

**CONSENT AGENDA**

A motion was made by Commissioner Kaplan, seconded by Commissioner Ruttenberg to approve the Minutes from the September 14, 2022 Workshop Meeting; the Minutes from the September 28, 2022 Regular Board Meeting; the Minutes from the September 29, 2022 Policy Committee Meeting; to Purchase Replacement Shade Structures at Hidden Creek AquaPark; the Changes to Policy # 3.02.4 Fund Balance; the Changes to Policy # 3.15 Purchasing; to Purchase Golf Maintenance Equipment; to Purchase Capital Replacement Zero-Turn Mowers; to Purchase Life Fitness Upright and Recumbent Exercise Bikes; the 2022-2023 Sunset Valley Golf Club Cart Path Bridge Replacement and Removal Agreement; Section 7.6 of Part-Time Employee Personnel Policy Manual: Flexible Spending Account; Section 7.6 of Full-Time Employee Personnel Policy Manual: Flexible Spending Account; Bills and Payroll in the amount of \$2,744,888.33

**Roll Call:**

**Aye:** Commissioner Kaplan, Commissioner Ruttenberg, President Grossberg

**Nay:** None

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

**Abstain:** None

**Motion Carried**

**FINANCIAL FORECASTS AND TREASURER'S REPORT**

***Operations (General and Recreation Funds) Budget vs. Actual***

Director Peters reported that as of September 30, 2022, actual revenues are exceeding budgeted revenue by about \$1.6 million and actual expenses are \$1.5 million less than budgeted for a year-to-date net difference of about \$3.2 million surplus. When compared to the pre-COVID years (2017-2019), the District has about a \$745,000 surplus.

***Conclusion***

As of September 30, Park District programs and facilities are performing better than budget, \$1.2 million of the operating surplus is due to timing differences, \$90,000 surplus from West Ridge Center which is primarily due to early childhood programming revenues, \$300,000 surplus from tennis which is due to hundreds of additional participants, \$20,000 surplus from aquatics, \$60,000 surplus from athletics, and \$375,000, surplus from Sunset Valley Golf Club. Additionally, replacement takes are \$350,000 greater than anticipated. Conversely, there is a \$177,000 surplus from property taxes and an \$80,000 surplus from interest revenue. Lastly, there is a savings of \$676,000 from salaries and wages due to open positions. Overall, the Park District is in a very favorable position at the end of September.

President Grossberg would like to know how much of the Tennis surplus attributes to pickleball.

Executive Director Romes reported that staff can share those figures.

**UNFINISHED BUSINESS**

**A. Approval of the Changes to Policy # 4.02 Naming or Renaming Parks, Buildings and Facilities**

Assistant Director Maliszewski reported that at the October 18 Finance Committee Meeting, staff reviewed the Policy for Naming and Renaming Parks, Buildings, and Facilities. Naming rights are divided into three categories: civic naming rights, philanthropic naming rights, and corporate naming rights. Currently, the philanthropic naming rights category allows park property to be named after individuals or groups who have made substantial philanthropic donations or substantial contributions toward the development of a park property. One of the thresholds for considering the naming of a park, building, or facility includes a contribution of a minimum of 60% of the capital construction cost associated with development. Staff and the Park District's legal counsel are recommending that the current percentage be removed so that the Park Board of Commissioners can agree upon a dollar amount based on each project's capital construction costs.

A motion was made by Commissioner Kaplan and seconded by Commissioner Ruttenberg to approve the changes to Policy # 4.02 for Naming or Renaming Parks, Buildings, and Facilities in the Park District of Highland Park Policy Manual.

Commissioner Ruttenberg and Commissioner Kaplan support staffs recommended changes.

President Grossberg would like to know if agreements go to the public before the discussion.

Executive Director Romes reported that agreements are approved by the Park Board of Commissioners at public meetings, where the public has the ability to provide comments. Furthermore, naming rights require the name to sit for 90 days before the changes are implemented. During the 90-day period, the public can provide feedback or objections.

**Roll Call:**

**Aye:** Commissioner Kaplan, Commissioner Ruttenberg, President Grossberg

**Nay:** None

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

**Abstain:** None

**Motion Carried**

**B. Approval of the 2023 Infrastructure Upgrade Project Phase 2 – Equipment Purchase**

Manager Johnson reported that in 2016 the Park District made an investment to improve the Technology Infrastructure at all facilities. Part of this work was to provide an all-flash array to improve performance, and redundancy and maintain our virtual servers and file storage. This equipment has reached the end of its useful life and needs replacement. This project will involve the purchase of a new array as well as the replacement of some physical servers. The project is identified in the District's 2023 Capital Plan. Delivery and payment will be executed in 2023.

Quotes were received for this project as the purchase or installation of data processing equipment, software, or services is not adapted to award by competitive bidding. Therefore, competitive bidding is exempt by Park District Code. Purchasing the equipment in 2022 will result in a savings due to the equipment price increase that is expected to take place in November 2022 and January 2023 prior to the project beginning.

A motion was made by Commissioner Kaplan and seconded by Commissioner Ruttenberg to authorize the Executive Director to enter into an agreement with Camera Corner Connecting Point for the purchase of the 2023 Infrastructure Upgrade Project Phase 2 Equipment in the amount of \$106,235.74.

**Roll Call:**

**Aye:** Commissioner Kaplan, Commissioner Ruttenberg, President Grossberg

**Nay:** None

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

**Abstain:** None

**Motion Carried**

**NEW BUSINESS**

**A. Parks Foundation**

Director Gogola reported that the champion's banquet will be held on March 15, 2023. Blackhawks player, Chris Chelios, will be at the event. In other news, a \$5,000 grant was awarded to the FYI Foundation. Also, The Parks Foundations Annual Appeal kicks off in November. They are working with the Non-Profit Coach to message. Working to create a new donor management system. Lastly, the Parks Foundation is working to develop a fundraising committee to support pickleball improvements at Danny Cunniff Park.

**B. Board Committee Updates**

Executive Director Romes reported at the October 11 Finance Committee Meeting staff reviewed the Park District's Fund Balance Policy and received consensus from the Finance Committee to maintain a minimum balance of 25% in the General and Recreation Funds, maintain a minimum balance of 15% in the Special Recreation Fund, and remove the Debt Service Fund policy.

Staff also reviewed the Draft Five-Year Capital Plan including projections for the Fiscal Year 2022 and proposed Capital Expenditures for the Fiscal Year 2023.

Lastly, staff provide an overview of a proposed Recreation Sub-Fund for Park Avenue Boating Facility and received consensus from the Finance Committee to create the proposed Sub-Fund.

At the October 12 Workshop Meeting, the Park Board of Commissioners approved Resolution 2022-06 A Declaration Honoring Executive Director Brian Romes for his contributions to the Park District of Highland Park and the extended community in response to the Fourth of July Mass Shooting.

Staff provided construction updates for the Fink Park Athletic Field Development project, Centennial Ice Arena Facility and Site Renovations project and the Rink Floor Replacement project, Hidden Creek AquaPark Concrete Pool Deck and Shade Structure Replacement project, Findings from the structural survey conducted by Wiss, Janney, Elstner Associates (WJE) for Deer Creek Racquet Club, Districtwide Lighting projects, Recreation Center of Highland Park Dehumidification System Replacement project, Moraine Beach Pathway project, and the Park Avenue Breakwater and Boat Ramp Replacement project.

At the October 18 Finance Committee Meeting staff provided an overview and recommendation of the 2023 Tax Levy. Further discussions will take place at the November 9 Workshop Meeting.

**C. Director's Report**

Manager Acevedo provided Summer 2022 seasonal operations for Rosewood Beach and Hidden Creek AquaPark.

***Rosewood Beach***

The 2022 swim season was May 28 - September 5 (12 full weeks and 3 weekends). Open Swim was offered daily from 10:00 a.m. – 6:00 p.m. Managers conducted 46 hours of pre-season training,

conducted internal audits with live-action drills, and weekly mandatory in-services. Staff was all required to attend the Crisis Prevention Institute. Overall, participation is higher than pre-Covid. Compared to 2021 there has been a decline in utilization with surrounding beaches, pools, and overall leisure facilities reopening. In 2023, staff will offer special events and parties at Rosewood Beach, free Non-Resident Days, invite area camps to bring their campers to utilize Rosewood Beach, position staff near the upper parking lot to welcome non-resident daily guests and assist with parking, there will be hard-wired internet at upper lot, and a speaker will be installed at the South Cove to improve communication and EAP responses.

President Grossberg would like to know why kayaking is not permitted at Rosewood Beach.

Executive Director Romes reported that there is already a dedicated location at Park Avenue. Staff are discussing allowing kayak rentals next summer.

### ***Hidden Creek AquaPark***

Manager Acevedo reported that the 2022 swim season was from May 28 - September 5. Swim lessons and aquafit classes were offered in the mornings to not conflict with open swim hours. Managers conducted 46 hours of pre-season training, internal audits with live-action drills, and weekly mandatory in-services. All staff was required to attend the Crisis Prevention Institute. Attendance in 2022 was 26,451, 23,952 in 2021, and 24,427 in 2019. A total of 5,736 campers visited Hidden Creek AquaPark for open swim. Staff offered after-camp splash as an extended care option. To ensure another successful summer, staff retention and recruitment efforts have started. Conversely, the aquatics team has started putting together 2023 camp packets and are ready to maximize pool space during the week. Weekly activities and themes are being discussed, this includes bags, teqball, bocce ball, 4-square, gaga ball, and more to add additional value to memberships.

Commissioner Ruttenberg understands offering food services at Hidden Creek AquaPark, however, since food vendors typically lose money at Rosewood Beach, he would like to offer a subsidy to those vendors.

### ***Upcoming Events***

Manager Reyes reported that on November 5 the District is hosting a Dia De Los Muertos Celebration on Saturday, November 5, from 1:00 – 4:00 p.m. at the Preserve of Highland Park. The event includes live music from Mariachi Monumental De Mexico and dance performances from Ballet Folklorico Tayahua. The Highwood Library, Highland Park Library, The Highland Park Art Center, and Oak Terrance have all agreed to be a part of the event, either having an activity or craft. Together for Childhood Network will help with running the Loteria (bingo) game in between the performances. There will also be a community ofrenda/altar. Food will be available for purchase.

President Grossberg would like to know how we are promoting this event.

Manager Reyes reported that the event is being marketed through our communication channels and local newspapers in Spanish and English.

Coordinator Hejnowski reported that The Park District of Highland Park is partnering with [Fill a Heart 4 Kids](#) (a local charity out of Lake Forest that provides educational support, necessities, and positive experiences to local homeless and at-risk youth) to host a Thanksgiving Food Drive November 1 – 13

and a food packaging party November 14 from 4:30 - 6:30 pm at WRC. Food donations will be accepted at the Recreation Center of Highland Park, Deer Creek Racquet Club, West Ridge Center, Lincoln School, Highland Park City Hall, Highland Park Senior Center, and Highland Park Public Works/Services Facility. Invitations to volunteer at our sorting and packaging party were sent to our community database, our programming and membership databases, with current and previous members of the Parks Foundation, the Park Board of Commissioners, and Park District staff. Details can also be found on the Park District website and social media accounts. The City of Highland Park and the Highland Park Senior Center are also helping to advertise the event through their communication channels.

On November 14, you and your family can volunteer to help sort from 1:00 – 4:00 pm and/or attend the packaging party from 4:30 – 6:30 pm to fill boxes that get distributed to homeless and at-risk children in North Chicago and Waukegan so that they can stay nourished through the Thanksgiving school break. Children under 15 should be accompanied by an adult.

**D. Board Comments**

None.

**OTHER BUSINESS**

None.

**OPEN TO THE PUBLIC TO ADDRESS THE BOARD**

None.

**ADJOURNMENT**

A motion was made by Commissioner Kaplan and seconded by Commissioner Ruttenberg and approved by a unanimous vote. The Board Meeting adjourned at 6:53 p.m.

Respectfully submitted,

*Roxanne Hejnowski*

Roxanne Hejnowski, Assistant Secretary