

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF REGULAR MEETING
DECEMBER 14, 2022**

The meeting was called to order at 6:01 p.m. President Grossberg.

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

Roll Call:

Aye: Commissioner Bernstein, Vice President Freeman, President Grossberg

Nay: None

Absent: Commissioner Kaplan, Commissioner Ruttenberg

Abstain: None

Motion Carried

ROLL CALL

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

Absent: None

Staff Present: Executive Director Romes; Deputy Director Carr; Director Smith; Director Peters; Director Voss; Director Gogola; Director Kopka; Assistant Director Murrin; Manager Johnson; Coordinator Hejnowski

Guest Speakers: None

ADDITIONS TO THE AGENDA

Executive Director Romes requested to add an IAPD Announcement after the Public Hearing and Before Public Comment.

The Park Board of Commissioners approved Executive Director Romes' request.

PUBLIC HEARING FOR THE SUPPLEMENTAL AND TAX LEVY ORDINANCES

A motion was made by Commissioner Ruttenberg and seconded by Vice President Freeman to convene the public hearing for the Supplemental Tax Levy for the Debt Service for 2022, representing the District's additional request for property taxes to be received in 2023 for the Debt Service fund, and the Tax Levy Ordinance for 2022, representing the District's request for property taxes to be received in 2023. The

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amount of the Supplemental Levy is \$24,752.70. The amount of the Tax Levy exclusive of the debt service is \$13,173,000.

Roll Call:

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

Nay: None

Absent: None

Abstain: None

Motion Carried

President Grossberg reported that the public hearing for the Supplemental and Tax Levy Ordinances is now in session.

As required by law, notification of tonight’s hearing was posted in the Highland Park News.

Anyone wishing to speak on the Public Hearing will need to raise your hand or use the “Raise Hand Function” in Zoom to indicate you would like to speak. Those in person will have an opportunity to speak before virtual attendees.

***Zach Waickman, Board President Highland Park Nursery School
640 Ridge Road, Highland Park***

He heard the Park District of Highland Park and North Shore School District 112 are possibly approving a land transfer agreement this evening, if approved, he is looking forward to the Park District owning the lease for their property.

President Grossberg reported that let the record show that there were no additional members of the community or members of the Park Board of Commissioners wishing to speak to this issue and Executive Director Romes did not receive any written communications relative to the Supplemental and original Tax Levy Ordinances.

A motion was made by Commissioner Ruttenberg and seconded by Commissioner Kaplan to close the public hearing.

Roll Call:

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

Nay: None

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Absent: None

Abstain: None

Motion Carried

IAPD ANNOUNCEMENT

Executive Director Romes reported that he would like to recognize and show appreciation to one of our Park Board Commissioners because, upon completion of this calendar year, Commissioner Bernstein will have served the Highland Park Community as a Park Board Commissioner for 15 years.

And I know you will continue serving through Spring 2025, on behalf of the staff, board commissioners, members of the Highland Park community, and the Illinois Association of Park Districts, I want to present this Certificate of Appreciation and pin with you, thanking you for your instrumental work to enrich community life in Highland Park over the past 15 years.

As it states “this Certificate of Appreciation is in recognition of outstanding contributions, community leadership, and service to advance parks and recreation.

Executive Director Romes gifted the certificate to Commissioner Bernstein.

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

None.

CONSENT AGENDA

A motion was made by Commissioner Ruttenberg, seconded by Commissioner Kaplan to approve the Minutes from November 4, 2022 Facility & Recreation Committee Meeting, the Minutes from November 9, 2022 Special Meeting, the Revisions to the Minutes from November 9, 2022 Workshop Meeting, the Minutes from November 16, 2022 Regular Meeting, the Minutes from November 30, 2022 Finance Committee Meeting, the Minutes from December 6, 2022 Finance Committee Meeting, the Purchase of a 2023 Capital Replacement Backhoe, the 2023 Highland Park Pops Affiliate Organization Agreement, the 2023 Highland Park Strings Affiliate Organization Agreement, the 2023 Highland Park Players Affiliate Organization Agreement, the 2023 American Youth Soccer Organization Affiliate Agreement, the 2022 Centennial Ice Arena Sound & Video Equipment Replacement Bid, Resolution #2022-08 Authorizing a Contract for Procurement of Park Vehicles, the 2023 Uptown Music Theater of Highland Park Affiliate Organization Agreement, the 2023 License Agreement between the Park District of Highland Park and the North Shore Yacht Club, the 2023 Dehumidification System Replacement for the Recreation Center of Highland Park Indoor Pool Bid, and Bills and Payroll in the amount of \$6,682,022.36

Roll Call:

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

Nay: None

Absent: None

Abstain: None

Motion Carried

FINANCIAL FORECASTS AND TREASURER’S REPORT

Operations (General and Recreation Funds) Budget vs. Actual

Director Peters reported that as of November 30, 2022, actual revenues are exceeding budgeted revenue by about \$2 million and actual expenses are \$1.6 million less than budgeted for a year-to-date net difference of about \$3.7 million surplus. When compared to the pre-COVID years (2017-2019), the District has about a \$2.5 million surplus.

General Fund Budget vs. Actual

As of November 30, 2022, actual revenues are exceeding budgeted revenue by about \$1 million and actual expenses are \$700,000 less than budgeted for a year-to-date net difference of about \$1.7 million surplus. When compared to the pre-COVID years (2017-2019), the District has about a \$500,000 surplus.

Recreation Fund Budget vs. Actual

As of November 30, 2022, actual revenues are exceeding budgeted revenue by about \$1 million and actual expenses are \$937,000 less than budgeted for a year-to-date net difference of about \$2 million surplus. When compared to the pre-COVID years (2017-2019), the District has about a \$1.1 million surplus.

Capital Fund

Staff plans to transfer \$4 million to the Capital Fund for 2023, \$1 million from the General Fund, and \$3 million from the Recreation Fund.

Conclusion

Park District programs and facilities are performing better than budget. Tennis has a \$230,000 surplus and golf has a \$457,000 surplus. Additionally, replacement taxes are \$339,000 greater than anticipated. There is a \$182,000 surplus from property taxes and a \$149,000 surplus from interest income. Lastly, there is a savings of \$1 million from salaries and wages due to open positions. Overall, the Park District is in a favorable position at the end of November.

Commissioner Bernstein would like to review the actual end of year figures with the Finance Committee Meeting in January.

President Grossberg would like to know if the 2023 budget reflects higher revenues from golf and tennis programs.

Executive Director Romes and Director Peters reported that seasonal facilities budget conservatively since weather significantly impacts revenue.

UNFINISHED BUSINESS

A. APPROVAL OF THE DONATION AND NAMING RIGHTS AGREEMENT

Executive Director Romes reported that he wanted to share that Assistant Director Chris Maliszewski sends his regrets for not being able to be here tonight due to a personal matter, but he and Manager Mike Divincenzo have been collaborating and working very carefully and diligently with our Parks Foundation, the Giants Athletic Boosters, and a very passionate and generous resident, Cory Fox on a philanthropic naming rights agreement for to help fund a new baseball field at Larry Fink Park.

As the Park Board knows, Assistant Director Maliszewski has been working with Park Board Liaisons Commissioner Bernstein and Vice President Freeman and presented at both the December Finance Committee Meeting and Park Board Workshop Meeting regarding this naming rights agreement which is being considered for approval tonight.

In accordance with Park District policy, Park Property may be named after individuals or groups who have made substantial philanthropic donations toward the development of a Park Property Amenity.

Per the terms of the proposed agreement, the Fox family has agreed to donate \$300,000 to the Parks Foundation of Highland Park to name the Baseball Field at Larry Fink Park, "Jeff Fox Baseball Field". These funds will specifically be used for the construction of the renovated baseball field. A few highlights of the agreement include:

- Initial term of the naming rights is for 15 years which include a scoreboard with Jeff Fox Field displayed.
- Upon approval and execution of this agreement, the Fox family will make a donation of \$150,000.
- Per Park District Policy, upon approval of the naming rights agreement by the Park Board of Commissioners, the facility name "Jeff Fox Baseball Field" will sit for a period of 60 days for public review before being formally adopted based on a 4/5 vote of the Park Board of Commissioners.
- After the Park Board Formally approves the name and within 90 days of accepting a bid for construction, the Fox family will provide a second payment of \$150,000.
- The Fox Family also has the right to renew naming rights every 10 years in exchange for a 50% cost split of the turf replacement cost.

Commissioner Bernstein thanked Assistant Director Maliszewski and Manager Divincenzo for working diligently to finalize the terms. He also thanked the Fox Family for their generous donation.

Vice President Freeman echoed Commissioners Bernstein’s remarks. She is excited to play baseball in the new field.

Commissioner Kaplan and Ruttenberg thanked the Fox family for their generous donation.

President Grossberg thanked the members of the Parks Foundation.

A motion was made by Vice president Freeman, seconded by Commissioner Bernstein to approve the Donation and Naming Rights Agreement between the Park District of Highland Park and Corey Fox.

Roll Call:

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

Nay: None

Absent: None

Abstain: None

Motion Carried

B. APPROVAL OF RESOLUTION #2022-09: AUTHORIZING THE MUTUAL EXCHANGE OF REAL ESTATE PROPERTY AND INTERGOVERNMENTAL AGREEMENT BETWEEN THE BOARD OF EDUCATION AND NSSD112 AND THE PDHP TO MUTUALLY EXCHANGE REAL ESTATE

Executive Director Romes reported that North Shore School District 112 owns parcels of land adjacent to the Park District of Highland Park’s West Ridge Center and Kennedy Park. The Park District of Highland Park owns land adjacent to Ravinia Elementary School.

Administrations of both districts believe it is beneficial and in the best long-term interest of both parties to mutually exchange public properties with one another. In exchange for the District 112 owned properties adjacent to West Ridge Park, the entrance to West Ridge Center (the “triangle”), and the parcel at Kennedy Park, the Park District will convey to District 112 the land adjacent to Ravinia School, which includes the historic nature preserve known as May T. Watts Park. As noted in the agreement, the Park District of Highland Park will assume ownership of the lease with Highland Park Community Nursery School & Daycare Center on the West Ridge property, and the School District will maintain a portion of the current park property at Ravinia as a nature preserve to the extent consistent with District 112’s use of the property for school purposes. A Resolution Authorizing The Mutual Exchange of Real Property and Intergovernmental Agreement With The Park District Of Highland Park was be presented to the Board of Education for North Shore School District 112 for approval at their Regular Meeting on December 13, 2022.

Tonight, staff recommends the Park Board of Commissioners approve Resolution #2022-09: Authorizing the Mutual Exchange of Real Estate Property and Intergovernmental Agreement Between the Board of Education of NSSD112 and the PDHP to Mutually Exchange Real Estate.

Vice President Freeman reported that she is pleased with the synergies between NSSD112 and the Park District of Highland Park.

Commissioner Kaplan would like all shared properties to have similar agreements.

A motion was made by Commissioner Ruttenberg, seconded by Vice President Freeman to approve Resolution #2022-09: Authorizing the Mutual Exchange of Real Estate Property and Intergovernmental Agreement Between the Board of Education of NSSD112 and the PDHP to Mutually Exchange Real Estate.

Roll Call:

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

Nay: None

Absent: None

Abstain: None

Motion Carried

C. APPROVAL OF ORDINANCE #2022-06: SUPPLEMENTAL TAX LEVY FOR DEBT SERVICE FOR 2022

Director Peters reported that Ordinance #2022-06 is a supplemental tax levy to pay the principal of and interest on certain outstanding limited bonds of the District, namely, the General Obligation Limited Tax Park Bonds, Series 2020 (the “*Bonds*”).

The Bonds are issued pursuant to and in accordance with Park District Code, as amended (the “*Park Code*”). In connection with the issuance of park bonds, Section 6-6 of the Park Code provides, in part: “All park districts, at or before the time of issuance of bonds or notes, shall provide for the levy of taxes, in addition to all other taxes, sufficient to pay the principal of and interest upon said bonds or notes as the same becomes due, and shall file a certified copy of the ordinance or ordinances providing for the levy of said taxes with the county clerk of the county in which the district is located.” However, pursuant to the provisions of the Property Tax Extension Limitation Law, as amended (the “*Tax Extension Limitation Law*”), the District (as a tax-capped district) cannot levy taxes to pay the Bonds (together with all other outstanding limited tax bonds of the District) in excess of the amount of the District’s debt service extension base (the “*DSEB*”).

Pursuant to the provisions of the Local Government Debt Reform Act, as amended (the “*Debt Reform Act*”), the Bonds (together with all other outstanding limited tax bonds of the District) are payable from the DSEB, which is an amount equal to that portion of the extension of the District for the 1991 levy year constituting an extension for payment of principal of and interest on bonds issued by the District

without referendum (but not including alternate bonds issued under Section 15 of the Debt Reform Act or refunding obligations issued to refund or to continue to refund obligations of the District initially issued pursuant to referendum, if any). Although the obligation of the District to pay the Bonds is a general obligation under the Park Code, and all taxable property in the District is subject to the levy of taxes to pay the Bonds without limitation as to rate, the amount of taxes that may be extended to pay the Bonds is limited by the Tax Extension Limitation Law to the amount of the DSEB.

In 2009, the General Assembly amended the provisions of the Tax Extension Limitation Law to provide for an inflationary increase in the DSEB equal to the lesser of 5% or the percentage increase in the Consumer Price Index (as defined in the Tax Extension Limitation Law) during the 12-month calendar year preceding the levy year. In anticipation of such DSEB growth, the Bonds were sold at such prices that, in certain levy years, the principal of and interest due on the Bonds (together with all other outstanding limited tax bonds of the District) exceeded the amount of the DSEB at the time of the issuance of the Bonds. If and when the DSEB increases, the District has the authority, in accordance with the provisions of the Park Code, the Debt Reform Act and the Tax Extension Limitation Law discussed above, to adopt a supplemental levy increasing the amount of taxes levied to pay the Bonds up to the amount of the DSEB (net of the amount of taxes levied to pay principal of and interest on other limited bonds of the District) or the amount of the principal of and interest due on the Bonds payable from the taxes levied for such levy year, whichever is less.

Attached to this memorandum is the supplemental levy Ordinance #2022-06. This ordinance provides for a supplemental tax levy for the Bonds for levy years 2022 to 2023, inclusive, capturing the inflationary increase in the DSEB. The supplemental tax levy equals \$24,752.70 for levy year 2022. Upon passage of this ordinance, staff will deliver an executed copy to Lake County so that it may be recorded by the legal deadline of the last Tuesday of the year, which in 2022 falls on December 27.

A motion was made by Commissioner Bernstein, seconded by Commissioner Ruttenberg to approve Ordinance #2022-06: Supplemental Tax Levy for Debt Service for 2022, representing the District's additional request for property taxes to be received in 2023 for the debt service fund. The amount of the supplemental levy is \$24,752.70.

Roll Call:

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

Nay: None

Absent: None

Abstain: None

Motion Carried

D. APPROVAL OF ORDINANCE #2022-07: TAX LEVY FOR 2022

Director Peters reported that on November 16, 2022, the Park Board of Commissioners passed the Truth in Taxation Resolution for the 2022 tax levy (2023 collections). By law, the Park District must wait for 20 days to officially pass the 2022 tax levy ordinance to formalize the estimated levy described in the resolution.

Attached to this memorandum is the levy ordinance which exactly reflects the Resolution. Upon passage of the ordinance, staff will deliver an executed copy to Lake County so that it may be recorded by the legal deadline of the last Tuesday of the year, which in 2022 falls on December 27.

The 2022 tax levy ordinance represents the District's request for property taxes and reflects an increase of 6.99% from the 2021 property taxes collected during 2022, based on a tax cap increase of 5% for those funds which are under the property tax cap and .04% per \$100 Equalized Assessed Valuation for the Special Recreation Fund. This levy focuses on capturing new growth within the District. The levy request, exclusive of debt service, totals \$13,173,000 (thirteen million, one hundred seventy-three thousand dollars).

As the Truth in Taxation percentage is greater than 5%, a public hearing notice was published in the local paper announcing a public hearing regarding the tax levy this evening, where members of the public can express their opinions of the levy.

Commissioner Bernstein reported that this is the most difficult vote made annually since it financially impacts residents. The Park Board of Commissioners was extremely tough on staff when determining the requested tax levy amount. The original amount requested from staff was declined by the Park Board. Tonight's request does not align with inflation; however, it allows the Park District to continue offering existing and new programs vs. making program reductions or cuts. He supports the requested amount for the tax levy.

Vice President Freeman thanked staff budgeting appropriately so that the Park District can continue providing existing and new programs and services while being able to maintain current facilities, parks, and natural areas.

A motion was made by Commissioner Ruttenberg, seconded by Commissioner Kaplan to approve Ordinance #2022-07: Tax Levy Ordinance for 2022, representing the District's request for property taxes to be received in 2023. The amount of the levy is \$13,173,000 exclusive of debt service.

Roll Call:

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

Nay: None

Absent: None

Abstain: None

Motion Carried

E. 2023 PROPOSED BUDGET AND THE BUDGET AND APPROPRIATION ORDINANCE

Director Peters reported that Staff is pleased to present the proposed 2023 Park District of Highland Park Budget for consideration by the Board of Park Commissioners. This budget represents the calendar year January 1, 2023, through December 31, 2023. The Finance Committee reviewed the proposed budget in detail at the Finance Committee meetings held on November 30, 2022, and December 6, 2022.

Director Peters reported that while the COVID-19 Pandemic minimally continues to challenge the District, it remains financially healthy.

2023 Budget Overview

The General, Special Recreation and Recreation Funds anticipate a combined operating surplus, before transfers, of \$3,067,484. Of that surplus, \$4,050,000 will be transferred to the Capital Projects Fund and an additional \$1,676,300 to Debt Service. Overall, capital expenditures are approximately \$13.3 million, operating expenditures are approximately \$20.8 million, consolidated expenditures, including operations, debt, and capital, are approximately \$37.4 million, and tax support for the 2023 fiscal year represents approximately 54% of total revenues.

New for 2023

2023 plans for a return to normalcy after the impacts of the global pandemic. In an effort to remain both fiscally responsible and strategic in the delivery of services to the community, staff anticipates continued development and implementation of a new Strategic Plan, implementation of an updated Employee Compensation Plan, and increased collaboration with the Parks Foundation and a fundraising consultant to support Capital Campaign Fundraising.

Acknowledgements

The 2023 budget is a collaborative effort that involves supervisors, managers, and support staff, throughout the District. The Budget will be reviewed continuously during the year and could not have been accomplished without the efforts of Park District staff and the support of our Park Board Commissioners.

Projects in Progress

- Centennial Ice Arena Renovation
- Planning and Design for Construction of Multi-Purpose Facility (addressing West Ridge Center)

Projects commencing in 2023

- Sports Field Master Plan (Synthetic Turf Field Construction)
- The Land Management Plan covers 9 major topics: Park Maintenance, Stormwater Management, Lakefront Maintenance, Natural Areas, Park Inventory, Real Estate, Park Amenities, Connectivity, and Cultural Resources.
- Park Site Plans, this initiative is in response to goals and objectives established in GreenPrint 2024 and the Land Management Plan. The plan will evaluate the Park District's outdoor parks based on Park District standards to then offer recommendations for park improvements.
- Sunset Woods Site Master Plan strives to consider the timeless park holistically and in the context of the Highland Park community and surrounding area. The Park District has submitted an application for an Open Space Lands Acquisition and Development Grant (OSLAD) in the amount of \$600,000 to assist in funding this project.
- Golf Learning Center Optimization Report, which is to improve financial performance while meeting community and regional recreational needs at the Highland Park Golf Learning Center facility.
- Athletic Fields Master Plan, which is a comprehensive sports field master plan that addresses existing fields to meet current and projected program needs.
- Lakefront Master Plan, which The recommendations are intended to guide lakefront operations, beaches, capital planning, and support possible future grant opportunities.
- Park Avenue Site Master Plan, the purpose of the plan is to address key issues facing the site including improvements to the yacht club building, enhancements for non-motorized boaters, and enhancements to the pedestrian connections to and through the park. This plan does not directly address the breakwater or boat launch. The Park District was awarded Open Space Lands Acquisition and Development Grant (OSLAD) funding in the amount of \$400,000 to implement Site Master Plan Phase 1 Improvements. This project will make improvements to the north end of the property including improved pedestrian access, native landscaping, parking improvements, and the addition of a beach boardwalk. Planning will occur in 2023 with construction anticipated to occur in 2024.
- Beach Management Plan provides recommendations for protecting and managing the Park District of Highland Park's beaches, bluffs, ravines, and other lakefront properties at Moraine Beach, Park Avenue Boating Facility, Millard Beach, and Rosewood Beach. After two initial invitations for bids during the first half of 2022 that were unsuccessful due to weather conditions, contractor

feedback, and high costs, the District went under contract following a third invitation for bid for the Millard Bluff Grading & Tree Removal project during the fourth quarter of 2022 with RES Environmental Operating Company. The project will include the removal of woody material on approximately 3 acres of bluff slope, preservation/protection of specific high-quality trees on the bluff, retrieval/removal of cut woody trunks, limbs, and branches, protection of the bluff soils to the extent possible, grading of sheer top of bluff slopes to a 2:1 slope, placement of soil on bluff top, topsoil spread, seeding and vegetation installation, and installation of erosion control blanket on all disturbed slope soils. Upon project completion, in some areas, fencing will remain through 2024 to protect and allow for the growth of native plantings.

- Sustainability Plan which is an internal document guiding practices leading to quantifiable achievements in District operations.
- Capital Plan (Annual and 5-year) is approved annually, and reviewed throughout the year, to ensure critical repair and replacement projects, facility, and park improvements, and GreenPrint Projects are identified and funded.
- Strategic Plan, which due to the COVID-19 Pandemic the environment has significantly changed, necessitating an update to the District's Strategic Plan in 2023. For the upcoming year, the District's established Strategic Planning Themes will coincide with recovery from COVID-19 and the updated District values. Themes include building personal relationships, creating inclusivity, delivering the extraordinary, empowering our team, growing our team, valuing our Team, building and maintaining trust, creating a sustainable future, and stewarding our resources.

Forthcoming Projects

The Park District's Annual Work Plan is a compilation of annual goals derived from the above Park District planning documents and are financially reflected in the 2023 Budget.

Operations Overview

The District uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. A fund is a grouping of related accounts that is utilized to maintain control over resources that are segregated for specific activities or objectives. All Park District funds are reported as governmental funds.

Revenues and expenditures are categorized by types such as program, camp, contractual, and salaries. General ledger numbers are linked to specific types, which are a compilation of several general ledger accounts. Throughout the budget, reports are presented by *type* categories.

This budget book is also divided by functional area. The Administration Function includes activity in the General Fund (exclusive of Parks), Special Recreation, Debt Service, and Capital Projects. The Parks Department is split from the General Fund and presented as a separate function. The Recreation Fund is presented in its entirety as the Recreation Function. However, as of January 1, 2022, the Park Avenue Boating Facility Recreation Subfund was created for operations. The District wants transparency for the Center as substantial public donations were made to help fund the project.

Budget Calendar

Director Peters provided a more detailed review of the 2023 Budget Book at today's Finance Committee Meeting, the final proposed Budget Book for 2023 will be presented at the December 14 Regular Board Meeting, after 30 days a Public Hearing will be held on January 25, 2023, regarding the 2023 Combined Budget and Appropriation and staff will ask that the Park Board of Commissioners approve the 2023 Budget Ordinance.

Salaries and Wages

In 2023 a 5% full-time salary pool (merit/compensation study contingency) increase is budgeted for all full-time employees. According to Park District Policy, every five years, a qualified third-party consultant shall review the entire Classification and Compensation Plan. The results of the study will be presented in December 2022 and considered for approval by the Park Board in January 2023.

In 2017, a Part-Time Compensation and Classification Study was completed. Staff plans to complete a compensation and classification study, and update in 2023.

Mid-Range Planning

The Strategic Plan 2016-2020 outlines mid-range and short-term operations planning and identifies initiatives or tasks to be completed by staff assigned committees. Completion of these initiatives will ensure fulfillment of strategic goals. Staff will complete and begin implementing an updated strategic plan in 2023.

Debt Position

Currently, the District has one debt certificate outstanding: General Obligation Limited Tax Debt Certificates, Series 2021. The certificates were issued to refund the 2012 and 2013 issuances and address a multitude of projects listed in Appendixes A & B and to replace the breakwater and boat launch at Park Avenue (\$2M). In addition, the General Obligation Ltd Tax Park Bond Series 2017 was issued to begin funding for GreenPrint 2024 projects. The 2020 General Obligation Ltd Tax Park Bond Series was issued for several projects around the District. If the aforementioned projects do not come to fruition or come in under budget, the funds from the debt issuances will be used to fund other capital projects in the capital projects plan.

Real estate taxes received for debt retirement pass through the Debt Service Fund, supporting the General Obligation Bond issuances. Interest payments will be made during June and December. Principal payments will be made in December.

Tax Funding

Staff budgets conservatively for property tax revenue, but levies to include growth, which is not available until the following spring. Failure to levy for growth will deny the District that revenue forever. Invariably, budgeting property tax revenue at the levy amount will create a shortfall. For 2023, the budget was created using the 2022 extension multiplied by the 5% tax cap for the general and operating funds.

For 2023, the budgeted property tax revenue is \$14,320,156. Exclusive of the debt levy (Truth in Taxation), the total budgeted levy for 2023 is \$12,642,734.

Capital Analysis

The 2023 Budget includes the following GreenPrint 2024 initiatives in the Capital Fund:

- Centennial Ice Arena Renovation budgeted expenditures for 2023 total \$1,621,804.
- Multi-Purpose Building to Address the Aging West Ridge Center, the District has \$960,000 budgeted in 2023 for this project.

Budget Analysis

For 2023, the budget has been prepared while incorporating our new District values. Striving to always be extraordinary, welcoming, and caring, we have incorporated opportunities to ensure equity and inclusion, along with fiscal responsibility in delivering services through our programs and at our facilities. We have increased the Grant-in-Aid budget by 50% addressing financial barriers for residents while still incorporating cost recovery strategies and seeking alternative revenue sources such as grants and donations. The Champion's Banquet is scheduled to return in March 2023 and usually generates tens of thousands of dollars that the Parks Foundation of Highland Park donates toward even more aid for residents.

Preparation of the 2023 Budget was made possible by the dedicated Park District of Highland Park staff and coordinated by the Finance staff. Many thanks to the Board of Commissioners for their dedication, support, and service to the District.

Projected Cash on Hand as of December 31, 2022

At the beginning of the fiscal year, the cash on hand and short-term investments was \$34.7 million. As of December 31, 2022, the estimated cash and short-term investments are expected to be \$24.8 million.

Ordinance #2023-01: An Ordinance for a Combined Budget and Appropriation for the Park District of Highland Park for the Fiscal Year Beginning January 1, 2023 and Ending December 31, 2023

Per park district code "The governing body of each park district shall, within or before, the first quarter of each fiscal year, adopt a combined annual budget and appropriation ordinance." The purpose of today's presentation is to gain consensus from board members to move forward and lay the budget down for a period of thirty days so that the public may review it.

After that period has expired, there will be a hearing for the public on January 25. Later that evening, the Budget will be presented to the Board for approval of the Budget, and the Budget and Appropriations Ordinance. Upon approval, the budget will be certified by the county.

NEW BUSINESS

A. Board Committee Updates

Executive Director Romes reported that at the December 6 Finance Committee Meeting Staff presented the 2023 budget book and related Ordinance # 2023-1: An Ordinance for a combined budget and appropriation for the Park District of Highland Park for the fiscal year beginning January 1, 2023 and ending December 31, 2023. Staff have also been working with the Park District's legal counsel to draft a Donation and Naming Rights Agreement for the Fink Park Baseball Field. An update was provided to discuss the donation, agreement terms and schedule, and the proposed name. Staff also reviewed the bid opening for the 2022 Centennial Ice Arena Sound and Video Equipment Replacement project, the 2023 Dehumidification System Replacement Recreation Center of Highland Park Indoor Pool project, and a proposed parks vehicle capital purchase.

B. Director's Report

Executive Director Romes reported that the ParkShop is a great destination for holiday gift-giving. The shop features shirts, blankets, bags, hats, mugs, and now even puzzles of some of your favorite PDHP destinations (The Preserve, Sunset Valley, Park Avenue Boating Facility, Rosewood Beach, and the new rocket ship). All proceeds benefit the Parks Foundation of Highland Park. You can access the shop from the PDHP & Foundation websites.

As for upcoming events, the Polar Parade is this Friday, December 16 from 4:00 – 7:30 p.m. Santa, Mrs. Claus, and Elf will be riding in their one-horse-open-sleigh throughout Highland Park dropping off gifts for 16 families.

Lastly, there are several winter break camps over the holidays that children and families can take advantage of.

C. Parks Foundation

Vice President Freeman reported that the invitation for the Champions Banquet will be shared in 2023. She reported that it was an amazing year for the Parks Foundation and they are looking forward to doubling those efforts in 2023.

D. Board Comments

Commissioner Bernstein requested that open gym times and one-month fitness memberships are promoted on the website to attract the college students home for the holidays. He also wanted to take a moment to reflect on what the District has endured this year, between coming out of the COVID and the Fourth of July Tragedy, one thing that has always remained constant is the professionalism and generosity of Park District staff. On behalf of the Park Board of Commissioners, he thanked staff for what they have done over the past three years.

Executive Director Romes reported that he couldn't be more grateful to work for a Park District with such extraordinary staff and Board members. He wished everyone a happy holiday season and thanked them for their support and dedication to the Park District and the community.

OTHER BUSINESS

None.

OPEN TO THE PUBLIC TO ADDRESS THE BOARD

None.

CLOSED SESSION

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

Roll Call:

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

Nay: None

Absent: None

Abstain: None

Motion Carried

The meeting adjourned into Closed Session at 7:14 p.m.

The meeting reconvened into Open Session at 8:44 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)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; and 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.

No action was taken.

Regular Meeting Minutes
December 14, 2022

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 8:44 p.m.

Respectfully submitted,

Roxanne Hejnowski

Roxanne Hejnowski, Assistant Secretary