

# **NOTICE OF FINANCE COMMITTEE MEETING**

**Tuesday, March 21, 2023**

**8:00 a.m.**

Park District of Highland Park  
Board of Park Commissioners  
636 Ridge Road, Highland Park, IL 60035  
No Live Stream

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## **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 14, 2023**
- V. **SUNSET VALLEY GOLF CLUB GOLF CART UPDATE**
- VI. **PARK AVENUE NORTH BEACH PROJECT DESIGN FIRM PROPOSAL UPDATE**
- VII. **DEER CREEK RACQUET CLUB LOCKER ROOM IMPROVEMENT PROJECT UPDATE**
- VIII. **MARCH 2023 BID RESULTS**
- IX. **OTHER BUSINESS**
- X. **OPEN TO PUBLIC TO ADDRESS BOARD**
- XI. **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.
- XII. **ACTION FROM CLOSED SESSION IF ANY**
- XIII. **ADJOURNMENT**

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the Park District's ADA Compliance Officer, Brian Romes, at the Park District's Administrative Office, 636 Ridge Road, Highland Park, IL Monday through Friday from 8:30 a.m. until 5:00 p.m. at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter require five (5) working days advance notice. Telephone number 847-831-3810; fax number 847-831-0818.

**MINUTES OF A THE FINANCE COMMITTEE MEETING  
OF THE PARK DISTRICT OF HIGHLAND PARK  
HELD ON FEBRUARY 14, 2023 8:04 A.M.**

**Present:** Commissioner Bernstein, President Grossberg

**Absent:** None

**Also, Present:** Executive Director Romes; Director Peters, Director Gogola; Director Smith; Director Voss; Director Carr; Director Murrin; Manager Ochs; Manager Baczek; Coordinator Hejnowski

**Guest Speaker:** None

Vice President Freeman joined the meeting at 8:20 a.m.

**Additions to the Agenda**

None.

The Minutes from the January 17, 2023 Finance Committee Meeting were approved.

**Cost Center Presentation**

***West Ridge Center***

This cost center had a \$45,000 surplus.

***Athletics***

Actual revenues exceeded the budget by \$170,000. Due to additional programming, actual expenses surpassed the budget to cover additional costs for salaries and wages. Overall, had an \$86,000 surplus.

***Camps***

Actual revenue was \$190,000 less than budgeted due to the Fourth of July tragedy. Overall, camps were \$39,000 less than budgeted.

***Special Events***

Actual revenues were \$1,000 less than budgeted.

***Hidden Creek AquaPark***

Due to unexpected emergency repairs actual expenses were \$57,000 more than budgeted.

***Rosewood Interpretive Center***

Actual revenues exceeded the budget by \$21,000.

***Rosewood Beach***

Actual revenues surpassed the budget by \$34,000.

***Park Avenue Beach and Boating Facility***

Actual revenue was \$25,000 less than budgeted. Expenses were higher than budgeted due to temporary repairs for the boat launch. Overall, this cost center was \$58,000 less than budgeted.

President Grossberg would like staff to provide progress updates related to the financial targets outlined in the Loyalty Program.

Executive Director Romes reported that while he District plans to open over Memorial Day weekend some of the ancillary items fund by the BAAD Grant may not be installed, so construction could still be occurring at the site after opening.

Commissioner Bernstein requested a Q & A on the Park District website to answer any questions related to opening and construction at the site.

***Centennial Ice Arena***

Actual revenue was \$227,000 less than budgeted due to the closure for the emergency rink floor repair. Overall, this cost center was \$116,000 less than budgeted.

***Heller Nature Center***

This cost center was \$49,000 less than budgeted. The bulk of revenue comes from camps, which was significantly impacted by the Fourth of July tragedy.

Commissioner Bernstein would like staff to find creative ways to market and attract more people to the facility and its surrounding amenities.

***Golf Learning Center***

Came in \$7,000 less than budgeted.

***Sunset Valley Golf Club***

This cost center had a \$438,000 surplus.

Commissioner Bernstein reminded the Committee that this cost center was impacted by the Fourth of July tragedy and due to a very wet spring carts were unable to be rented in April.

***Recreation Center of Highland Park***

Actual revenue was \$400,000 less than budgeted due to a COVID resurgence at the beginning of the year. With less memberships sales, staffing and spending were reduced. Overall, this cost center had a \$126,000 shortfall.

Commissioner Bernstein requested that staff present quarterly reports on this cost center so the Finance Committee can keep an eye on progress.

***Deer Creek Racquet Club***

This cost center had a net surplus of \$350,000.

Commissioner Bernstein commended staff, as this facility continues to surpass budgeted revenues each year.

**Resolution #2023-02: Authorizing an Increase in the Budgeted Year-End Fund Transfer Amounts**

Director Peters reported that the projected 2022 budget versus actual results shows a greater surplus than expected in both the Recreation and Special Recreation Funds. Additionally, more ADA projects were conducted in 2022 than anticipated, thus allowing for a greater reimbursement to the capital fund than originally expected. After careful review and in concert with discussions at previous Finance Committee Meetings, staff is recommending formal approval from the Park Board to increase fund transfers to the Capital Fund for the fiscal year ending 2022. The adjustment in transfers from the 2022 Budget to 2022 Proposed is \$7,164 from the Special Recreation Fund to the Capital Fund and \$1 million from the Recreation Fund to the Capital Fund.

Director Peters reported that the transfer does not negatively affect the fund balances over the next ten years.

Staff received consensus from the Finance Committee to place Resolution 2023-03 to increase fund transfers from the 2022 budgeted amounts on the February 22, 2023, Regular Board Meeting consent agenda.

**Ordinance #2023-02: Authorizing and Providing for the Conveyance or Sale of Surplus Personal Property**

Staff received consensus from the Finance Committee to place Ordinance 2023-03 Authorizing and Providing for the Conveyance or Sale of Surplus Personal Property on the February 22, 2023, Regular Board Meeting consent agenda.

**February 2023 Bid Results**

***A. 2023 Deer Creek Racquet Club Concrete and Masonry Repairs***

Deputy Director Carr reported that staff presented to Park Board in September 2022 regarding issues related to water seepage through foundation walls, raised areas around floor drains in the locker rooms, brick facade at north emergency exit, and flashing on north exterior. The District hired Wiss, Janey, Elstner and Associates to engineer scope for repairs. Based on their recommendations, a bid was issued to hire a contractor for repairs. Staff received five bids: Berglund Construction, Boller Construction, MAG Construction, Quality Restoration, and Zera Construction. Staff budgeted \$200,000 to cover repairs, and Mag Construction was the low bidder at \$81,180. Staff received consensus from the Finance Committee to place the contract with MAG Construction in the amount of \$81,180 on the consent agenda at the February 22, 2023 Regular Board Meeting.

***B. 2023 Routine Grounds Maintenance (North, South, and Electric Routes)***

Director Voss reported that the District budgeted a little less than \$210,000 for contracted, annual turf mowing and landscape maintenance, which was broken up into three separate Routine Grounds Maintenance bids named the North, South, and Electric Routes. A fourth, Landscape Services bid, will be due in March. Staff received two bids: Langton Group and Balanced Environments Inc for each route. Staff is recommending approval at the February 22 Regular Board Meeting of the bid proposal, plus alternates 1 & 2 from Langton Group for the North Route in the amount of \$82,394 and the bid proposal, plus alternates 1, 4-6 from Langton Group for the South Route in the amount of \$81,952. As for the Electric route, staff would like to reject the bid proposals.

Staff received consensus from the Finance Committee to place the bid proposals from the Langton Group for the North and South Routes on the consent agenda at the February 22, 2023 Regular Board Meeting.

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**Other Business**

President Grossberg reminded the Board to help promote ticket sales for the Parks Foundation Champions Gala.

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

None.

**Adjournment**

The meeting adjourned at 8:55 a.m.

Respectfully submitted,

Roxanne Hejnowski, Assistant Secretary



# Memorandum

**To:** Finance Committee

**From:** Ryan Ochs, General Manager/Superintendent Golf Operations; Mari-Lynn Peters, Director of Finance; Brian Romes, Executive Director

**Date:** March 21, 2023

**Subject:** **Sunset Valley Golf Club Golf Cart Update**

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## **Summary**

Staff will provide an update of the 2024 Golf Cart Lease Agreement and potentially purchasing instead of leasing.



# Memorandum

**To:** Finance Committee

**From:** Amalia Schwartz, Planning and Projects Manager; Jeff Smith, Director of Planning and Projects; Brian Romes, Executive Director

**Date:** March 21, 2023

**Subject:** **Park Avenue North Beach Project Design Firm Proposal Update**

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## **Summary**

The Park District received two proposals for the design of the Park Avenue Access Improvement Project. Staff will present an overview of the two proposals and is seeking feedback from the Finance Committee with the intent of bringing a recommendation for a contract to the Park Board of Commissioners at the March 29, 2023 Regular Board Meeting.

In 2022 Staff was awarded \$400,000 from the Illinois Department of Natural Resources Open Space Land Acquisition and Development (OSLAD) Grant program for the Park Avenue Beach Access Improvement Project. The resolution committing funds to this project was approved by the Park Board on August 24, 2021. The project proposed for the grant is consistent with the Park Avenue Preferred Concept Plan Drawings also approved on August 24, 2021.

The OSLAD approved project scope focuses on the north beach area and includes improvements to pedestrian access, an ADA compliant boardwalk along the beach, reconfiguring and rehabilitation of the vehicular parking lot, landscaping, and a fishing area.



# Memorandum

**To:** Finance Committee

**From:** Amalia Schwartz, Planning and Projects Manager; Jeff Smith, Director of Planning and Projects; Brian Romes, Executive Director

**Date:** March 21, 2023

**Subject:** **Deer Creek Racquet Club Locker Room Improvement Project Update**

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## **Summary**

At the March 8, 2023 Workshop Meeting staff presented the renovation plans for the Deer Creek Racquet Club locker rooms. Based on feedback from the Park Board of Commissioners staff will provide a planning update.



# Memorandum

**To:** Finance Committee

**From:** Dan Voss, Director of Parks; Jeff Smith, Director of Planning and Projects; Amy Murrin, Director of Recreation and Facilities; Brian Romes, Executive Director

**Date:** March 21, 2023

**Subject:** **March 2023 Bid Results**

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## **Summary**

Staff will review the following purchases for consideration to be approved at the March 29 Regular Meeting:

- Bid opening for the 2023 Weeding and Landscape Services
- Bid openings for the 2023 Park Avenue Dredging Project
- Bid opening for the 2023 Asphalt Improvements Project
- Bid opening for the 2023 Hidden Creek AquaPark Deck Chairs