

**MINUTES OF A THE FINANCE COMMITTEE MEETING  
OF THE PARK DISTRICT OF HIGHLAND PARK  
HELD ON AUGUST 15, 2023, 8:04 AM.**

**Present:** Vice President Freeman, President Grossberg

**Absent:** None

**Also, Present:** Executive Director Romes; Deputy Director Carr, Director Peters, Director Smith, Director Voss, Director Gogola, Director Baird, Assistant Director Reyes, Assistant Director Acevedo, Manager Ochs, Manager Kutscheid, Manager Baczek, Coordinator Hejnowski

**Guest Speaker:** None

Commissioner Bernstein joined the meeting at 8:40 a.m.

**Additions to the Agenda**

None.

**Ordinance #2023-06: Authorizing and Providing for the Conveyance or Sale of Surplus Personal Property**

Director Peters reported that the ordinance contains misprinted summer camp apparel, obsolete IT items, and old exhibit items no longer in use or on display at the Heller Nature Center.

Staff received consensus from the Finance Committee to place this item on the consent agenda at the August 23, 2023 Regular Meeting.

**OSLAD Grant Application Update**

Director Smith reported that applications for the Open Space Land Acquisition and Development Grant are due August 31, 2023. \$56 Million is available from the Grant. If awarded, the Grant is a 50/50 split. Staff will be requesting approval from the Park Board of Commissioners at the August 23, 2023 Regular Meeting to submit and request \$528,500 in grant funds for the Lincoln Park Improvements Project.

The Lincoln Park Improvements project addresses critical updates to the existing tot lot playground, sports fields, walking path and other park amenities. Additionally, this project addresses elimination of a critical elementary playground and basketball court that serves the community due to the recent sale of the school district's property across the street. The school's playground, which is now closed, was the only elementary playground within 1 mile of Lincoln Park.

Staff reviewed the proposed project budget and the impacts on the five-year capital plan. Staff anticipates the Illinois Department of Natural Resource will announce grant award recipients in late winter of 2024. If awarded, construction will begin in late spring of 2025. The grand opening is anticipated for August 2025.

**August Bid Results**

**A. 2023 Roof Improvement Project**

Director Smith that the 2023 roof improvements project bid covers repairs needed for the Danny Cunniff Park Maintenance Building and the Shelter at the Preserve of Highland Park. Staff received seven (7) bids. The low bidder was All American Exterior Solutions, which came in \$2,200 under budget.

Staff received consensus from the Finance Committee to place the bid from All American Exterior Solutions on the consent agenda at the August 23, 2023 Regular Meeting.

**New Community Center at West Ridge Park Construction Management Contract**

Executive Director Romes reported that staff received construction management contract proposals from Gilbane and W.B. Olsen. He provided a cost and service comparison. Staff are currently negotiating the not to exceed costs for the general conditions, reimbursables, contingencies, and change orders. Staff are recommending the Park Board of Commissioners allow the Executive Director to enter into a construction management contract with W.B. Olsen. Negotiations will be finalized before staff requests formal approval at the August 23, 2023 Regular Meeting.

**Sunset Woods Park North Project Update**

Director Smith reported that staff and Hilco met with the City of Highland Park to discuss the permitting process for this project. He shared an aerial image of the site where the parking lot would be constructed, with an overlay of the parking lot and the proposed plaza to highlight the loss of green space. The Park District and Larry Hillman, Hilco, are hosting a neighborhood meeting on Monday, August 21, 2023, to highlight what is happening in the park before coming to the Park Board of Commissioners to approve the Easement Agreement.

**Athletics Five Year Financial Analysis Report**

Manger Divincenzo provided a chart comparing revenues and expenses over the last five years (2017 – 2022). Year-to-date expenses are significantly lower today than in 2017. He reviewed the 2022 actual revenues vs. budgeted, highlighting the programming changes that contributed to the increase in revenues. Looking at participation, he is pleased to report that baseball participation increased by 144%, basketball increased by 111%, flag football increased by 225%, martial arts increased by 38%, and camps increased by 100% from 2017 to today. He also provided a breakdown of participation by gender over the last five years.

Commissioner Bernstein and President Grossberg recommend staff continue evaluating how to increase female participation in athletics. President Grossberg recommends staff conduct an analysis to develop a plan to increase female participation. Commissioner Bernstein also recommends athletics staff connect with parents to form sub-committees to help increase female participation. Lastly, Commissioner Bernstein requested a comprehensive presentation on girls' athletics, specifically, what the District is doing to increase female participation.

**Review of Cost Centers**

These charts are through July 31, 2023.

**A. West Ridge Center**

Actual revenues are \$90,000 greater than budgeted. The surplus is attributed to childhood enrichment, dance, camp tot stop, and new programs.

**B. Athletics**

Actual revenues are exceeding budgeted. Likewise, actual expenses are less than budgeted.

**C. Camp**

Actual revenues are exceeding budgeted. This is attributed to the introduction of specialty camps.

**D. Special Events**

Actual revenues and expenses are less than budgeted due to the changes to the Independence Day Event.

**E. Hidden Creek AquaPark**

Actual expenses are less than budgeted since actual revenues are down.

**F. Rosewood Interpretive Center**

Actual revenues and expenses are less than budgeted, due to a reduction in camp participants.

**G. Rosewood Beach**

Actual expenses are significantly less than budgeted since actual revenues are down. Difficult to budget, due to how sought after beaches were during COVID years.

Commissioner Bernstein requested that staff provide a presentation annually, regarding preservation of the beach.

**H. Park Avenue Beach and Boating Facility**

Commissioner Bernstein requested that staff provide a presentation in the fall, which includes a review of financials so the Finance Committee will know if the Park District is hitting loyalty program targets.

**I. Centennial Ice Arena**

Actual revenues and expenses are less than budgeted due to the closure.

Commissioner Bernstein requested monthly updates at the Finance Committee regarding what staff are doing to reintroduce the facility and the financial impacts.

**J. Indoor Tennis**

Actual revenues are significantly higher than budgeted. She is pleased to report that even with the significant surplus in actual revenues, there was minimal impact to actual expenses.

**K. Heller Nature Center**

Actual revenues and expenses are significantly less than budgeted.

**L. Golf Learning Center**

Actual revenues and expenses are trending as budgeted.

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**M. *Sunset Valley Golf Club***

Has a \$400,000 surplus. She is pleased to report actual expenses are trending as budgeted even with the significant surplus.

**N. *Recreation (Recreation Center of Highland Park)***

Has a \$252,000 surplus.

Commissioner Bernstein requested that staff revisit plans for the locker room renovations/repairs and share updated with the Park Board of Commissioners.

**Other Business**

None.

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

None.

**Adjournment**

The meeting adjourned at 9:43 a.m.

Respectfully submitted,

*Roxanne Hejnowski*

Roxanne Hejnowski, Assistant Secretary