

**MINUTES OF A THE FINANCE COMMITTEE MEETING
OF THE PARK DISTRICT OF HIGHLAND PARK
HELD ON MAY 14, 2024, 8:02 AM.**

A motion was made by President Grossberg and seconded by Commissioner Bernstein to allow Vice President Freeman to participate by electronic means.

Present: Commissioner Bernstein, 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 Acevedo, Assistant Director Reyes, Manager Ochs, Manager Schwartz, Manager DiTomasso, Manager Kutscheid, Manager Divincenzo, Coordinator Hejnowski

Guest Speaker: Martha Trotter, Sikich LLP

Additions to the Agenda

None.

Presentation of the 2023 Annual Comprehensive Financial Report

Ms. Trotter, Sikich, LLP, presented a draft of the Park District’s Annual Comprehensive Financial Report.

Certificate of Achievement for Excellence in Financial Reporting for 2022

The District continues to present a report that meets the Government Finance Officers Association (GFOA) standards, and as a result, has been awarded the Certificate of Achievement for Excellence in Financial Reporting. Sikich anticipates the District will continue to trend in that direction based on the report that has been prepared this year and will be issued in June.

Independent Auditors Report

Sikich LLP provided an unqualified opinion, which is considered to be a clean opinion, the highest level of assurance they can provide on the financial statements.

Management’s Discussion and Analysis

This is prepared by Park District staff, which provides a great deal of context for the financial highlights.

Statement of Net Position

This provides the basic financial statements presented on a full accrual basis of accounting, which includes the District’s long-term assets and long-term liability balances. The total net position is \$79.1 million.

Balance Sheet

This is presented on a modified accrual basis of accounting, excluding long-term items. The General Fund has \$3.6 million. Additionally, \$1.5 million was transferred from the General Fund to support capital.

Required Supplementary Information

Budgeted vs. actual performance is detailed in this section.

Statistical

Outlines 10 years of historical data, including tax collections and levies and includes basic financial statements for major and non-major funds.

Director Peters reported that staff will request approval from the Park Board of Commissioners for the Annual Comprehensive Financial Report at the June 12, 2024 Workshop Meeting.

May Bid Results

a. 2024 Recreation Center Pool Ceiling Painting Bid

Deputy Director Carr reported that this project was last completed in 2018. Typically, the ceiling is painted every 10 years, however, touch-ups occur annually. Unfortunately, this project was expedited to 2024 due to damage as a result of the Dehumidification System being replaced in the Fall of 2023. Was not in the approved Capital Plan for 2024. The Park District received an \$8,000 credit from the Vendor who replaced the dehumidification system for areas damaged. Repainting the ceiling requires the pool to be closed for three weeks and cannot be done concurrently with other large capital pool projects. The cost estimate for Fall 2024 is \$50,000. Staff received three bids. The lowest bidder was Tiles in Style, LLC, for \$42,200.

It was the consensus of the Finance Committee to place the 2024 Recreation Center Pool Ceiling Painting Bid on the Consent Agenda for approval at the May 22, 2024 Regular Meeting.

b. 2024 Cunniff Park 2-5 Playground Resurfacing-Fence Improvements Project Bid

Director Smith reported that there are two adjacent playgrounds at Cunniff Park. This project replaces pour-in-place surfacing at the 2-5 playground; excludes 5-12 playground. Fencing will also be replaced around the playgrounds. Since pour-in-place surfacing is costly, staff will also be converting some of the existing pour-in-place into turf to reduce the project costs. The District received one bid from Absolute Home Improvements. The bid is slightly over budget even with the reduction in pour-in-place surfacing.

It was the consensus of the Finance Committee to place the 2024 Cunniff Park 2-5 Playground Resurfacing-Fence Improvements Project Bid under Unfinished Business at the May 22, 2024 Regular Meeting.

c. 2024 Roof Improvements Project Bid

Director Smith reported that this project covers roof repairs for the shelter at Old Elm Park, the main building at the Highland Park Golf Learning Center, the shelter at Moraine Park, the field house and dugouts at Sunset Woods Park, and the gazebo and Memorial Park. The District received ten bids. The lowest bidder was Absolute Home Improvements. He is pleased to report that the bid is \$39,540 under budget.

It was the consensus of the Finance Committee to place the 2024 Roof Improvements Project Bid on the consent agenda for approval at the May 22, 2024 Regular Meeting.

d. 2024 Deer Creek Racquet Club Parking Lot Improvements Bid

Director Smith shared the existing parking lot layout with the proposed improvements layout. The District received six bids. The lowest bidder was Maneval Construction. He is pleased to report that the bid is \$206,099 under budget.

It was the consensus of the Finance Committee to place the 2024 Deer Creek Racquet Club Parking Lot Improvements Bid on the consent agenda for approval at the May 22, 2024 Regular Meeting.

L6 Technology IT Support Services Proposal

The Park District is currently under contract with L6 Technology. The annual contract is expiring. Staff have had a pleasant experience and would like to renew the contract for 3 years with an expanded scope. Currently, L6 Technology assists with cyber security for phone systems and firewalls. The expanded scope would maintain phone systems, all cyber security (not just firewall), internet and Wi-Fi, servers, application support, network monitoring, technology planning, project implementation, and vendor management. The new expanded contract in total is over budget, however, the District would experience savings in various line items in 2024 plus significant savings in 2025 and 2026.

Lastly, in addition to providing support for the District's IT infrastructure, L6 Technology will help design and implement a multi-year plan to modernize and simplify technology, reducing overall IT costs and allowing the District to take advantage of newer, more efficient technologies.

It was the consensus of the Finance Committee to place the L6 Technology IT Support Services Proposal under Unfinished Business at the May 22, 2024 Regular Meeting.

Jeff Fox Field Fundraising Update

Director Gogola and Manager DiVincenzo reported that the Park Board of Commissioners approved this project last year for a little over \$1 million; \$500,000 would be supported by the District's Capital Fund and the remainder of costs needed to be supported by community donations. Year-to-date the District raised \$486,170 to support the project. Additionally, Highland Park Bank and Trust is providing sponsorship funds to help support the project, and staff are hosting another Home Run Derby to help close the fundraising gap.

Parking Lot at the Preserve of Highland Park

Executive Director Romes reminded the Finance Committee that the City of Highland Park is currently renovating the senior center and the Park District and City of Highland Park planned to renovate the shared parking lot in 2025. The Park District received an estimated cost from the City of Highland Park which is significantly higher than anticipated. The current agreement between the City of Highland Park and the Park District indicates costs will be shared 50/50 split. Staff would like to better understand the project scope. Once staff receive design plans, they will meet with the Park Board of Commissioners to discuss possible fund allocations.

Other Business

None.

Open to the Public to Address the Board

None.

Closed Session

A motion was made by President Grossberg, seconded by Vice President Freeman to adjourn into Closed Session for discussion of Section 2(c)5: the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired.

Roll Call:

Aye: Commissioner Bernstein, Vice President Freeman, President Grossberg

Nay: None

Absent: None

Abstain: None

Motion Carried

The meeting adjourned into Closed Session at 9:14 a.m.

The meeting reconvened into Open Session at 9:33 a.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; Section 2(c)6: the setting of a price for sale or lease of property owned by the District.

No action was taken.

Finance Committee Meeting Minutes
May 14, 2024

Executive Director Romes reported that the Park Board of Commissioners will need to make tough decisions so staff can submit a design review application by mid-May for the new Community Center at West Ridge Park.

The Park Board of Commissioners requested staff get costs from Holabird and Root for a two-story facility.

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 9:34 a.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Roxanne Hejnowski".

Roxanne Hejnowski, Assistant Secretary