



**Skokie Park District  
FINANCE COMMITTEE  
MEETING MINUTES  
Wednesday March 2, 2022**



The Finance Committee Meeting of Wednesday, March 2, 2022, was called to order by Finance Chairman Mike Reid at 6:03 p.m. In attendance were Commissioners' Oshana, Jaffe, Desai, and President Aberman. Staff in attendance included Director Michelle Tuft, Superintendent of Facilities Jon Marquardt, Marketing Manager Jim Bottorff, Superintendent of Business William Schmidt, Superintendent of Parks Corrie Guynn, and Park Services Office Manager Dima Kirland.

**Budget Introduction**

Director Tuft opened the meeting with an introduction and explained the highlights and challenges in preparing this year's budget. This budget represents an assumption that park district operations will be back to normal, as much as possible, as of May 1, 2022. Ms. Tuft mentioned that the Skatium renovation project will begin this month and tentatively finish by mid-September 2022. Funding of capital projects continues to be a challenge and playground replacements continue to be a priority. Two playgrounds, Menominee and Lorel, will be replaced beginning at the end of fiscal year 2021-22 and concluding in fiscal year 2022-23. Central Park playground replacement will begin at the end of fiscal year 2022-23 and carryover into fiscal year 2023-24. This budget has been challenging to put together as staff continue to attempt to predict the trajectory of the COVID-19 pandemic. Staff have done a remarkable job putting this together.

**Budget Presentation by Fund**

Mr. Schmidt started with a summary of the funds, operating, auxiliary, and capital, showing the addition or deletion to fund balances. This budget shows an increase to the total fund balance at the end of fiscal year 2023. Mr. Schmidt highlighted the assumptions in the budget book. Assumptions include:

- the interest expense for the Alternate Revenue Source (ARS) Bonds coming from the corporate fund
- utilities increase
- health insurance increase
- 4% salary pool increase
- minimum wage increase, which has a district wide affect throughout all programs

Each program area has also written assumptions guiding their area of the budget and are included in the presentation.

Mr. Schmidt described the Corporate Fund, fund 10, administration area only, explaining the highlights of the center.

After answering all questions, Mr. Schmidt introduced Jim Bottorff, Marketing Manager who made a detailed explanation of the Marketing and Sponsorship activities. Mr. Bottorff highlighted the increase in sponsorship dollars due to an increase in program opportunities. Mr. Bottorff went through the fundraising process and how those dollars are transferred to various areas. Mr. Bottorff explained that due to the pandemic the district has reduced actual printing costs and is using Facebook and other social media to promote programs. This will continue in fiscal year 2022-2023.

When all questions were answered, Mr. Bottorff introduced Corrie Guynn, Superintendent of Parks who went through revenues and expenses at Park Services. The highlights of the Park Services budget included increases in minimum wage for part-time salaries and an increase in landscaping supplies. Mr. Guynn also mentioned that all open full-time positions will be filled and hiring for seasonal workers will return to pre-Covid levels.

After answering questions, Mr. Guynn introduced Jon Marquardt who presented the Recreation Fund, fund 20. Administration, Camps, Devonshire Cultural Center, Oakton Community Center, Childcare (TLC, SPACE), Teens, Special Events, and Festivals are included in the Recreation Fund. Administration is where property taxes are collected. Expenses include the cost of the administrative staff and allocations. These property taxes help fund other areas within the Recreation Fund. Camps were next and are showing a nice return, budgeting for almost back to normal registration numbers and camp offerings. Mr. Marquardt discussed the major facilities Devonshire and Oakton and the affect the pandemic had on opening their facilities and the closure of the Exploritorium. Mr. Marquardt continued with Childcare, Tot Learning Center (TLC) and the SPACE program, citing the difficulty of staffing. TLC had room restrictions and attendance was lower in fiscal year 2022 but this did not stop TLC Director Fouzia Khan from pursuing over \$200,000 of grant money to offset lack of revenues. Fiscal year 2023 calls for \$60,000 of continued/additional grants for TLC. Mr. Marquardt then covered the Teen program, Special Events, and Festivals highlighting music from the bands booked for the upcoming Backlot Bash. Scream Scene is planned in the fiscal year 2023 budget and all other festivals Festival of Cultures and Fourth of July activities are in the budget. With all questions answered, Mr. Marquardt moved on to the Revenue Facilities Fund.

A new reporting location was created for Sports Park East which included field permits and registrations for programs held at Sports Park East. These revenues, and a portion of Athletic Director's salary moved from the Athletic budget to Sports Park East. The Dammrich Rowing Center is budgeted to make a profit. Sports Park and Weber Park Golf Course together, are budgeted to make a profit. League play is back in the golf course programming. A new ball trajectory system is budgeted in fiscal year 2023.

Ms. Tuft presented the Weber Leisure Center budget which includes Fitness First. The budget calls for a 3% increase in membership fees and the hope for membership numbers to increase.

Mr. Marquardt presented the Skatium assumptions and budget. The Skatium will be closed from March 2022 through the middle of September for rink renovations. When reopening the budget will produce net positive results. Mr. Marquardt continued to Aquatics where both facilities will have full occupancy for the summer. The assumption for swim lessons is that the schools will not be available next year. Brandi Luecke from the Skatium will be assisting Scott Runkle at the pools this summer. Mr. Marquardt covered the Athletic camps which show a positive return on revenues. Mr. Marquardt covered Athletics assumptions and budget numbers. Tennis and Pickleball have taken off and continue to grow. Commissioner Jaffe asked if the district hosts any tennis tournaments. As of now the answer is no, but staff will investigate it. Athletic areas have turned around and are contributing to the positive fund balance. After answering all questions, Mr. Marquardt continued with the Museum Fund.

Mr. Marquardt mentioned that Emily Oaks Nature Center (EONC) was very busy this year due to people wanting to get out and feeling safe in an outdoor setting. Lee Hansen

has been doing an excellent job running programs with a small staff to help her. Facility rentals show an increase in FY 2023. Commissioner Oshana asked about possible programs at EONC that would include the selling of alcohol. Staff will look into it. The Skokie Heritage Center (SHM) has been mostly shut down during the pandemic. Amanda Hanson been helping out in a variety of areas including camps, Oakton and EONC. After answering all questions, Mr. Marquardt turned the program back to Mr. Schmidt to cover the auxiliary funds.

Mr. Schmidt covered the auxiliary funds; Special Recreation, IMRF, Liability, Social Security, Audit, and Debt Service. The major highlights were the plus and minus of the different fund balances due to the pandemic. Adjustment of next year's tax levy amounts will be required to bring fund balances back in line.

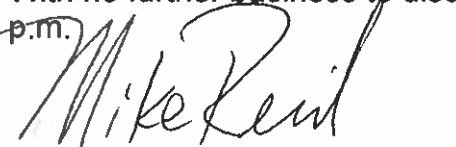
Mr. Schmidt then introduced Mr. Guynn who gave an analysis of the Capital Funds and explained what projects are included. The main projects were three playground renovations within the next fiscal year, finishing Menominee and Lorel parks and beginning Central park.

Ms. Tuft thanked the staff and Board for their time and described the procedural next steps for approval. The following were open items to complete from this presentation.

- A comparison of camp registrations at this time in 2021, compared to 2022.
- An analysis of the Skatium Budget, focusing on the summer months. Compare this coming summer 2022 to 2019.
- Analysis of the District's outstanding debt.
- Commissioners' Reid, Desai, and Jaffe requested a tour of the Dammrich Rowing Center. Commissioner Jaffe also requested a tour of the Skokie Heritage Museum.
- Commissioner Oshana requested a copy of the Menominee Park playground renovation plans.

It was the consensus of the Finance Committee to prepare a Tentative Budget and Appropriation Ordinance for approval at the March 15, 2022 meeting of the Board of Park Commissioners so it can be on public display for the thirty-day period required to meet the legal requirements.

With no further business to discuss, the meeting was adjourned by Chairman Reid at 9:13 p.m.



Mike Reid  
Chairman Finance Committee



Michelle Tuft  
Executive Director, Secretary

March 15, 2022