

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF WORKSHOP MEETING
JUNE 9, 2020**

The Workshop Meeting of the Board of Park Commissioners of the Park District of Highland Park was conducted remotely due to the Governor's Declaration of Emergency as a result of the COVID-19 Pandemic. Members of the public were able to view a live stream of the Workshop Board Meeting.

The meeting was called to order at 6:00 p.m. by President Ruttenberg.

ROLL CALL

Present: Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores Weisskopf, Vice President Kaplan, President Ruttenberg

Absent: None

Staff Present: Executive Director Romes; Director Smith, Director Voss, Director Dunn, Director Peters, Director Gogola, Director Carr; Assistant Director Maliszewski; General Manager/Superintendent of Golf Operations Ochs; Executive Coordinator Hejnowski

ADDITIONS TO THE AGENDA – None

PUBLIC COMMENT FOR ITEMS ON THE AGENDA – None

APPROVAL OF RESOLUTION 2020-09 RECREATION CENTER OF HIGHLAND PARK INDOOR POOL EMERGENCY REPAIRS

Director Carr reported that as part of the maintenance plan for the Recreation Center of Highland Park indoor pool, staff annually drains the pool and provides necessary mechanical maintenance, cleaning, and inspections. Typically, this work is completed in August during the annual shutdown of the Recreation Center. However, due to the facility closure related to the COVID-19 Pandemic, staff decided to drain the pool and conduct annual maintenance in May.

During the 2020 inspection, staff found deep pits and several cracks along the base and walls of the shell. These cracks were significant enough that staff made the difficult decision to cease all operations and close the pool until repaired, due to the potential of water leaking through the cracks and into the foundation. He reported that the current pool shell is original to the Recreation Center which was built in 2005 and typical lifespan of a pool shell is approximately 15 years.

With this operational emergency, staff immediately contacted vendors in the local area that have the capability to replace commercial pool shells. After discussions with several vendors, Director Carr recommended a \$44,865 option provided by Aqua Blue Pools, INC in Highland Park. The product they would install is called Eco Finish Aqua Bright pool shell coating, which comes with a 10-year warranty, the finish has a slip resistant surface, and uses 40% less chemical than

traditional plaster. This product has been installed at large waterparks such as Kalahari Resort in Wisconsin Dells and Typhoon Texas in Katy, Texas. In addition, the Northmoor Country Club and the City of Denver recently installed this product in all their pools. He reported that the repairs should be completed within 6-8 weeks after the contract has been signed and executed.

Director Carr reported that staff are recommending approval from the Park Board of Commissioners for Resolution 2020-09 to waive the competitive bidding for the procurement of an emergency repair authorizing the Executive Director to enter into a contract with Aqua Blue Pools, INC for the replacement of the Recreation Center of Highland Park indoor pool shell in the amount of \$44,865.

Commissioner Bernstein would like to know what are the standards and procedure that need to be met in order for the Park Board to approve an emergency repair.

Director Carr reported by approving the resolution, the Park Board is waiving competitive bidding allowing staff to execute the agreement with Aqua Blue Pools, INC to expedite the repair process.

Executive Director Romes reported that the language in the resolution was reviewed by corporate counsel supporting such actions.

Motion was made by Commissioner Bernstein seconded by Vice President Kaplan to approve Resolution 2020-09 Recreation Center of Highland Park Indoor Pool Emergency Repairs.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores Weisskopf, Vice President Kaplan, President Ruttenberg

Nay: None

Absent: None

Abstain: None

Motion Carried

APPROVAL OF RESOLUTION 2020-10 AUTHORIZING A CONTRACT WITH THE LOWEST COST NATURAL GAS PROVIDER

Director Peters reported that the natural gas providers to Park District facilities are brokered via a few different companies. Presently, Alternative Utility Services, Inc. is the broker for natural gas at Deer Creek Racquet Club (DCRC) and the Recreation Center of Highland Park (RCHP). The present one-year agreement with Alternative Utility Services, Inc. is expiring June 30, 2020.

She reported that the District is happy with the current services provided by Alternative Utility Services, Inc. and they have offered a very competitive price. Additionally, they are presently our gas supplier for several other facilities and those agreements will not expire until June 30, 2022.

Staff recommends Alternative Utility Services, Inc. to serve as the Park District's broker relative to the acquisition of natural gas for RCHP and DCRC due to their extensive experience and ability to leverage competitive pricing. The amount of compensation that Alternative Utility Services, Inc. receives is included in the natural gas prices from the supplier (less than \$.01/therm), so there will be no direct payment made to Alternative Utility Services, Inc. by the Park District. The District presently pays \$.327/therm and the new rate will be index plus \$0.014/therm for a two-year agreement. The June index is \$0.18/therm. If prices hold, the District will be paying substantially less per therm. The District averages 40,000 therms per year at the two facilities, which would be a savings of \$5,000 annually.

Director Peters reported that staff recommends approval from the Park Board of Commissioners of Resolution 2020-10 to allow the purchase of natural gas for the Recreation Center of Highland Park and Deer Creek Racquet Club from Alternative Utility Services, Inc.

Commissioner Bernstein asked a question unrelated to this resolution, he would like to know if staff will need to amend the budget to reflect the expenses for the emergency pool repair at the RCHP.

Director Peters reported that the budget will be amended in August or September to include those costs.

Commissioner Grossberg would like to know how much the district would save annually.

Director Peters reported that the savings would be around \$5,000 annually.

Motion was made by Commissioner Bernstein seconded by Vice President Kaplan to approve Resolution 2020-10 Authorizing a Contract with the Lowest Cost Natural Gas Provider.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores
Weisskopf, Vice President Kaplan, President Ruttenberg

Nay: None

Absent: None

Abstain: None

Motion Carried

APPROVAL OF 2020 ROUTINE GROUNDS MAINTENANCE SERVICES BID

Director Voss reported that Parks Staff seeks annual approval for two maintenance contracts, one is for landscape services budgeted at \$101,000 and the second for routine grounds maintenance services budgeted at \$70,000. Both contracts were not approved at the March 31 Board Meeting, so for the last 9 weeks, parks staff have been managing routine grounds maintenance and landscaping. As areas and facilities re-open staff are seeking approval from the Park Board of

Commissioners acceptance of the base bid proposal for 14 weeks and alternates 1-2, 5-6, and 8-9 from Balanced Environments, Inc. in the amount of \$36,979.74.

The Park District of Highland Park received four bids on March 17, 2020, for the Routine Grounds Maintenance Services Bid. The bid proposal specifies weekly mowing and string trimming at 22 park sites and 9 alternate sites. The work specified in the bid was scheduled to take place primarily over 26 weeks, beginning approximately the third week of April and continuing through the second week of October.

Director Voss reported that due to COVID-19 and resulting temporary closures throughout the District, Park Staff has not had its annual tasks to perform including daily maintenance and preparation of athletic fields, Hidden Creek Aquapark, lakefront sites, playgrounds, and general park cleanup. From April to early June, Park staff has been reassigned to mowing and string trimming on a weekly basis at all the sites. Also, during this time, four Park Staff have been assigned to Golf Maintenance. These staff members are anticipated to remain with Golf Maintenance through the turf growing season.

Following the guidelines in Phase 3 of the Governor's Restore Illinois plan, the Park District is beginning to allow the use of the aforementioned facilities and increase programming. As a result, Park Staff will need to resume typical annual tasks and assignments, and staff will need assistance from a third-party contractor. Therefore, staff is recommending approval from the Park Board of Commissioners acceptance of the base bid proposal for 14 weeks and alternates 1-2, 5-6, and 8-9 from Balanced Environments, Inc. in the amount of \$36,979.74.

Since the Park Board of Commissioners did not have questions, a Motion was made by Commissioner Bernstein seconded by Vice President Kaplan to approve the Routine Grounds Maintenance Service Bid.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores Weisskopf, Vice President Kaplan, President Ruttenberg

Nay: None

Absent: None

Abstain: None

Motion Carried

COVID-19 EMERGENCY OPERATIONS PLANNING UPDATE

Director Romes reported that staff has entered Phase 3 of the *Restore Illinois Plan* which permits outdoor activities to resume so long as group sizes are kept to 10 participants and one-on-one indoor activities. As a result, staff are transitioning and preparing to re-introduce such programs and are working to deliver those programs in a fiscally responsible manner while keeping safety as a top priority.

Summer Camp, Outdoor Programming and Virtual Programming Update

Assistant Director Maliszewski reported that staff has been working diligently to put the District's best foot forward in offering both virtual and in person programming for the month of June. He reported that there are 109 participants registered for an array of virtual programs including overnight camp outs, athletic instruction, and nature classes vs. the 180 participants registered during the previous month. Director Maliszewski suggests the decrease is due the transition into outdoor programs, for classes such as tennis and athletic mini camps as well as gymnastics classes. Staff are pleased to announce that as of today there are 767 participants registered for June in-person programs. Additionally, staff is offering 35 outdoor fitness and there are 170 participants registered amongst those classes. Lastly, Assistant Director Maliszewski reported that registration for Camp Hometown begins tomorrow. This is a transition into the District's traditional summer camp with various modifications based on the state's reopening guidelines. There are 150 spots available and the camp will be offered throughout various sites of the Park District and possibly Lincoln School. Should there be a greater need, staff are meeting with District 112 to discuss their location as an alternative summer camp site.

Indoor Facilities and Lakefront Update

Director Carr reported that he will provide a brief update on the Recreation Center of Highland Park, Deer Creek Racquet Club, Rosewood Beach, and Park Avenue. He began with the Recreation Center of Highland Park reporting that the facility re-opened last week, strictly for one-on-one personal training sessions. Since the re-opening 32 private sessions have been conducted. The lobby of the facility is open from 6:00 a.m. to 6:00 p.m. Monday through Thursday and 6:00 a.m. to 2:00 p.m. Friday through Sunday.

As for Deer Creek Racquet Club, Director Carr reported that the facility has re-opened for one-on-one private lessons, adult group classes, and court reservations for singles and doubles, so long as staff are alternating the courts being used after each reservation. As a result, only four of the six indoor courts are available to comply with the guidelines provided by the Department of Economic Opportunity (DCEO). All lessons and court reservations must be made in advance, walk-ins are not permitted.

Moving onto the lakefront, Director Carr reported that Rosewood beach is still in its preseason, however staff are preparing to enter the regular season which begins June 20th and runs through August 16th. Lifeguards completed their virtual training last week, and in person skills and rescue training will commence this week. As of June 20th, the beach will be open for swimming so the restrooms and upper and lower parking lots will be open for visitor use. Director Carr reported that as of this weekend the Park Ambassadors will be monitoring all beachfront locations and will be responsible for gate openings/closures. Staff plan on opening the gates daily at 7:00 a.m. and closing them at 9:00 p.m.

As for Park Avenue, Director Carr reported that the site will be open for small craft sailing, kayaking, stand up paddling, and personal watercrafts as of this weekend. As for the required dredging project of the boat channel, John Keno confirmed operations could occur without dredging after reviewing the results from their recent sound test. As a result, Park District staff began installing the dock and hope to open the power boat season before July 3. Power boat season

will begin sooner than July 3rd. An official opening date will be communicated with the boating community once determined.

Commissioner Grossberg had a question regarding Park Avenue. He would like to know how many people have rented spots and if we have met our previously discussed quota.

Director Carr reported that as of today, the District has sold 23 launch only permits and 26 storage and launch permits. The Park District's goal was to sell 24 launch only permits and 32 storage and launch permits.

Commissioner Grossberg would like to know why residents are using Millard Beach since the pathway is closed.

Executive Director Romes reported that Millard Beach is closed and there's signs are the site notifying residents. He will have staff check the site and further measures will be put in place to prevent residents from accessing the beach.

Commissioner Flores Weisskopf would like to know when facilities be fully staffed.

Executive Director Romes reported that staff are returning based on the state's guidelines, so there is no official return date.

Commissioner Flores Weisskopf would like to know when the registration counter will reopen at West Ridge Center.

Executive Director Romes reported that West Ridge Center is location for Camp Hometown so staff will be encouraged to work from home to limit interactions between camp participants and employees, so the registration counter will not be open, however the hotline team will still be available and patrons can register for programs at the Recreation Center of Highland Park. Staff are developing a Phase 4 transition for more employees to return to working at West Ridge Center.

Virtual Firecracker 5k

Director Gogola reported that the Foundation and Park District will be holding a virtual version of the firecracker 5k, which will be a run, walk, and bike event, open to all ages. Participants will compete July 1st through 5th at any location they desire, such as their personal treadmill or a park path. She reported that the fee is \$25 per person or \$40 per family and all proceeds will benefit the SMILE grant-in-aid fund. She thanked the two presenting sponsors, First Bank and Trust in Highland Park and Edward Jones Scott Burns, who have covered most of the minor costs for the virtual event. Lastly, she reported that the first 100 participants will receive a t-shirt, and all participants will be entered to win additional prizes. Her and the Parks Foundation are hoping several residents will take advantage of the event and enjoy the healthy pursuit, while raising money for a good cause.

REVIEW OF VOUCHERS

Director Peters reported that the voucher packet is from May 21st through June 4th, which contains about 100 refunds for various canceled programs, plus two purchases of John Deere Equipment for \$67,000, the HVAC replacement for \$22,000, and \$6000 spent towards Sunset Valley Golf Club Short Game Area project. She reported that the expenses for the SVGC Short Game Area project will be reimbursed by the Parks Foundation.

President Ruttenberg would like to know what is the extent that the District might still have refunds to process.

Director Carr reported that summer camp refunds are currently being processed, however those refunds are being returned as Park District credit, which allows families to use that credit should they wish to register for Camp Hometown. If the credits are not used, the credit will be refunded back to the families as of next month.

President Ruttenberg would like to know if the District received a significant amount of money from property taxes.

Director Peters reported that the District received two payments, one in May and another the first week in June. Staff are expecting another payment to be received before the end of the month.

CLOSED SESSION

Motion was made Vice President Kaplan, and seconded by Commissioner Grossberg to adjourn into Closed Session for discussion of 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; – for discussions between internal or external auditors and the Board.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores
Weisskopf, Vice President Ruttenberg, President Kaplan

Nay: None

Absent: None

Abstain: None

Motion Carried

The meeting adjourned into Closed Session at 6:38 p.m.

The meeting reconvened into Open Session at 6:57p.m.

ACTION FROM CLOSED SESSION IF ANY

President Ruttenberg reported that the Board met in Closed Session 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; – for discussions between internal or external auditors and the Board.

ADJOURNMENT

A motion was made by Commissioner Bernstein and seconded by Vice President Kaplan and approved by a unanimous vote. The Board Meeting adjourned at 6:58 p.m.

Respectfully submitted,

Brian Romes, Secretary