

**PARK DISTRICT OF HIGHLAND PARK  
BOARD OF PARK COMMISSIONERS  
MINUTES OF REGULAR MEETING  
AUGUST 25, 2020**

The Regular 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 Regular 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, President Ruttenberg

**Absent:** Vice President Kaplan

**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

**CONSENT AGENDA**

President Ruttenberg asked staff to provide a brief update regarding the Memorandum of Understanding Between the Parks Foundation and the Park District. Director Peters reported that there is a proposed change in section 8 regarding the financial statement. The current Memorandum requires an annual audit of the Parks Foundation; however, the IRS only requires organizations to conduct an annual audit of the agency that generates more than \$300,000 per year. The Parks Foundation generated less than \$300,000 last year and the pandemic has significantly decreased revenue generation for the Parks Foundation, so the Parks Foundation Board does not want to conduct an audit; however the verbiage on the current memorandum needs to be amended, so the Parks Foundation is asking the Park Board of commissioners to approve the amended Memorandum which states that the conduction of yearly audits is at the discretion of the Parks Foundation Board based on applicable laws and requirements.

A motion was made by Commissioner Grossberg and seconded by Commissioner Bernstein to approve the Minutes from the July 14, 2020, Workshop Meeting; Minutes from the July 28, 2020, Regular Board Meeting; Hey and Associates Construction Services Proposal for the Preserve of

Highland Park, Memorandum of Understanding between the Parks Foundation and the Park District of Highland Park; Bills and Payroll in the amount of \$2,456,456.81.

**Roll Call:**

**Aye:** Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores  
Weisskopf, President Ruttenberg

**Nay:** None

**Absent:** Vice President Kaplan

**Abstain:** None

**Motion Carried**

**TREASURES REPORT & FINANCIAL FORECAST**

Director Peters provided an update of the District's financial forecasts and presented a report from the July 31, 2020, Finance Committee.

**Financial Forecast**

***Projected Cash Flow/Operations (Operations General and Recreation Fund)***

Director Peters presented the District's chart of operations which examines the General and Recreation Funds comparing the budgeted cash on hand vs. the projected cash on hand at the end of each month. She reported that the District budgeted to have \$11.9 million in cash on hand as of December 31, 2020. She is pleased to report that staff are projecting to have \$11.2 million in cash on hand as of December 31, 2020, even with the impacts of COVID-19. Additionally, the District will remain in compliance with our board policy, maintaining a 25% reserve in the general and recreation funds, and she projects the District will have \$4.6 million as a reserve in both funds.

***Budget vs. Actual vs. Projected (Operations General and Recreation Fund)***

The next item reviewed was the 2020 Budget Comparison report of the General and Recreation Funds. This report provided a comparison of the 2020 budget approved in December of 2019 vs. the actual figures as of today, plus the projections for the end of the year. Director Peters reported that the District budgeted a \$3 million surplus for the end of the year. Due to the pandemic and its financial impacts, staff are projecting a \$1.8 million surplus end of the year based on the actual revenue and expenses generated as of July 31, 2020. She reported that the overall reduction between our original budget vs. the projections is a \$1.2 million deficit. However, these projections are based on the worst-case scenario and the District has generated \$8.8 million in revenue as of July 31, 2020, vs. the \$7.6 million projected. Additionally, the District has spent less than projected so the overall year-to-date net difference as of July 31, 2020, when comparing the District's actual vs. projected is a \$1.5 million surplus.

***Budget vs. Actual vs. Projected No Taxes/transfers (Recreation Fund)***

The next item reviewed was the 2020 Budget Comparison report of the Recreation Fund. This report provided a comparison of the 2020 budget approved in December of 2019 vs. the actual figures as of today, plus the projections for the end of the year without the support from property taxes and transfers from the general fund. Director Peters reported that the District budgeted a 2.4 million deficit for the end of the year, assuming revenues would be less than expenses. Due to the pandemic, staff are projecting the deficit to increase by \$1.3 million net difference. As of July 31, 2020, the District has generated \$3.6 million in actual revenue vs. the worst-case scenario projection of \$2.9 million. Additionally, our actual expenses are trending slightly below our projections, which gives the District a year to date net difference of \$710,821. She is pleased to report that staff has reduced the year-to-date net difference by \$300,000 from the original worst-case scenario projection.

***Monthly Payroll Budget vs. Actual vs. Projection***

Director Peters reported that the District budgeted around \$10 million in payroll expenses. However, by furloughing staff, reducing employee hours, and implementing a hiring/merit freeze, staff projected the expenses as of December 31 to be around \$7.5 million which reduces the overall projected net difference of the budgeted vs. projected to \$2.5 million. Unfortunately, the District's actual payroll expenses as of July came in higher than projected for a year-to-date net difference of \$70,569. She reported that this is a positive difference, of the actual and projected since the District has expanded programs and has been offering more services, which generated an additional \$1.5 million in revenue. Additionally, staff had budgeted the District would have spent \$5.7 million in payroll expenses as of today, whereas the District has only spent \$4.2 million.

***COVID-19 Related Expenses***

Director Peters reported that the District is projecting \$71,701 in year-end expenses for COVID-19 related supplies, a \$75,661 difference in lakefront expenses due to the additional staffing needed to address crowd control and safety, and a \$6.2million difference of lost operating revenue. Overall, staff are projecting a \$6.3 million year-end net difference due to COVID-19.

Commissioner Bernstein would like to know what the current financial status of the District is.

Director Peters reported that the District is doing better than the worst-case scenario financial projections and PMA, the District's financial advisors, are pleased with the District's financial status and the figures we are providing.

President Ruttenberg is pleased that the District is offering more programs and services to the community that projected.

**Treasures Report**

Director Peters reported that the Special Recreation Fund is trending favorably due to budgeted tax receipts and the District has yet to receive the \$350,000 bill in contractual services for the NSSRA building. As for the Capital Fund, it is significantly under budget due to the reduction of projects from the pandemic. As for the General Corporate Fund, it has a favorable variance due to reducing payroll, expenses, and a timing difference in health insurance. As for the Debt Service Fund, it has a favorable variance due to timing differences from tax receipts. Lastly, she reported that the Recreation Fund has an unfavorable variance which is due to the closure and reduction of services from the pandemic.

President Ruttenberg would like to know what is happening with the development of the NSSRA building.

Executive Director Romes reported that demolition was completed in February, however, construction has been delayed since the Illinois Department of Natural Resource (IDNR) has not awarded the park grant, so NSSRA is delaying construction till a grant recipient is selected. If awarded those grant dollars would be used for the construction of the new facility and will reduce some of the costs the Park District will provide in support of NSSRA.

**UNFINISHED BUSINESS**

**A. Rosewood Beach Revetment Project**

Director Smith reported that the Park District received three possible long term solutions from SmithGroup to further protect the coves and infrastructures at Rosewood Beach, which included an underwater weir, reducing the gap structure of the current coves, or the installation of revetments. After a thorough review, the Park Board of Commissioners agreed upon the installation of revetments and asked SmithGroup to prepare construction documents. Director Smith reported that Ms. Boshek is here today to provide an update on the proposed construction documents for the back of beach revetments which will be placed at the Interpretive Center, along the boardwalk, parking lot, and the concession facility.

***Interpretive Cove***

Ms. Boshek reported that the back of beach revetment is not intended to prevent erosion or hold the current sand in place, instead, its purpose is to function as a barrier to protect the Interpretive Center, boardwalk, and parking lot. She reported that the existing sheet pile wall in front of the Interpretive Center will remain intact, however, SmithGroup plans to extend that sheet pile another 100ft providing a barrier in front of the boardwalk and the parking lot and a revetment will be installed against the foundation of the sheet pile. Unfortunately, she reported that the additional sheet pile and revetment will not protect the bench due to its location within the cove and the challenges from erosion and the high water levels, however, even if all the sand within the Interpretive Cove were to erode, the sheet piles and revetments will remain intact protecting the Interpretive Center, boardwalk, and parking lot. If a significant sand loss

occurs during the Fall and Winter seasons the revetment could become exposed, however, most of the sand from the recent nourishment projects is still intact and the lake levels are receding so she does not anticipate the revetment to become exposed. As for the project cost, she estimates repair costs for the Interpretive Cove to be a little under \$600,000 with steel for the revetment and stones for the sheet pile contributing to most of the project cost.

***Swimming Cove***

As for the Swimming Cove, Ms. Boshek reported that the area closest to the boardwalk is where the revetment will be installed to protect the concession area, however, the barrier will not protect the surrounding features, but Ms. Boshek does not feel those features are at risk so she does not recommend additional protection. A 90ft revetment will be situated directly in front of the concessions facility which will be supported by a concrete curb wall and covered with excavated sand to conceal the protective structure. A stone sheet pile is not required or recommended for this area as it is not experiencing high levels of erosion. As for the project cost, she estimates repair costs for the Swimming Cove to be around \$255,000.

Ms. Boshek reported that the Park District can reduce the individual project cost by coupling construction. This will save the Park District around \$104,000 with an estimated combined project cost of \$a little under \$747,000. This project would require the Park District to submit a general permit request to the Illinois Department of Natural Resource (IDNR). She recommends submitting the permit request for both projects, even if the couple construction is not approved. The drawings discussed this evening are ready to be submitted in the general permit application for IDNR if approved. As for scheduling and timing, Ms. Boshek recommends installation prior to Memorial Day of 2021, so construction can occur during the Fall, Winter, or Spring seasons.

Commissioner Bernstein would like to know if there are temporary solutions that can be implemented to protect those structures and sand from further eroding over the Fall/Winter Season.

Ms. Boshek reported that the State of Illinois does not recognize small scale projects, so the only available temporary solution would be placing additional sand. The facilities are well protected by their foundations, however, the parking lot and boardwalk in the Interpretive Cove are only protected by the sand. Currently, there is a significant amount of sand protecting the parking lot, and the boardwalk for the time being. She recommends that the Park District utilize their sand permit to place more as a temporary solution and advised against utilizing sandbags.

Commissioner Bernstein would like to know why Ms. Boshek advised against sandbags as a temporary solution.

Ms. Boshek reported that if the sandbags are not large enough, they too will be pulled into the water during severe storms. Additionally, if the sandbags are too large SmithGroup would need approval from regulatory before those could be placed.

Commissioner Bernstein would like to know what the permit process is from regulatory should the Park District decide to implement the use of large sandbags as a temporary solution.

Ms. Boshek reported that the Park District would still have to submit a general permit application, cover the \$550 costs, then request emergency approval to expedite the process. The emergency approval typically takes two weeks.

President Ruttenberg would like to know if Commissioner Bernstein is exploring sandbags or trap bags as a temporary solution.

Commissioner Bernstein reported trap bags since small sandbags will fail to withstand the high waves, additionally, Commissioner would like to know what the estimated costs to implement trap bags would be and who would be responsible for filling and placing the trap bags.

Ms. Boshek reported that SmithGroup is completing a similar project in Evanston, so she could examine their project to better determine a rough estimate for the District. As for the placement and filling of the trap bags, she reported that a contractor excavates the site to fills and place the trap bag, suggesting it is a quick process.

Commissioner Bernstein asked Ms. Boshek if she feels the concessions and boardwalk in the Swimming Cove are in immediate danger?

Ms. Boshek does not feel the concession facility and the boardwalk in the Swimming Cove are in immediate danger.

Commissioner Bernstein would like to know if the current sheet pile in the Interpretive Cove can protect the Interpretive Center.

Ms. Boshek reported that the existing sheet pile has a strong foundation and will protect the facility's infrastructure, however, when water levels and waves are high the run-up could hit the facility and cause flooding. If the Park District is worried about the facility flooding, she recommends laying small sandbags in front of all the entrances. If the Park District is looking for erosion defense along the boardwalk and parking lot, she recommends filling and placing the large trap bags as a temporary solution for the Fall and Winter seasons.

Commissioner Bernstein would like to know if the sandbags could be installed by October 1st.

Ms. Boshek reported that the Park District has more than enough sand in place from the recent nourishments protecting all three coves, so she does not recommend the use of sandbags.

Commissioner Grossberg would like to know if there is any chance that the price of steel could drop?

Ms. Boshek reported that the most recent quotes received on steel include additional tariffs and associated risks. SmithGroup has yet to see contractors reducing those costs since they will never underestimate their risk.

Commissioner Grossberg and President Ruttenberg would like to know if the Park District should plan to conduct ongoing sand nourishments for erosion control in the coves and the conceal the proposed revetments.

Ms. Boshek reported that ongoing nourishments will be needed so long as the water levels remain high.

President Ruttenberg asked Ms. Boshek if she feels the Park District has an adequate amount of sand acting as a buffer between the Interpretive Center and the parking lot, so are trap bags needed.

Ms. Boshek reported that the Park District's current defense is the sand. If the sand disappears than the Park District will no longer have a defense, so while a trap bag will act as a larger barrier and can be installed, she advised against it reporting that the Park District would have to lose a significant amount of sand for the boardwalk and parking lot to become jeopardized. Currently, it is a low probability that will occur.

Director Smith asked Ms. Boshek to share the plan view of the Interpretive Cove from the PowerPoint so he could address the ongoing issue with the chaise lounge. He reported that the Park District could remove or relocate the lounge. If removed there is no additional cost vs. relocating it. Director Smith recommends addressing the lounge during the repairs for the Interpretive Cove.

Ms. Boshek reported that the chaise lounge will always be an issue if kept in its current location.

President Ruttenberg would like to know what the intention of tonight's meeting is.

Director Smith reported that the purpose of tonight's meeting is to provide the park Board of Commissioners a project update. The next step is would be to get direction on whether the Park District wanted to move forward with construction on one or both coves.

Director Smith asked Ms. Boshek if the goal is to have the project(s) completed by Memorial Day when would decision need to be made.

Ms. Boshek reported that the next step is to apply for a general permit for both coves. She reported that permit timing can take 2-4month so a decision would need to be made by the end of October for the project(s) to be completed by Memorial Day.

Director Smith would like to know if the permit expires.

Ms. Boshek reported that the permit is good for 2yeas.

President Ruttenberg asked the members of the Park Board if they would like staff and SmithGroup to submit the permit application.

Commissioner Bernstein would like to know if there are additional application expenses.

Ms. Boshek reported that unless the Environmental Protection Agency (EPA) wants a soil sample, then there is no additional cost.

Commissioner Bernstein would like to know if the Park Board of Commissioners decides to request an Emergency Permit how much would that cost.

Ms. Boshek estimated the emergency permit to cost an additional \$550.

Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores Weisskopf, and President Ruttenberg would like the Park District and SmithGroup to submit the permit application.

## **B. Rosewood Beach Boardwalk Project**

Director Smith reported that this portion of the presentation discussed proposed solutions for the portion of the boardwalk along the ravine that is leaning. At the June 23 Regular Board Meeting, the Park Board of Commissioners asked staff to enter into an agreement with SmithGroup to investigate the boardwalk where it has settled and shifted adjacent to the ravine as well as the pedestrian bridge which crosses over the existing ravine to develop potential solutions, so Adam Hamman of SmithGroup is here to discuss those findings.

Mr. Hamman provided a brief timeline overview of previous construction which has occurred at Rosewood Beach. In 2015 the US Army Corps of Engineers (USACE) constructed the beach coves, ravine, and parking lot. Under a separate contract, the boardwalk was constructed along the top of the ravine. At the time of construction in 2015, there was a sloped embankment, which is no longer present today. Mr. Hamman reported that between 2015 - 2018 heavy rains washed away the embankment, so the USACE stacked limestone rocks to repair the area. As of 2019, the Park District noticed the boardwalk settled and shifted.

As a result, SmithGroup reviewed the construction drawings for the boardwalk, which was supplied by David Woodhouse Architects, the record drawings for the construction of the ravine adjacent to the boardwalk and the parking lot which was supplied by the USACE, the 2018 repair drawings of the boardwalk supplied by the USACE, several record photographs from before, during, and after the construction work completed by the USACE, and finally conducted a site visit on July 14, 2020, to develop repair options.

Mr. Hamman reported that the David Woodhouse Architects drawings from 2015 indicate that the boardwalk sits onto of a concrete slab which has a downturned edge buried into the ravine embankment, so the parking lot slopes toward the boardwalk. Additionally, there is stone aggregate underneath the slab which is encased in a filter fabric for added support.

Mr. Hamman reported that the USACE construction plans of the ravine area and the parking lot adjacent to the boardwalk from 2015 indicates the boardwalk, the embankment condition of the ravine along the right side of the boardwalk, two gabion baskets filled with stone and sand placed underneath the boardwalk for support of the boardwalk.

After the heavy rains eroded the embankment it also undermined the concrete slab and the downturned edge so in 2018 the USACE excavated and installed limestone blocks that were embedded into the grade and stacked to the base of the downturned edge. Additionally, the gabion baskets were left intact for added support. Unfortunately, Mr. Hamman reported that void space was left beneath the concrete slab even after the limestones blocked were installed, which lead to settling in the Spring of 2019. As a result of the settling a gap was created between the boardwalk and the permeable pavement, and some of the pavers had shifted.

During the site visit SmithGroup found no issues with the pedestrian bridge, however, the boardwalk and the concrete slab are in poor condition since the concrete slab is no longer resting on aggregate for support, and as a result, the void space has caused the concrete slab to crack. In conclusion, Mr. Hamman reported that the concrete slab supporting the boardwalk became compromised from significant rains which eroded the slope. Additionally, the geotextile fabric which encased the aggregate is no longer there, which it could have washed away from the heavy rains of may never have been installed; however, this has left the

aggregate unconfined which will cause further undermining and settling. Additionally, the permeable pavement and underlying stone are sloping towards the boardwalk which allows rainfall to further wash away the aggregate and increase the amount of voided space underneath the concrete slab.

Mr. Hamman provided 3 repair options.

***Option 1: Sheet Pile***

Mr. Hamman reported that this option removes existing wood decking and railing, the concrete slab, and the two gabion baskets. A new sheet pile, aggregate, and a concrete slab with a downturned edge would be installed. To address the water draining from the parking lot, and drain would be installed underneath the permeable pavement. Lastly, an additional limestone block will be placed to further protect the edges from erosive water. He reported that this is a very stable option with a low risk of failure, however, it is the most costly and disruptive with a fair amount of excavation. The estimated cost is between \$160,000 - \$180,000 with a 50year lifespan.

***Option 2: Concrete Slab***

Mr. Hamman reported that this option would leave the limestone blocks and gabion baskets intact, however, the existing boardwalk and railing and the concrete slab would be removed. Aggregate would be placed underneath the slab, which will be encased in a geotextile fabric for added support and a drain would be placed underneath the permeable pavement. This option is far less intrusive than the first option and much less costly estimated between \$70,000 - \$80,000 with a 15 – 25year lifespan.

***Option 3: Chemical Grout***

Mr. Hamman reported that this option would remove the boardwalk and railing, however, the existing concrete slab would remain intact. A chemical grout will be injected into the subsurface to fill the voids and lift the existing slab to stabilize the area. Once complete, the boardwalk and railing would be replaced. He reported that this is the least intrusive and could be completed in a couple of days. The estimated cost is between \$45,000 - \$55,000, however, it does not address the water mitigation, so the design life is estimated between 5-15 years depending on the frequency of severe weather.

Commissioner Bernstein would like to know if the current conditions of the site are dangerous/hazardous.

Mr. Hamman reported that the boardwalk has a slight slope, so he would not consider it to be a hazard, however, if this is an ADA Route it no longer meets compliance.

Director Smith reported that there are 2 ADA parking stalls, and in both instances' patrons would not cross over this section of the boardwalk.

Commissioner Bernstein would like to know how much additional settling will occur if the project is differed.

Mr. Hamman reported that further undermining will occur from significant storms.

Commissioner Bernstein would like to know if there is a temporary solution to get through the Fall and Winter Season.

Mr. Hamman reported that Option 3, Chemical Grouting, is a temporary measure to fill the void space to support the concrete slab.

Commissioner Bernstein would like to know if costs for option 1 or option 2 will increase should the projects be differed for a year or two.

Mr. Hamman reported that the Park District may need more grout or aggregate, however, this will not be a significant increase to the overall costs provided this evening.

Commissioner Bernstein would like to know if further complications occur will the Park District needs to close off this section of the boardwalk.

Mr. Hamman reported that the Limestone blocks are stable, unfortunately, so the boardwalk will not collapse and fall into the ravine.

Commissioner Bernstein would like to know why nothing was done by David Woodhouse Architects or USACE to fill the void to support the boardwalk.

Director Smith reported that the settling did not present itself during the USACE repair in 2018. He is waiting to hear back from both parties to discuss the current situation.

Commissioner Grossberg and Flores Weisskopf are frustrated with the USACE and their projects.

President Ruttenberg would like to know if the area is unsafe.

Mr. Hamman reported that the area will continue to settle but it will not collapse into the ravine.

Director Smith reported that the only challenge identified is it no longer compliances with ADA, thankfully patrons can access the beach from other areas that are compliant, so Park District staff feel this section of the boardwalk is safe to use.

President Ruttenberg would like to know how the parking lot will be impacted if the project is differed.

Mr. Hamman reported that permeable pavement always requires maintenance, so more settling will occur. Leaving the boardwalk at this sloped condition will result in increased maintenance for the parking lot.

Director Smith reported that if the Park Board of Commissioners selects option 1, Sheet Pile, there would a significant value to complete this while the revetment is being installed since the same contractor can be used for both projects to reduce costs.

President Ruttenberg asked to further discuss this project at the upcoming Finance Committee Meeting and asked Executive Director Romes to follow up with the Park Board of Commissioners if staff hear back from David Woodhouse Architects or USACE.

### **COVID-19 EMERGENCY OPERATIONS PLANNING UPDATE**

Director Romes reported that the recreation team will provide a brief update regarding response efforts for the delivery of services and communication to the community as they navigate through the challenges of the virus.

#### ***Facilities***

Director Carr reported the Department of Commerce and Economic Opportunity (DCEO) guidelines have recently changed so the Park District is quickly adapting and adjusting to those changes. The most recent change includes patrons and staff are required to wear a facial covering at all times when entering a facility, traveling through common areas, and while exercising or participating in indoor activities. The only exception is indoor adult tennis, which does not require participants to wear a facial covering during play, however, children will be required to wear a facial covering at all times when indoors.

#### ***Recreation Center of Highland Park***

Director Carr reported that the indoor pool at the Recreation Center of Highland Park opened August 17 for lap swimming, with limited hours. Staff are pleased to report that lap swimming has been operating at 95% capacity, which was 94 visits, 44 of which were unique users), during the last week. Staff are exploring the possibility of offering another 6 timeslots per day to accommodate more swimmers, so staff are finding creative ways to schedule lap swim around learn to swim programs and rentals.

### ***Rosewood Beach***

Director Carr reported that legal counsel and the Park District Risk Management Agency (PDRMA) have adjusted their stance and will permit patrons to enter the water and swim at their own risk at Rosewood Beach during the postseason. Signage has been updated as well as the website. Park Ambassadors and Security will still be present; however, lifeguards will not be on-site weekdays. Park Ambassadors and Security will monitor the beach weekdays from 6:30 a.m. – 10:00 p.m. Full operations and lifeguards will be present over the weekends. Park Ambassadors and Security will monitor the beach weekends from 6:30 a.m. – 11:00 p.m.

### ***Special Events***

Director Carr reported that the Park District offered three drive-in movies, all of which were sold out, so there were 111 cars at the Recreation Center parking lot each event. These events had the ability to accommodate up to 500 residents, which is 5 people per vehicle. Due to the success of these events, Sunset Valley Golf Course will be screening Caddyshack. Participants can enjoy food and alcoholic beverages from 13Nintey Restaurant during the feature. Participants can purchase tables or lounges with fire pits. Additionally, the Park District is offering a Halloween Event on Friday, October 23, which will be held at Larry Fink Park. Registered families will drive from Debbie Gottlieb Beitler Dog Park to Deer Creek Racquet Club, where they will find many haunting scenes and zombies lurking throughout the woods. Every 15 minutes 15 cars will be released to drive through the scenery. Director Carr reported that Polar Express will not be offered this year due to the virus, however, staff are excited to offer “Meet Santa” which families can register for a personalized zoom visit with Santa and Mrs. Claus. Lastly and a “Polar Parade” December 12, where Mr. and Mrs. Claus will take a horse-drawn carriage through the community to deliver presents to registered children.

Commissioner Flores Weisskopf thanked staff for their creativity and loves the “Polar Express” substitute.

### ***Programming Update***

Assistant Director Maliszewski reported that in light of pandemic staff as it relates to recreation and facilities have faced several creativity challenges while remaining fiscally responsible and he is proud of their hard work. He reported that Tony Matzke has offered many creative solutions for cleaning procedures and facility projects. Kari Acevedo has done a fantastic job managing the lakefront, while also prepping for Fall learn to swim programs. Athletics led by Mike Divincenzo has continued to grow and is pleased to report that there are 55 participants registered in the half-day mini sports camps. Ice skating programs, which are led by Carol Sassorossi, have seen a significant bounce back, reporting that the Park District is at 70% of registration and the ice contracts are on par with 2019. Heller programming, which is led by Jessica Reyes, has been focused on after school programs and supplement education throughout the course of the school

day. Tennis led by Robyn Zullo and Chris Visconti, are doing extremely well. The first session of Fall Programs will begin next week which is operating at 80% year-to-date. As for the second session of Fall Programming registration is slow since these programs will transition indoors, however, staff are confident those numbers will increase. He reported that the Recreation Center of Highland Park which is led by Debbie Pierce and Jodi DiTomasso, are doing everything possible to assure members and residents that the indoor facility is safe and clean while offering outdoor group exercise classes. The Recreation team, which is led by Cathy Fiori, has been focused on ParkSchool, afterschool programming, and has taken the lead on special events. Golf which is led by Ryan Ochs has been doing a tremendous job maintaining the course and generating rounds. Lastly, he reported that the entire staff has been challenged with putting together a catalog and offering District 112 supplemental programming, whether that be new and creative mini-camps throughout the day to accommodate home and micro schoolers as well as mid-day programs when school is out.

Commissioner Bernstein reported that the aquatics staff has done a tremendous job under these trying conditions as well as the Golf Staff.

## **NEW BUSINESS**

### ***A. Parks Foundation Update***

Commissioner Grossberg reported that the Parks Foundation is working with Michael Goldman's wife to set up a memorial golf scholarship program, and he is pleased to report that 6 of the 10 potential spots have been filled for this scholarship opportunity. Lessons are currently underway, and he recognized Mr. Bernstein for his efforts to get families involved. Additionally, there are two upcoming invitations, "Bike the Parks" which allows participants to bike a 5 or 10mile route through several of the District's parks. He is pleased to report that this is a free event, which is a great way to get families out and exercising safely. The second initiative is the "annual Appeal."

Executive Director Romes reported that staff are working on the development of a passport, which is a punch pass for donors allowing them to visit facilities, such as a free pass to utilize the fitness center or a free bucket of balls at the Golf Learning Center.

Commissioner Grossberg reported that the Parks Foundation is asking for support from the rest of the Park Board to help generate donations.

### ***B. Director's Report***

#### **Sunset Valley Golf Club**

Manager Ochs presented the 2020 Mid-Season Usage Report for Sunset Valley Golf Club reporting that golf shop sales are slightly down, due to the delayed opening of the Proshop. Likewise, golf cart rentals are slightly down since carts were not available for use until

June. He is pleased to report that golf green fees are up by 2,000 rounds, and the course has had 261 rounds per day since May 29. Additionally, the Sapphire Loyalty Club is up by 15 members, for a total of 149 members for 2020 vs. 134 members in 2019. Lastly, there were 14 more players registered for the 2020 North Shore Amateur Tournament, for a total of 115 players vs. 101 in 2019.

Manager Ochs reported that additional highlights include that the course at Sunset Valley Golf Club opened March 7, and unfortunately had to close the course a few days later March 13, due to the pandemic. The course remained closed until April 30. As of May 1, the course was able to reopen under the Phase 2 Reopened May 1 with phase 2 DCEO restrictions which permitted twosomes to walk the course, carts were not permitted at this time, reservations had to be made online or over the phone, in person was no longer permitted, tee time intervals were 15minutes apart, and lastly the Club House and Proshop remained closed. As of May 29, the DCEO restrictions permitted foursomes and the use of golf carts with individual riders, reservations could be made in person but online and by phone were encouraged, tee time intervals were 10minutes apart, lastly, the restaurant was able to permit outdoor dining. As of June 26, the DCEO restrictions permitted the use of dual rider motorized carts and the restaurant could offer limited indoor dining in addition to the patio.

Manager Ochs reported that golf is in very high demand due to the pandemic and he is pleased to report that the course has had record rounds, with 7,482 rounds in June and 8,264 rounds in July.

Additionally, leagues began in June. The SVGC Women's League has 29 members, the Men's Northbrook League has 48 members, the Gals on the Green League has 24 members, and the United Oil Products league has 20 members.

Unfortunately, Manager Ochs reported that the Illinois Junior Golf Association Tournament, Josselyn Center Outing were canceled due to the pandemic.

Manager Ochs provided a brief financial update comparing 2020 vs. 2019 revenue. He reported that golf shop sales are currently at \$26,164 vs. \$32,330 in 2019. Golf rentals are currently at \$155,624 vs. \$159,398. He is pleased to report that green fees are higher, currently at \$698,090 vs. \$546,174. Likewise, rounds played are higher, currently at 18,950 vs. 17,149. Lastly, he reported that the average dollar per round is \$36.84 vs. \$31.85, so that has increased by \$5.00 per round.

Commissioner Bernstein reported that staff are doing an outstanding job considering how different of a year it has been, but he is pleased that the weather has been cooperating. He

reported that the course is in fantastic shape even with the lack of rain and a high volume of players. He is looking forward to hearing the year-end numbers. He also congratulated Rob Saunders for his hard work at the Golf Learning Center.

Commissioner Grossberg congratulated Rob Saunders as well and he is proud to showcase our course.

**Golf Learning Center**

Manager Saunders presented the 2020 Mid-Season Usage Report for the Golf Learning Center reporting that as of July 31, there have been over 1700 more participants at the driving range vs. 2019. While mini golf is down, this is due to the delayed opening on May 29, so the mini-golf course lost the ability to generate revenue during April and May. Overall attendance is up over 1500 people vs. 2019. As for golf camp, the revenue and enrollments are down, however, this is due to the strict DCEO guidelines only permitting 10campers per group and eliminating weekly camp enrollments. As for clinics, he is pleased to report that registration has significantly increased from 52 participants in 2019 to 130 participants in 2020.

Manager Saunders reported that additional highlights include the Dome/Filed House closed on March 13 and was not able to reopen till May 29, which permitted the use of every other station on the range, so it operated at half capacity. As of June 26, the driving range was able to operate at full capacity. He is pleased to report that several players from Sportsman Golf Course have been utilizing the Golf Learning Center.

Manager Saunders provided a brief financial update comparing 2020 vs. 2019 revenue. He reported that range ball sales are significantly higher at \$103,547 as of July 31 vs. \$60,597 in 2019. Miniature golf sales are slightly less currently t \$18,354 vs. \$19,113 in 2019. As for Golf Lessons, those figures have increased currently at \$11,306 as of July 31 vs. \$9,242 in 2019. Lastly, revenue from golf camp is slightly down currently at \$33,642 vs. \$38,745 in 2019.

**District Highlights**

Executive Director Romes reported that despite the pandemic the Heller Nature Center harvested 1,000lbs of honey and jars will be sold online for \$11 per jar.

**C. Board Comments – None.**

**CLOSED SESSION**

Motion was made Commissioner Bernstein, seconded by Commissioner Grossberg to adjourn into Closed Session for discussion of Section 2(c)1 – the appointment, employment, compensation, discipline of the District including legal counsel for the District - for discussions between internal or external auditors and the Board. Possible action by the Board on items discussed in closed session.

**Roll Call:**

**Aye:** Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores  
Weisskopf, President Ruttenberg

**Nay:** None

**Absent:** Vice President Kaplan

**Abstain:** None

**Motion Carried**

The meeting adjourned into Closed Session at 8:30 p.m.

The meeting reconvened into Open Session at 8:52 p.m.

**ACTION FROM CLOSED SESSION IF ANY**

President Ruttenberg reported that the Park Board of Commissioners met in Closed Session under - for discussions between internal or external auditors and the Board. Possible action by the Board on items discussed in closed session.

**ADJOURNMENT**

A motion was made by Commissioner Bernstein and seconded by Commissioner Grossberg and approved by a unanimous vote. The Board Meeting adjourned at 8:52 p.m.

Respectfully submitted,



Brian Romes, Secretary