

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF REGULAR MEETING
DECEMBER 15, 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 6:01 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; Manager Johnson, Coordinator Hejnowski

ADDITIONS TO THE AGENDA – None

PUBLIC COMMENT FOR ITEMS ON THE AGENDA

Executive Director Romes read the comments submitted by the public.

Alan Sohn

1789 Old Briar Rd., Highland Park

I am a 41-year resident of Highland Park. I would like to express my opposition to changing the configuration and number of courts at Sunset Park. I am a member of a group that fully utilizes these courts on Monday, Wednesday, and Friday every week. We would not be able to continue our group if these changes were made. There are many other options for pickle ball and volleyball elsewhere in the Highland Park, Park District system. While the condition of these courts could be improved, I do not believe any change in the number of the courts should be on the agenda. Please read this email at the meeting of the Park district board. Thank you for your courtesy and consideration.

CONSENT AGENDA

Executive Director Romes reported that the North Shore Yacht Club Agreement has a 4% increase from the 2020 budgeted fee of \$6,500 to \$6,800 and the Park District will no longer be responsible for maintenance and cleaning of the club house, so the District has removed the cleaning services fee from the 2021 agreement. As for Affiliate and Sponsored Groups, while the District appreciates the services which

they provide to the community, due to the financial strains from COVID, the Park District is not budgeting for financial contributions for affiliate and sponsored groups in 2021.

A motion was made by Vice President Kaplan and seconded by Commissioner Grossberg to approve the Minutes from the November 10, 2020 Workshop Meeting; the Minutes from the November 17, 2020 Regular Board Meeting; the Minutes from the Continuation of the November 17, 2020 Regular Board Meeting; the Extension to the Tolling Agreement; the 2021 Affiliate and Sponsored Group Agreements; 2021 License Agreement with the North Shore Yacht Club; the First Amendment to the Highland Park Country Club Lot 3 Lease Agreement; the First Amendment to the IGA between NSSD112 and PDHP for Use and Maintenance of Property; and Bills and Payroll in the amount of \$2,112,725.05

Roll Call:

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

Nay: None

Absent: None

Abstain: None

Motion Carried

Treasures Report and Financial Forecast

Director Peters provided an update of the District's financial forecasts and presented a report from the October 22, 2020, Finance Committee. She reported that the Park District's General Corporate Fund is tracking according to the original budget due to reduced payroll expenses and a timing difference in health insurance. As for the Special Recreation Fund, she reported that budgeted tax receipts are trending favorably due to timing differences. Staff anticipates that the variance should diminish. The Park District's contribution to the development of a new facility for the North Suburban Special Recreation Association (NSSRA) was budgeted for June. However, the contribution will not be made until January of 2021. Director Peters reported that there is an unfavorable variance in the Recreation Fund due to the reduction of activities due to the Pandemic. The Debt Services Fund is trending favorably, and scheduled payments will be made in December. Lastly, she reported that the Park District's Capital Fund is significantly under budget due to several projects being eliminated or differed because of the pandemic.

Financial Forecast

Special Disclaimer from Public Financial Management (PFM)

Director Peters shared the District's special disclaimer, reporting that the research and any forecasts are based on current information as of November 30, 2020, and is considered to be reliable, but the District does not represent it is accurate or complete, and it should not be relied on as such. The information,

opinions, estimates, and forecasts contained herein are also as of the date hereof and are subject to change without prior notification.

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 on December 31, 2020. As of today, staff are projecting to have \$12.6 million in cash on hand on December 31, 2020, despite the impacts of COVID-19. Additionally, the District will remain in compliance with our board policy, maintaining a 25% reserve, which is roughly \$4.7 million, in the general and recreation funds.

Budget vs. Actual vs. Projected Operations if COVID Returns (General and Recreation Fund)

The next item reviewed was the 2020 Budget Comparison report of the General and Recreation Funds if COVID returns. This report provided a comparison of the 2020 budget approved in December of 2019 vs. the actual figures as of November 30th, plus the projections for the end of the year. Director Peters reported that the District budgeted \$21.7 million in revenue and projected to spend \$18.6 million, which provides a \$3 million surplus for the end of the year. Due to the pandemic and its financial impacts, staff are projecting \$16.4 million for the year-end revenue and to spend \$13.5 million, which is a \$5 million difference in expenses, which reflects staff's ability to control expenses. She reported that \$2.5 million of that savings is due to payroll reductions, along with programming, service, and utility cuts. When comparing the budgeted vs. projected expenses she is pleased to share how well the District is doing. As for revenue comparisons, as of November 30, the Park District has generated a little over \$16.2 million in actual revenue vs. the \$15.1 million projected, which provides a \$1 million surplus. This is due to outdoor services having an exceptional year despite the challenges of COVID, which includes Sunset Valley Golf Club generating an additional \$700,000 in revenue, the Golf Learning Center generated an additional \$200,000 in revenue, along with in/outdoor tennis, Rosewood Beach and Park Avenue, Centennial Ice Arena, and Athletics. Lastly, while the Park District budgeted a \$3 million surplus, as of November 30th staff are projecting a \$2.9 million surplus for the year-end, which is a new difference of \$137,629. In conclusion, she reported that staff have learned how to react to COVID by developing community acceptable forms of recreation while keeping focused on managing District expenses.

Commissioner Grossberg would like to know why the District exceeded our revenue projections and does staff feel this is the start of a trend for outdoor recreation.

Executive Director Romes reported that while COVID posed several challenges, staff were fortunate to have dry and warm weather throughout the summer and fall, which permitted outdoor recreation to excel. Staff are anticipating that the community will still value outdoor recreation and our lakefronts, so staff are prepared for increased usage next summer, however, if Chicago opens their lakefront and similar types of outdoor recreation staff does not expect the numbers to be as high as they were this past Summer. He reported that staff was tested this past year and they proved to be adaptable, proactive, and creative. As for what staff has learned, Executive Director Romes reported that staff are preparing presentations that

examine alternative options for programming and facilities based on the status of the environment. He anticipates the value of golf and tennis to become a trend and hopes fitness can begin to recover.

President Ruttenberg would like those presentations to include things that the District has learned from the pandemic and review alternatives that can be implemented so that the District can continue offering recreation to the community. In addition to the cost savings, review which programs were highly sought after by the community after changes were made as a result of the COVID restrictions, and in conclusion report on how the District was able to move forward in those areas.

Executive Director Romes reported that he and staff would be happy to provide those presentations at upcoming meetings.

Vice President Kaplan would like to know how much Sunset Valley Golf Club makes in a normal year.

Executive Director Romes reported that Sunset Valley Golf Club would break even prior to the renovation, however, the opening year Sunset Valley Golf Club generated an additional \$150,000 in revenue.

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 \$10.5 million in revenue and projected to spend \$12.9 million, which is a \$2.4 million operating deficit for the end of the year. In June, staff projected the District would have a \$3.7 million deficit, however, as of November 30, she is pleased to report that staff are projecting the deficit to decrease, and the District should end the year with a \$3.2 million deficit. Unfortunately, due to the increased mitigation measures, staff had to issue refunds and pause memberships in November, so the projected year-end revenue has slightly decreased from the previous month's projections by \$10,000 with an estimated year-end of \$5.84million. Whereas the year-end projections slightly increased from the previous month's projection from \$8.8 million to a little over \$9 million. The overall year to date net difference when comparing actual vs. projected is a \$951,206 difference.

Monthly Payroll Budget vs. Actual vs. Projection

Director Peters reported that this chart could have looked much worse without the significant reduction staff made in payroll reductions over the course of the year which were achieved through furloughs and hiring and salary freezes. By doing so, staff took the budget of roughly \$10 million in payroll expenses and reduced that to a projection of \$7.5 million in payroll expenses, which is a savings of a little over \$2.5 million. The District's actual payroll expenses as of November 30 are higher than staff projected by \$124,754, however, there is a \$3 million combined surplus in the general operations and recreation funds which attributes to the additional programs and services the District was able to offer throughout the summer and early fall. Director Peters reported that when the pandemic began in March, the District's payroll expenses decreased each month until June. July was the most costly, but once again payroll expenses

have steadily declined each month as of August. In conclusion, Director Peters reported that staff are projecting the actual year-end payroll expenses to be less than the \$7.5 million projected last month.

Summary

Director Peters reported that staff are proud of the District's year-end financial figures given all the obstacles faced due to the pandemic.

Treasures Report

Director Peters reported that the General Corporate Fund is trending favorably vs. the budget due to the significant reduction in payroll and reduced expenses from the closures, along with timing differences regarding health insurance. The health insurance costs will be reflected in the December report. As for the Special Recreation Fund, the \$350,000 bill in contractual services for the NSSRA building was budgeted for June of this year, however, the payment will no longer occur until 2021, additionally, inclusion fees were nominal due to the pandemic, and lastly, the final member contribution will be made in December, so the fund is trending favorably. As for the Recreation Fund, it has an unfavorable variance due to the impact from the Coronavirus, which led to facility closures and reduction in programs and services. As for the Debt Service Fund, the District has tax receipts that are trending unfavorably due to timing differences and tax collections. She reported that the variance should diminish as the District received a surprise tax payment in December, however, the final cash collection rate will be under budget due to slower than usual tax payments to the County along with the County's extension to the property tax payment deadline. As a result, the District may need to borrow \$20,000 from the District's operating funds to pay the bond obligations. In a typical year, the District's tax collection rates come in at a little over 99%, however, the District is currently at a 96% collection rate, which is not enough for bonds. Staff contacted legal counsel regarding the issue, and the District's legal counsel confirmed that the District can borrow money from the operations fund to cover those obligations. Director Peters reported that the County confirmed that the District will receive two more property tax payments, the first in January and the remaining in February. Staff are hoping those payments combined will be greater than \$20,000 to replenish the Debt Service Fund. If the combined payments are less than the District will need to borrow money from operations to support the Debt Service Fund. As for the Capital Fund, she reported that this fund is significantly under budget due to the deferral or elimination of projects due to the pandemic.

Commissioner Bernstein recognizes and acknowledges Director Peters for all her hard work. He reported that she did not know what she was getting herself into when she agreed to the positions and the pandemic occurred shortly after. He and the rest of the Park Board of Commissioners have been hard on her and asked several questions during Finance Committee Meetings, to which she has never complained. He appreciates the graphs her team created, which have been easy to follow and allow the Park Board of Commissioners to plan better. He thanked her and her staff as their efforts have benefited the district.

President Ruttenberg would like to confirm that the net effect of the lesser tax collection, while it affects, that effect does not have a material effect on the District's financial condition.

Director Peters replied that is true, reporting that it is roughly \$97,000 effect on the General Fund, a \$91,000 effect on the Recreation Fund, a \$20,000 effect on the Debt Service Fund, and a \$30,00 effect on the Special Recreation Fund. The district will receive these monies someday, and staff are remaining hopeful that those payments will be received in January and February as suggested by the County. Keep in mind, the District will not be able to apply the monies to the 2020 budget if the payments are collected after the audit begins.

UNFINISHED BUSINESS

A. Approval of Ordinance 2020-05 – Tax Levy Ordinance for 2020

Director Peters reported that staff has been discussing the Tax Levy for several months. As a reminder, On November 19, the Park Board of Commissioners passed the Truth in Taxation Resolution for the 2020 Tax Levy, for the 2021 tax collection. By law, the District must wait for 20 days to officially pass the 2020 Tax Levy Ordinance to formalize the estimated levy described in the Resolution. Upon passage of the Ordinance, staff will deliver an executed copy to Lake County, so that it may be recorded by the legal deadline of the last Tuesday of the year, which is December 29. The 2020 Tax Levy Ordinance represents the District’s request for property taxes and reflects an increase of 0.00% from the 2019 property taxes collected during 2020 based on a CPI increase of 2.3% for those funds, which are under the property tax cap at .0245% per \$100 equalized assessed evaluation which is also an EAV for the Special Recreation Fund. She reported that this Levy focuses on capturing new growth within the District. The Levy request exclusive of Debt Service totals \$11,743,050, so staff is requesting approval from the Park Board of Commissioners for Ordinance 2020-05 – Tax Levy Ordinance for 2020, representing the District’s request for property taxes to be received in 2021 in the amount of \$11,743,050 exclusive of Debt Service.

A motion was made by Vice President Kaplan and seconded by Commissioner Grossberg to approve Ordinance 2020-05, Tax Levy Ordinance for 2020, representing the District’s request for property taxes to be received in 2021 in the amount of \$11,743,050 exclusive of debt service.

Roll Call:

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

Nay: None

Absent: None

Abstain: None

Motion Carried

NEW BUSINESS

A. Approval of Resolution 2020-14 to Amend the Fiscal Year 2020 Operating Budget and Allow for an Internal Loan

Director Peters reported that the Park Board of Commissioners approved Resolution 2020-01, which was to amend the fiscal year 2020 operating budget on January 21, 2020. The amendment moved \$7.1 million of budgeted bond proceeds from the Debt Service Fund to the Capital Fund. While staff has been preparing the District's 2021 budget, it became apparent that the correlating bond issuance costs that were buried within the budget should have also been transferred on January 21, 2020. Similar to Resolution 2020-01 staff are recommending that the Park Board of Commissioners ratify Resolution 2020-14 to amend the fiscal year 2020 operating budget again to move the issuance cost from the Debt Service Fund to the Capital Fund. After this Resolution is executed, the Resolution will be filed in the permanent records of the District. Additionally, due to the delayed receipt of tax revenues to the District, it may be necessary to loan funds to the Debt Service Fund from the Operating Fund in order to ensure a positive fund balance at year-end in the Debt Service Fund. Staff requests that no more than an additional \$8000 from General Fund and no more than \$12,000 from the Recreation Fund be allowed to be transferred as needed to ensure that the District has a positive fund balance in the Debt Service Fund on December 31, 2020. Staff recommends approval from the Park Board of Commissioners to ratify Resolution 2020-14 amending the fiscal year 2020 operating budget by moving the issuance costs from the Debt Service Fund to the Capital Fund in the amount of \$106,500 and additionally, staff recommends approval from the Park Board of Commissioners in an amount not to exceed \$8,000 from the General Fund and an amount not to exceed \$12,000 from the Recreation Fund to be borrowed as needed to ensure a positive fund balance in the Debt Service Fund on December 31, 2020.

Commissioner Bernstein would like to know if the District's financial advisors feel these transfers will negatively impact the District's triple-A bond rating.

Director Peters feels it should not, as Debt Service Funds typically have a minimal balance, so she thinks many neighboring Districts are having to amend their 2020 fiscal operating budgets. Additionally, Director Peters has spoken with the District's auditors and legal counsel and shared the proposed amendment with them, and both parties support the transfers and the amendment.

A motion was made by Commissioner Grossberg and seconded by Vice President Kaplan to ratify Resolution 2020-14 amending the Fiscal Year 2020 Operating Budget by moving the bond issuance costs budget amount from the Debt Service Fund Budget to the Capital Projects Fund Budget, in the amount of \$106,500 and to approve an amount not to exceed \$8,000 from the General Fund and \$12,000 from the Recreation Fund to be allowed to be borrowed, as needed, to ensure a positive fund balance in the Debt Service Fund on December 31, 2020.

Roll Call:

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

Nay: None

Absent: None

Abstain: None

Motion Carried

B. Parks Foundation Update

Commissioner Grossberg reported that the Parks Foundation is hiring a consultant to help develop fundraising strategies, which members are expecting a good return on the small investment and they feel it is a positive move for the Foundation. Also, the Parks Foundation is discussing a way to participate during Martin Luther King Jr. Day on January 18.

Commissioner Flores Weisskopf reported that the Parks Foundation is always looking to grow, and she is pleased to hear that Rob Stephan has been added to the Foundation, as she has worked with him in the past so she thinks he will help increase the Foundations web presence and provide significant marketing and public relations contributions.

C. Directors Report

Executive Director Romes reported that staff will be presenting the 2020 end of season reports for Sunset Valley Golf Club and the Golf Learning Center along with the lakefront.

a. 2020 Season Ending Report for Sunset Valley Golf Club & the Golf Learning Center

Manager Ochs began tonight's presentation with a review of the Highland Park Golf Learning Center. The first item reviewed was the 2020 utilization summary, reporting that the Golf Learning Center opened on May 29 with limited capacity. As the restrictions lifted throughout June, the number of visitors quickly increased. Regarding camps, Manager Ochs reported that the full-day Golf Academy came in under budget due to the governor's restrictions limiting the camp to 9 participants, whereas the PGA half-day camps came in over budget. As for golf programs, those came in slightly under budget due to cancelations in the spring as a result of the pandemic, whereas private lessons excelled with 315 participants vs. 125 participants in 2019. Overall, Manager Ochs reported that the Golf Learning Center reduced expenses by \$32,000 and generated an additional \$65,000 in revenue. He is pleased to report that staff budgeted a \$23,000 loss, instead, the Golf Learning Center had a \$76,000 surplus.

As for Sunset valley Golf Club, Manager Ochs reported that staff are hoping to add an extra 500 rounds from now through December, so long as weather permits allowing the course to remain open. As of November 30, there were 40,548 total rounds with the average dollar per round was around \$35.12 vs. the budgeted amount of 30,000 rounds with the average dollar per round being \$34.48. He reported that the dollar per round is the metric used to create the operating budget. Regarding utilization of rounds per month, Manager Ochs reported that the course generated an additional \$490,000 in revenue, which was attributed to the warm and dry weather along with many other programs and services being reduced or canceled due to the governor's restrictions. Additionally, expenses were reduced by \$66,000. Overall, staff budgeted to have a \$163,387 surplus as of December 31. As of November 30, he is pleased to report that Sunset Valley Golf Club has a surplus of \$720,586.

Commissioner Grossberg would like to know if this was the first full year since the renovation.

Manager Ochs reported that 2019 was the first full year since the renovation.

Commissioner Grossberg would like to know the Course handled staffing in terms of maintenance.

Manager Ochs reported that staff had to fill more divots and fertilize more often due to the heavy traffic. As far as maintenance, he thanked his team for their hard work and dedication since employees were starting as early as 4:45 a.m. to keep ahead of play since the first tee-time was 5:30 a.m. Overall, he felt staff did a great job of keeping up with the additional rounds and maintaining the course.

Commissioner Grossberg would like to know if there was a full crew working at Sunset Valley Golf Club.

Manager Ochs reported that he had a full crew from May through September.

Commissioner Grossberg would like to know what the 2021 budget is for the course.

Manager Ochs reported that he budgeted conservatively since the revenue is weather dependent. If the weather is great the goal is to capitalize, however, he feels he has a good base and structure to move forward within 2021.

Vice President Kaplan commended Manager Ochs, Manager Sangern, Manager Saunders, and the entire golf staff for a job well done. He is impressed with the financial report, the way the course was kept and maintained, and the great attitudes from staff. He cannot think

of a better crew to run the District's golf facilities.

Commissioner Bernstein agreed with Vice President Kaplan reporting that staff did a tremendous job under trying conditions and having to deal with the public during a difficult environment. He observed and heard compliments from golfers, despite how much play the course received, it was always in great condition. He thanked Manager Sangern for the amount of service and care provided by staff to the facility and the public, recognizing the amount of sanitation to ensure the carts were safe for the public to use and keeping the facility clean over the fall as leaves were never in the facility. He contributes to the success of the course Manager Ochs and Sangern's leadership abilities. As for the driving range, he thanked Manager Saunders, reporting that he did an extraordinary job. Likewise, he received several compliments for staff's services and the great conditions of the facility.

b. 2020 Lakefront Report

Director Carr provided a brief summary of 2020 operations and planning for 2021 lakefront and aquapark.

Rosewood Beach

Director Carr reported that the season began with delay, but due to nice weather over the summer and into early fall staff were able to extend the season. Staff offered a 15-week swim season, which is equivalent to a normal season. With the Hidden Creek AquaPark being closed due to the pandemic, staff offered lap swim at Rosewood Beach. Regarding staffing, there was always a manager, supervisor, four lifeguards who were on a rotating schedule, plus two ambassadors and three parking access attendants. Throughout the summer season, the governor's Phase 4 guidelines of the restorative plan were in place, so the maximum capacity permitted on the beach was 275 guests a time. Within the first 15 days, ten of those days the maximum capacity was met. As a result, staff required residents to provide proof of identification to access the beach and instituted a non-resident seasonal pass requirement. Additionally, the District signed a contract with Advanced Security Solutions during August, to provide additional access control as capacities were being reached across the District's lakefront properties and several of the Park Ambassadors were returning to college which would have left the District's lakefront understaffed.

The next item reviewed was financials, comparing the revenues generated from 2019 to 2020. Overall, Director Carr reported that revenues at Rosewood beach were up 19% this year due to the implementation of the non-resident seasonal pass. However, the non-resident seasonal pass impacted parking revenue, as daily pass sales were limited, and non-residents were not able to utilize the upper parking lot until noon. However, staff was able to generate additional revenue through the issuance of citations, which generated \$3,825. As for expenses, Director Carr reported that the District was over-budgeted on salaries and wages and contractual services, due to additional lifeguards needed for lap swim, the

additional park ambassadors, and the contract with Advanced Security Solutions which were needed to enforce policies and safety due to the overwhelming number of patrons trying to access the lakefront. He reported that neither expenses were budgeted for Neither was budgeted, so those line items were 88% over budget, for a \$108,384 loss.

As for 2021, Director Carr reported that local schools are beginning summer break early, so staff plans to open the lakefront swim season at the end of May. Staff will no longer offer guarded lap swim at Rosewood since the District plans to open Hidden Creek AquaPark, which typically hosts lap swim, so it will be swim at your own risk daily from 7:00 a.m. – 10:00 a.m. For access control purposes, a seasonal lakefront parking sticker will be required at all lakefront locations, which is due to the City of Highland Park discontinuing City stickers. This was the previous method the Park District used to monitor access control for residents. Also, for access control and to have a better understanding of utilization staff are recommending that both residents and non-residents are required to secure a swimming beach pass. As far as monitoring the lakefronts in 2021, staff will schedule daily parking attendants and access attendants, which will be responsible for check guests into the swimming area on weekends. The District is not planning on staffing a security team, as staff anticipates the volume to decrease with neighboring districts and the Chicago lakefront being open and operating along with outdoor pools and aquaparks.

Commissioner Bernstein recognized Manager Acevedo, the aquatics, and safety staff for the tremendous job they did under an extraordinary situation.

Commissioner Grossberg reported that it became important to sign a contract with Advanced Security Solutions, he is confident that staff is equipped for next year and he too thanked staff for their hard work and dedicate which permitted a great summer.

Commissioner Flores Weisskopf reported that it is exciting to see the number of non-residents flocking to the District's lakefronts as she feels the District has beautiful beaches.

Vice President Kaplan thanked the seasonal staff for the grief they received due to the volume of guests trying to access the lakefront properties, he recognized how professional they remained during such difficult times.

Park Avenue Boating Facility / Beach

Director Carr reported that like Rosewood Beach, Park Avenue Boating Facility and Beach has a delayed start and the North Shore Yacht Club had a shortened season. Like Rosewood Beach, the District extended staff coverage until September 27 and the postseason continued until the beginning of November. As of November 8, equipment was stored, and the building was winterized and closed for the season. As for safety, he reported that park ambassadors and parking attendants monitored access to the boating facility as well as the

North Parking lot. The North beach received an increased amount of utilization due to Rosewood Beach reaching maximum capacities several days of the season along with the increased number of non-residents seeking access to the District's lakefront properties. Park ambassadors and parking attendants not only managed access control they also enforced Park District policies along with the COVID related guidelines. He reported that the North Beach was a challenging area to manage since it is a non-swimming beach, as park ambassadors were constantly faced with enforcing social distancing and trying their best to keep people from use this beach for swimming, so the District brought in Advanced Security Solutions for additional support throughout August and September.

The next item reviewed was boating operations and financials, comparing the revenues generated from 2019 to 2020. Overall, Director Carr reported that storage pass sales slightly decreased from 2019, however seasonal launch only pass sales significantly increased. As for the seasonal decal sales, the number of decals sold did not increase from the previous year, however, the revenue slightly did, since the District slightly increased those fees to support the added costs for access control. Additionally, violations brought in a small amount of revenue, and the District received an insurance reimbursement due to the launch deck being washed away from a storm that occurred earlier in the year. The launch deck is not vital for boats to launch, so the District does not plan to replace that deck until the lake levels recede. Overall, Director Carr reported that like Rosewood beach wages and contractual services were over budget, due to park ambassadors and security contract, however, there was a significant expense saving by differing dredging at the site, so that savings with the additional revenue brings the Park Avenue Boating Facility and Beach to a 2020 budget-neutral projection.

As for 2021, Director Carr reported that the preseason will begin at the end of April, which the District opens the building so that pass holders can access the site and begin setting up for the season. Park District staff will install the sand ramp and boat launch dock before Memorial Day weekend, as the open season begins Memorial Day weekend through September 27. The Postseason is from September 28 through November 8. Staff feels there is still a need for access control, so the District will sell a lakefront parking pass for both residents and non-residents along with the traditional seasonal decal sticker to access the southwest lot. The District will schedule daily park ambassadors throughout the regular season along with additional coverage in the evenings, there will also be an access attendant scheduled over the weekends.

Commissioner Bernstein requested a presentation from staff in the future discussing how the District plans to address swimming at Park Avenue and Millard Beaches.

Commissioner Grossberg asked if staff has any updates regarding Millard Beach as he recently visited the location and took pictures of the erosion along with fallen trees along the coastline.

Executive Director Romes reported that parks staff have visited the site to investigate the erosion and keep in mind this location is part of the study with the Beach Master Plan being and consulting with SmithGroup.

Director Voss reported that parks staff visited Millard Beach this past Monday and he is hoping to learn how to address this issue from the Beach Master Plan.

Vice President Kaplan reported that he glad that staff has resumed meetings for the Park Avenue Working Group to better address the issues at that property.

Hidden Creek AquaPark

Director Carr reported that Hidden Creek AquaPark was closed this past year, and while there is still a lot of uncertainty and staff are not sure if large gatherings will be permitted next summer, which is where Hidden Creek thrives, however after studying the governor's Phase 4 restorative guidelines, and meeting with neighboring park districts that opened and operated this year, he feels the District has a good operational plan in place following the same guidelines along with the ability to transition if the state reached Phase 5. Staff surveyed 25 other park districts to better understand their operational plans for 2021, which staff discovered that 15 of those park districts are planning and budgeting for Phase 4 opening. 3 are planning for normal operations, whereas the rest are uncertain. Regardless of the guidelines, Director Carr reported that the District's operational season will not change, as staff are still planning for a Memorial Day through Labor Day season, which will include several traditional elements including lap swim, camp open and learn to swim, family open swim. All of these programs can take place within the Phase 4 guidelines. The greatest challenge is the capacity limits, so the District plans to separate the aquapark into two zones, to accommodate a combined total of 100 bathers, which reservations will be required. Director Carr shared a diagram of the zones, which can support gathering of 40 people so long as there is a 30ft barriers between each zone. Families with young children, or less experienced swimmers will be encouraged to make reservations to utilize zone 1, as the waters are shallow and there is a splash pad for tots. Zone 2 is for experienced swimmers as this zone also has the drop and chute slides along with the diving board. Reservations would be required during family open swim times.

Due to the zoning of the AquaPark, staff are not planning to offer full membership pass sales since access cannot be guaranteed, so the elimination of this pass is to prevent disgruntled patrons and issuing refunds. Instead, staff are planning to offer open swim day passes and/or a 10 punch-pass. Those who purchase the 10 punch-pass will receive a 20%

cost reduction vs. the day pass. However, staff would like to offer lap swim season pass and based on the number of lap swimmers and the timeframe which lap swim would be offered, staff feel a membership could be managed.

Regarding marketing of the summer swimming season, the District typically announces the opening dates of Hidden Creek in the Spring Brochure and offer early bird pass sales. This year, the spring brochure will only announce the opening of Hidden Creek AquaPark and the dates of operation, however there will be no information regarding memberships or pass sales. Instead, this information will be available in the summer brochure which will be released the last week of April. Regarding operational decisions, Director Carr reported that this region would have to enter Phase 5 by April 1 to offer traditional membership sales, however, staff has alternatives including if this region enters Phase 5 by June 25 staff could offer mid-season memberships, and lastly if this region enters Phase 5 by July 9 staff could offer late season memberships.

Commissioner Bernstein reported that he truly missed utilizing the AquaPark this past summer, so he hopes the state enters Phase 5, but regardless he feels the plans presented this evening re workable.

Executive Director Romes provided a brief update regarding upcoming events and end of year wrap-up. He reminded members of the Park Board of Commissioners and the community to keep their eyes and ears open tomorrow from 5:00 p.m. to 7:00 p.m. as Santa, Mrs. Clause, and the elves will be making special visits to 26 families in the community. Lastly, this is the last Park Board Meeting of the year, and while it has been a challenging and stressful year, there were many things to be grateful for, much to be learned, and many successes throughout the year and this does not happen without a dedicated workforce, including part-time and full-time staff and great collaboration and governance between board and staff. With that, he Wished everyone a happy holiday and healthy new year.

President Ruttenberg reported that the City of Highland Park shared a link to the Lake County Health Department regarding the coronavirus vaccine, so that members of the community could register and received notifications as to when they are eligible to be vaccinated.

Commissioner Flores Weisskopf reported that over the years, the District has added and lost staff, and sadly had employees pass away, so anytime such news is received staff and the Park Board of Commissioners need to look on the bright side and remember there has been things to celebrate, such as staff having children and employees growing up. She feels everyone is part of this wonderful family which the District has. She cannot stress enough how much it is about the people, reporting she has seen that with the pandemic and the ceasing of programming and having to quickly adjust to virtual platform. She recognized Manager DiTomasso's dedication and hard work and many others who make this Park District what it is. She thanked everyone for their efforts,

dedication, and creativity to keep the District moving along and offering recreation to the community. She thanked staff for their tireless hours, dedication, and passion.

Commissioner Bernstein recognized and thanked Manger Johnson and the IT Department as this year required everyone to quickly transition and adapt to a virtual realm, which could not have been done without the support and dedication of the IT Department.

ADJOURNMENT

A motion was made by Vice President Kaplan and seconded by Commissioner Grossberg and approved by a unanimous vote. The Board Meeting adjourned at 7:23 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brian Romes". The signature is stylized with a large initial "B" and a long, sweeping underline.

Brian Romes, Secretary