

**PARK DISTRICT OF HIGHLAND PARK  
BOARD OF PARK COMMISSIONERS  
MINUTES OF WORKSHOP MEETING  
DECEMBER 8, 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; Manager Johnson, Coordinator Hejnowski

**PUBLIC COMMENT FOR ITEMS ON THE AGENDA** – None

**ADDITIONS TO THE AGENDA**

President Ruttenberg requested to change the order for the items on the agenda, placing Resolution 2020-13 to Approve a Lease Agreement with Realgy, LLC to the fifth item on the agenda since Vice President Kaplan needs to leave the meeting early.

**RESOLUTION 2020-13 TO APPROVE A LEASE AGREEMENT WITH REALGY, LLC**

Director Smith reported that the Park District signed a letter of intent with Realgy, LLC to further investigate installing solar panels on the Deer Creek Racquet Club roof through a lease agreement. The general terms of the lease agreement indicate that the Installation and maintenance of the Photovoltaic (PV) Solar Power Plant are provided at no charge to the Park District, which in return, the Park District becomes a Realgy customer supplying the Deer Creek Racquet Club its energy needs for the next 25 years. However, the Park District can terminate the lease agreement after the 15th year. He shared a rendering of the facility so that the Park Board of Commissioners could see where the solar panels will be placed on the roof. Additionally, the proposed system would produce 39% of the facility's energy needs and the remainder will come from the excess energy produced off of the utility grid. In the first 3 years of the lease agreement, the energy produced from the PV plant will be purchased by Park District from Realgy at a market-based rate and along with excess energy produced. After the 3rd year, the Park District will go out to bid for an energy contract for the excess energy. Director Smith reported that Realgy could submit a bid, however, if they chose not to, they will be given the opportunity to match the supplier's rate. If the Park District approves

one of the bids, then the Park District would purchase the excess energy from a different supplier, however, the energy provided by the PV plant will still be purchase from Realgy.

As far as cost savings for the District, Director Smith reported that Realgy's energy rate was \$135 less than the District's current provider for the entire year, and the bulk of savings would come from the use of the PV plant since the energy produced does not utilize ComEd's energy line, so the District would receive a \$4,000 annual savings by eliminating ComEd's distribution charge. Overall, this is an annual savings of 11.81% based on the District's 2019 energy usage. Additionally, as of 2027 Realgy will credit the District 1% of the energy purchased from the PV plant. That percentage will increase every year, so the cumulative credit of the total lease is a savings of over \$25,000. In addition to the cost savings, Director Smith shared the environmental benefits reporting that the use of Realgy's solar panels will generate 180,000 kWh annually, which is the equivalent to powering over 17 homes, the panels will annually reduce 245 tons of coal from being burned, which removes 127,000 lbs. of carbon dioxide from the environment and is the equivalent to planting 9,800 trees.

Director Smith reported if the Park Board of Commissioners approves the lease agreement with Realgy LLC, Realgy will finish site planning and design so that installation can occur in the Spring of 2021.

Commissioner Bernstein would like to know who owns the solar panels after they are installed onto the roof of the Deer Creek Racquet Club.

Director Smith reported that Realgy LLC will own the panels, as the Park District is leasing the panels from them.

Commissioner Bernstein would like to know who is responsible for maintenance and installation costs.

Director Smith reported that Realgy LLC is responsible for both maintenance and installation costs.

Commissioner Bernstein would like to know what happens if Realgy fails to maintain the panels.

Director Smith reported that maintenance must be completed within 90days, however, if they fail to do so the Park District will need to contact legal counsel.

Commissioner Bernstein would like to know what happens after the term expires.

Director Smith reported that the District can purchase the system at face value. If the District does not wish to purchase the system, Realgy is responsible for removal and will cover any costs if damages occur.

Commissioner Bernstein would like to know if staff has contacted references.

Director Smith reported that Realgy has a lease agreement with the Park District of Oak Park, which staff has been in contact with on numerous occasions. The Park District of Oak Park highly recommended Realgy and shared examples of their experiences regarding maintenance and repairs, as the panels on one of their facilities are adjacent to a baseball field, in which a foul ball broke a panel. The repairs were completed in a quick and timely fashion.

Commissioner Bernstein suggested that better panels could become available in 15 years and asked if staff considered this.

Director Smith reported that it is in the Park District's best interest to keep the panels for an extended period, however, since they are not covering the entire roof, staff can expand the system down the road if better panels become available.

President Ruttenberg reported that he is pleased that the District is making strides in the right direction to better the environment, and the cost savings is a bonus.

A motion was made by Vice President Kaplan and seconded by Commissioner Grossberg to approve Resolution 2020-13 Approving a Lease Agreement with Realgy, LLC.

**Roll Call:**

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

**Nay:** None

**Absent:** None

**Abstain:** None

**Motion Carried**

**ROSEWOOD BEACH PROJECT UPDATES**

***A. Interpretive Cove Protection Project Updates***

Director Smith reported that there were two separate projects presented to the Park Board of Commissioners, the Interpretive Cove Revetment, and the Boardwalk repairs. At the October 27th Board Meeting, staff reviewed the current contract the district has with SmithGroup to develop construction documents for repairs needed within the Interpretive Cove. As part of that discussion, staff was asked to come back to the Park Board of Commissioners to disclose the remaining value left on that contract between the Park District and SmithGroup. Director Smith reported that there is \$3,700 remaining to develop construction documents for repairs needed within the Interpretive Cove and \$1,840 remaining to develop construction documents for repairs needed within the Swimming Cove. Staff recommends that the District proceeds with the completion of construction documents for \$3,700, selecting the mid-term protection utilizing TrapBags and the removal of the chaise lounge and overlook

area. Director Smith reported that the Finance Committee discussed both the mid-term and long-term protection options for the Interpretive Cove, and staff received consensus from the Finance Committee liaisons to pursue the mid-term solution, so long as staff receives consensus from the entire Park Board of Commissioners.

Staff received consensus from the Park Board of Commissioners to proceed with the completion of construction documents for \$3,700 using Option 1 for Removal of Chaise Lounge/Overlook Area & Construction of Mid-Term Protection using TrapBags.

***B. Boardwalk Repair Update***

Director Smith reported that there is a section of the boardwalk at Rosewood Beach that has settled and is tilting towards the ravine, so SmithGroup was hired to investigate the site and provide repair options. SmithGroup determined that the gravel fill under the concrete slab has washed away causing the concrete slab of the boardwalk to settle and tilt since the support has been removed. SmithGroup presented three options to stabilize and repair the area. The most costly option estimated at \$180,000 utilized a sheetpile, the second solution would remove the concrete slab and add drainage for an estimated cost of \$80,000, and the third solution which was estimated between \$45,000 - \$55,000 would require a chemical grout to be pumped underneath the concrete slab to fill the void and stabilize the area.

Staff are recommending the chemical grout solution and received a \$12,560 proposal to inject a high-density polyurethane grout into the void. Unfortunately, while the chemical grout will fill the void and stabilize the area it is unlikely that it will level the concrete slab so Parks Staff will level the boardwalk when the wood decking and railing are reinstalled. This work can be done over the winter months and could be completed before the end of the calendar year. Likewise, Director Smith reported that the Finance Committee discussed all three solutions and staff received consensus from the Finance Committee liaisons to pursue the chemical grout solution, so long as staff receives consensus from the entire Park Board of Commissioners.

President Ruttenberg and Commissioner Flores Weisskopf recommended that staff notify neighbors and the community before repairs commence.

Staff received consensus from the Park Board of Commissioners to proceed with repair option 3 for the Rosewood Beach Boardwalk repair, authorizing the Executive Director to enter into a contract with Atlas Restoration for High-Density Polyurethane Voidfill and Slabjacking to repair of the Rosewood Beach Boardwalk at a minimum cost of \$12,560.

**SUNSET WOODS PARK PLAYGROUND RENOVATION DESIGN & MASTER PLAN  
PROJECT UPDATE**

Manager Schwartz introduced Mr. Konters from Hitchcock Design Group to share the preliminary concept plans for Sunset Woods Playground and the site Master Plan. Additionally, Manger Schwartz reported that

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an online survey will be shared tomorrow with the community, which will be available through December 17th.

Mr. Konters reported that input and approval are not required at this time, however, he is happy to answer questions after the presentation. Tonight's discussion will review the preliminary concept plans and designs for the playgrounds which will also be shared with the community, with the goal of presenting a preferred concept plan in February, with final design and construction documents will be presented to the Park Board of Commissioners in late spring so that construction can occur over the summer, with an anticipated completion of the fall. The preliminary concept plans and designs for the playgrounds were influenced by the District's taskforce, board liaisons, community stakeholders, and survey results. Currently, there are two preliminary playground design themes for the 21st-century rocket ship and the titanic tides tot lot, a nature-inspired theme vs. a solar system inspired theme. Mr. Konters reported that construction occurring this summer would also include pathway renovations to improve access to the playgrounds.

The solar system-inspired playground for children ages 2 - 5 years will include sand play and climbers whereas the playground for children ages 5 - 12 years would include a tower structure, likely another rocket ship, with plenty of climbers, slides, and embankment play. The nature-inspired playground for children ages 2 - 5 years will also include sand play, climbers, and swings whereas the playground for children ages 5 - 12 years would include a tower structure, likely a treehouse, with climbers, spinners, slides, and group swings.

Mr. Konters provided a brief review of the playground budget, reporting that site construction which includes demolition, drainage, earthwork utilities, walkways, pavement, equipment installation, site furnishings, landscaping, and restoration is estimated at \$450,000, testing and a soil analysis are estimated at \$20,000, \$350,000 for play equipment, \$130,000 for project contingencies, and \$120,000 for design and engineering consulting fees. The overall budget for both playgrounds is estimated at a little over \$1 million.

Regarding the park master plan, Mr. Konters reported that the program goals are to honor the existing park's character, preserve natural areas, improve parking lot access and circulation, enhance park entries and access, enhance connectivity to the neighborhood, re-purpose underutilized areas, and add new park amenities. He reported that the parking lot will need to widen allowing two-way traffic, the entrance/exit to the parking lot will be relocated allowing for a safer access point to the community, and there will be a better-suited drop-off zone for buses. Additionally, pickleball and volleyball courts will be constructed near the tennis courts, along with improved basketball courts and the possible installation of a futsal court. In the Southeast corner, the baseball fields will be repurposed, and the basketball court will be relocated to incorporate a skate park and a pump track. A splash pad and amphitheater will be installed near the restrooms, with the possibility of constructing another small parking lot, within the Central area of the site. Lastly, a small seating plaza and possible memorial garden will be constructed in the Northeast corner of the site.

Mr. Konters provided a brief review of the park master plan budget, reporting that site construction is an estimated \$4 million and project contingencies are an estimated \$1.1 million. Testing, survey, soil analysis, design, and engineering consulting fees will be determined down the road, so the estimated total as of today is a little over \$5 million.

Commissioner Grossberg thanked Manager Schwartz and Mr. Konters for tonight's presentation as it provided a thorough overview of the vision of the park. He supports both playground concept themes and is eager to review the community's input.

Commissioner Flores Weisskopf thanked Manager Schwartz and Mr. Konters for tonight's presentation and reported that she prefers the solar system theme as it keeps the nostalgia of the 21st Century playground.

Vice President Kaplan supports both design concept themes and while he is in favor of the solar system theme as it maintains the history, he would like to hear the community's input.

Commissioner Bernstein would like to know if this is a GreenPrint project or a 5-Year Capital Plan project.

Executive Director Romes reported that the playground renovation is in the 5-Year Capital Plan and was budgeted for in 2021. The Master Plan concepts are not currently funded, but they are consistent with GreenPrint initiatives.

Commissioner Bernstein would like to know how much the District budgeted for the playground renovation.

Executive Director Romes reported that the District budgeted \$1.1 million for the playground renovation in the 5-Year Capital Plan.

Councilman Blumberg reported that he is thrilled that the District is thinking strongly about the future of Sunset Woods Park. The city is changing the zoning in and around downtown Highland Park, so he feels it is important that the District maintains natural areas within the park. The City will support either theme and is eager to see the renovations.

Vice President Kaplan left the meeting at 7:04 p.m.

President Ruttenberg would like to know if the \$1.1 million budget includes the installation of a second parking lot.

Executive Director Romes reported the second parking lot is not included in the budget, but the improvements to the current parking lot are included.

Mr. Konters reported that Hitchcock can widen the length of the current parking lot by a few feet, which permits two-way traffic, a bus drop-off zone, 90-degree parking spots that permits additional spaces, and three entrances/exits to improve pedestrian connectivity.

**THE PRESERVE OF HIGHLAND PARK PROJECT UPDATE**

Manager Grills provided a brief project update, reporting that staff has been conducting site preparation and discussing ways to keep some areas and pathways open for use during construction. She is pleased to report that the contractor created a 1.6-mile connector pathway between the north/south bike trail for the community to use throughout construction. The trail map is available on the District's website or hard copies can be picked up from the Recreation Center. Contractors are beginning construction for the north pond overlook, as they have excavated pockets for wetland habitat and plants and installed the base for deck and permeable pavers. Lastly, she reported that the subcontractors have begun laying seed along the shoreline, as this project also includes the IEPA Shoreline restoration. Regarding project financials, Manager Grill reported that the District is still waiting on grant funding for the Recreational Trails Program, however, the Parks Staff were able to install the construction fencing which was a significant saving for the District. As of January, construction of the gateway entry, shoreline grading, overlooks, and trail work will continue. Plantings will occur over the summer, and staff are planning to celebrate the opening of The Preserve in the late fall.

President Ruttenberg would like to know if the remaining balance of \$400,000 is earmarked.

Manager Grill reported some of the remaining balance is earmarked and some of it is to cover contingency fees.

Commissioner Bernstein reported that staff has done an outstanding job of finding creative ways to save money. Additionally, he would like to know if the District completed the presentation obligations to the City of Highland Park.

Executive Director Romes reported that he will contact City Manager Neukirch to schedule a presentation in 2021.

Commissioner Flores Weisskopf reported that she is very proud of this project and its staff.

President Ruttenberg requested that staff share a project update with the citizen's advisory committee.

**ORDINANCE 2020-05 - TAX LEVY 2020**

Director Peters reported that the Park Board of Commissioners passed the Truth in Taxation Resolution for the 2020 Tax Levy, which represents the District's 2021 tax collection, on November 19<sup>th</sup>. By law, the District must wait 20 days to officially pass the 2020 Tax Levy Ordinance to formalize the estimated levy described in the resolution. 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 and .0245% per \$100 Equalized Assessed Valuation for the Special Recreation Fund. This levy focuses on capturing new growth within the District. The levy request, exclusive of debt service, totals \$11,743,050.

Director Peters reported that the draft ordinance was shared in the Workshop packet and since the Truth in Taxation Resolution for the 2020 tax levy will have stood for at least 20 days as of December 15, staff will recommend approval from the Park Board of Commissioners at the December 15<sup>th</sup> Board Meeting to pass the 2020 tax levy ordinance and formalize the estimated tax levy. Upon passage, staff will deliver an executed copy to be recorded by the legal deadline with Lake County.

### **REVIEW OF VOUCHERS**

Director Peters reported that there were \$1.4 million of vouchers shared in the Workshop packet. The Park Board of commissioners reviewed and approved the vouchers.

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

#### ***A. Local and State Mitigation Review***

Executive Director Romes provided a comprehensive summary of the Park District's emergency response planning efforts related to the state and local mitigations surrounding COVID-19. On Wednesday, November 18th, the Mayor of Highland Park passed an emergency order directing the closure of all indoor workout facilities including fitness and dance studios and reduced indoor and outdoor gatherings to a maximum of 10 people. The next day the Governor announced Tier 3 Mitigations for the state, which was effective Friday, November 20th. The new mitigation measures suspended all indoor group sporting activities with the exception of indoor private lessons, outdoor sporting practices for 10 players or less, and health and fitness centers were permitted to operate with no more than 25% capacity. While the Governor's component for fitness centers conflicted with the mayor's local order, the Park Board of Commissioners voted to adhere to the mayor's order. On Saturday, December 5th, the mayor lifted the local order allowing health and fitness centers to re-open. He is pleased to report that several members utilized the Recreation Center that same day and the Park District is following the state's Phase 4 Tier 3 Mitigation order to operate the facility.

#### ***B. Emergency Response Business Plan***

Regarding the District's emergency response business plan, which was implemented in March, this plan addresses the health and safety of staff and the community as well as the continued strategic planning of activities and services that provide essential and enriching benefits to the community while ensuring short and long-term financial stability through responsible spending. Overall, Executive Director Romes reported that he could not be prouder of the District as each and every employee has contributed to keeping the community safe, healthy, and enriched during the pandemic, this includes instructors who teach life skills, desk and registration staff who greet and address customer's needs, recreation managers and supervisors who develop and provide needed outlets from daily stress, custodians, parks, natural areas, and golf maintenance staff who continue to keep outdoor and indoor facilities beautiful, the finance dept who ensures the responsible fiscal management, the marketing

department who keeps the community informed, the human resources department who continues to train and inform staff, and the planning and IT departments are ensuring responsible management of projects and IT infrastructure. Overall, he reported that every department has led the District through this time of uncertainty, and he thanked the Park Board of Commissioners for supporting the District's mission and providing essential directions to staff during these challenging times. He thanked staff for continuing to serve the needs of the community while remaining dedicated, flexible, and hard-working during such stressful times as their efforts have maintained the community's essential resources while strategically planning for activities that meet the ever-changing guidelines for health and safety. Staff's adaptability and perseverance through this time has kept the community safe, healthy, and enriched during a time when they need it more than ever.

As a result, the District closed facilities and significantly reduced activities due to both the local and state orders, however, Executive Director Roes reported that it is important that neither of these orders are a stay-at-home order, so parks and natural amenities such as the golf course, the golf driving range, mini-golf, and the trails at Heller Nature Center have all remained open and continue to provide essential outlets for recreation. Many indoor facilities have also remained open at reduced capacities including, Centennial Ice Arena and Deer Creek Racquet Club as they have been providing private lessons for tennis, figure skating, baseball, ice hockey, and gymnastics. Additionally, early childhood programs transitioned and are continued being offered virtually, fitness classes are continuing to be offered outdoors underneath the heated tent as well as online as staff are working around the clock to increase the number of classes available through the online fitness database.

**C. *Financial Summary***

Executive Director Romes reported that the District had to issue credits and refunds in the amount of \$123,763 due to local order and Phase 4 Tier 3 Mitigation measures. A significant portion of the refunds was attributed to Centennial Ice Arena since the Falcons and Giants Hockey Teams will no longer be reserving ice from the District during the current mitigation measures. Regarding the year-end financials, the District budgeted to end this year with a surplus of \$3,094,429. Over the past several months the finance department has been providing monthly projections regarding the District's year-end revenue and expenses. Under the worst-case scenarios, staff projected the operating budget to decrease to a 1,581,938 surplus. As of today, the finance department is projecting the operations budget to have a surplus of \$2,948,433, which is \$1,366,495 over the worst-case scenario projections and just shy of the budgeted amount by \$145,996. Executive Director Romes reported that this does not include potential CARES ACT and FEMA funds, which are estimated to be over \$200,000, along with 2020 uncollected tax revenue, which is estimated between \$100,000 - \$300,000. While things have been challenging, Executive Director Romes reported that the District has come out of 2020 financially strong due to staff's efforts.

**D. *Staffing Summary***

Executive Director Rome reported that staffing levels have and will continue to be impacted by the reduction in programs and services. All staff positions have been and will continue to be evaluated on

a bi-weekly basis as an effort to ensure the hours worked aligns with essential work functions. As a reminder staff are only compensated for hours worked that are considered to be essential duties, however, Thanksgiving through New Year's, there is a significant drop off in programming, therefore many full-time staff take time off to refuel and will be using their earned vacation hours for this time. As of January, staff is keeping a close eye on the positivity rates and messaging provided by the state in preparation for a return to Tier 1 or Tier 2 of the Phase 4 Mitigation measure, however, staff are also prepared and have programming available should our region remain in Tier 3 of the Phase 4 Mitigation measure or a return to a stay-at-home order. With this being said, staff are preparing and evaluating services daily and the changes will impact part-time and full-time staffing levels. As for part-time staff, a letter was distributed as their hours were reduced and full-time staff will be responsible for assuming those responsibilities. The District is not placing any of those employees on furlough at this time. As for full-time staff, the District eliminated 5 positions, 9 positions were frozen, and 5 positions are vacant. Therefore, full-time staff are operating at 80% of the typical level and merit increases were suspended saving the District around \$200,000. Overall, the District budgeted a little over \$10 million in payroll expenses. Under the worst-case scenario the finance department projected those expenses to decrease, with an estimated year-end of \$7.5 million, however, he is pleased to report that as of today, the finance department is projecting those year-end expenses further decrease for an estimated year-end of \$7.4 million, which is \$2,651,983 under the budgeted expense. Keep in mind this does not include savings from IMRF and the District's health insurance costs.

When examining full-time staff by department, Executive Director Romes reported that the District has 83 full-time employees on payroll, 19 are administrative, 24 are in parks and natural areas, 9 in facilities, 23 in recreation, 6 for golf, and 2 in registration. As for the administrative team, the District budgeted for 25 staff, however, there are currently 19 active employees, so this team is operating at a 25% reduction. The essential duties of the administrative team are organizational leadership, crisis management, training and communication, coordination and management of essential services and departments, implementation of board policy, and conducting public meetings so that the District complies with the Open meetings Act (OMA) and the Freedom of Information Act (FOIA), implementation of the financial policy including invoices, payment processing, property tax filing, FEMA and CARES Act filing, 1099's, 2021 Budget preparation and filing for the 2020 Audit and CAFR, implementation of HR policy which includes on/offboarding, payroll processing, unemployment claims, COVID-19 tracking, and required safety policy training, along with communications and marketing for the new virtual fitness platform, acquiring advertising and sponsorship, developing and producing seasonal and monthly brochures, social media and website updates, and foundation appeal, and lastly.

As for parks and natural areas the District budgeted for 30 staff, however, there are currently 24 active employees, so these areas are operating at a 20% reduction. Additionally, the District significantly reduced contractual services for landscaping and mowing from \$170,000 to \$35,000. The essential duties for these areas include project planning at the Preserve, outdoor winter activities set up such as the ice rink, dog park, and sled hill, preparation for plowing, maintaining the District's 800 acres of

parks, properties, playgrounds, and beaches, tree removal, bush pruning, flower bed cleanup seasonal burns, trash pickup, and ongoing playground inspections.

As for the facilities team, the District budgeted for 12 staff, however, there are currently 9 active employees which is a 25% reduction. Additionally, hours for full-time custodians were reduced 40% upon the Mayor's local order, however, custodial hours have since increased due to the re-opening of the Recreation Center. The essential duties for this team include custodial cleaning, HVAC and other mechanical preventative maintenance, project management, materials and supplies purchasing and inventory management, and safety inspections.

Regarding the registration team, the District budgeted for 2 staff, and there are currently two active full-time employees. The essential duties for this team include coordinating and processing refunds and credits for District-wide program cancellations and reservation systems, program changes and restructuring due to new mitigation guidelines, and adjusting availability for items on WebTrac, and reconfiguring online menus, and launching registration for December and January programs. Lastly, two part-time class 1 employees are assisting with the above-mentioned duties along with desk coverage at the Recreation Center.

As for the recreation team, the District budgeted for 28 staff, however, there are currently 23 active employees with is an 18% reduction. Recreation staff are once again, only working based on programming needs so most full-time facility supervisors are assuming additional responsibilities to cover the needs of the open facilities. Additionally, several of these employees are utilizing earned vacation time from Thanksgiving through New Year's. The essential duties for this team include supervising facilities that are operating with reduced hours, programming staff are developing, managing, and supervising a variety of private lessons, outdoor, and virtual programming, and preparing in-person and virtual programming for January.

Executive Director Romes provided brief summaries for each department within recreation.

Regarding athletics, the District budgeted for 3 staff, and there are currently three active full-time employees, however, part-time staff are only working to provide on-site instruction. The essential duties of this team are to coordinate travel baseball and basketball private lessons and the hitting league, plan for seasonal programs and camps, and coordinate private lessons for travel sports leagues.

As for Centennial Ice Arena, the District budgeted for 2 staff, and there are currently two active full-time employees, however, part-time staff are only working for on-site instruction and occasional desk coverage. Essential duties for this team are to coordinate ice usage by the Falcon, Giants Club, private lessons for learn to skate, freestyle skating, private gymnastics, zoom workouts and showcase practices, facility supervision, and planning for seasonal programs and camps.

As for Deer Creek Racquet Club, the District budgeted for 6 staff, four of which are teaching professionals. Similar to Centennial Ice Arena, part-time staff are only working for on-site instruction and occasional desk coverage. Essential duties for this team are to coordinate permanent court times, reservations, private lessons, facility supervision, and planning for seasonal programs and camps.

Regarding the Heller Nature Center and West Ridge Center, the District budgeted a combined total of 8 staff, however, there are currently 6 active full-time employees, which is a 25% reduction. As for part-time staff, they are only working for on-site or virtual instruction. The essential duties for these teams are to coordinate and implement instruction of ParkSchool virtual programming and special events, coordinate in-person and outdoor programming at Heller Nature Center and Rosewood Beach, along with planning for seasonal programs and camps.

As for the Recreation Center of Highland Park, the District budgeted for 6 staff, however, there are currently 3 active full-time employees, which is a 50% reduction. Essential duties for this team are to coordinate and implement instruction of outdoor and virtual group exercise classes as well as personal training, membership management, and customer service, and facility supervision and staffing.

Regarding the aquatics team, the District budgeted for 2 staff, and there are currently two active full-time employees. The essential duties for this team include the supervision and implementation of lap swim and private swim lessons, along with planning for seasonal operation at Hidden Creek AquaPark and Rosewood Beach.

As for the Sunset Valley Golf Club and the Highland Park Golf Learning Center, Executive Director Romes is pleased to report that SVGC is going to net an additional \$700,000 which has helped the District maintain a healthy fund balance and the 2020 budget. The District budgeted a combined total of 6 staff, and there are currently six full-time active employees. Part-time staff are only working for desk coverage between facilities. SVGC is hoping to remain open through December 20 so long as weather permits, whereas the driving range has shifted operations inside the dome. The essential duties for these teams include golf course management and supervision of the indoor driving range and private instruction.

Commissioner Bernstein thanked Executive Director Romes and staff for their hard work to operate the District during these difficult times. He reported that it is obvious that Executive Director Romes has a good handle of what is happening throughout the District and has done a great job overseeing the District.

#### **ADJOURNMENT**

A motion was made by Commissioner Grossberg and seconded by Commissioner Bernstein and approved by a unanimous vote. The Board Meeting adjourned at 7:55 p.m.

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Respectfully submitted,

A handwritten signature in black ink, appearing to read "Brian Romes". The signature is stylized with a large, looped initial "B" and a smaller "R" that loops back. There is a small mark below the "R" that could be a date or initials.

Brian Romes, Secretary