

**PARK DISTRICT OF HIGHLAND PARK
BOARD OF PARK COMMISSIONERS
MINUTES OF REGULAR MEETING
MARCH 31, 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 Kaplan

Roll Call:

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

Absent: None

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

ADDITIONS TO THE AGENDA – None

APPROVAL OF RESOLUTION 2020-07 ADOPTING TEMPORARY RULES FOR PUBLIC COMMENT DUE TO COVID-19

Executive Director Romes reported that the District is complying with Governor Pritzker's Executive Order, 2020-10, enforcing a shelter in place and 2020-07, which suspends certain requirements of the Open Meetings Act. Therefore, the Park District will be conducting board meetings remotely, accepting public comments via email, and providing live streams of each meeting throughout the order. To ensure full compliance of the Open Meetings Act the district is also recommending the approval of resolution 2020-07 adopting temporary rules for public comment during the governor's declaration of emergency.

Motion was made by Vice President Ruttenberg seconded by Commissioner Bernstein to approve Resolution 2020-07 Adopting Temporary Rules for Public Comment Due to COVID-19.

Roll Call:

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

Nay: None

Absent: None

Abstain: None

Motion Carried

PUBLIC COMMENT FOR ITEMS ON THE AGENDA – None

EMERGENCY OPERATIONS PLANNING AND RESPONSE TO COVID-19

Executive Director Romes reported that The District is experiencing significant changes and is continuing to change as the country learns more about the virus. The stay at home order was extended to April 30, so the District is examining new and creative ways to provide enriching programs and services throughout the shelter in place. The District is focused on three primary initiatives through the development of an Emergency Response Business Plan:

1. **Emergency Planning** - In response to the COVID-19 Pandemic, the District's first priority is to ensure the health and safety of all residents and staff. To this end, the Park District closed all facilities and playgrounds swiftly. While this was a difficult decision, it was an important one. As our local leaders have been communicating regularly, staying at home saves lives. During this time of closure, staff continues to monitor parks and facilities.
2. **Strategic Planning** - In an effort to continue the District's mission of enriching community life, staff has been working hard to ensure residents can continue staying active and healthy during the stay at home order. Staff is providing online activities for all ages and interests on our website and Facebook page. However, because facilities are closed, there are hundreds of programs that were canceled, and thousands of registrations that must be refunded. All memberships have been put on hold, and the District is no longer charging for services during the closure. In the meantime, staff is evaluating and planning new and different procedures and setting a course of action that ensures when the community returns they will have security in knowing staff is implementing the best practices that will keep them safe and healthy. For the next month, gathering in groups and playing sports is not permitted at the District's parks. As we encourage the community to stay healthy, the community needs to practice social distancing while using park trails.
3. **Business Planning** - Like every other service provider that exists to serve our customers' needs through the delivery of an experience, rather than a physical product, the Park District is experiencing significant financial loss from this closure. Each month that the district is closed accounts for an average of nearly \$500,000 of lost revenue. Program fees provide for 50% of the Park District's financing. This revenue contributes to support capital infrastructure and the staff that deliver programs and services. Staff is working daily to create a sustainable business model during this time of uncertainty. To this end the District has three objectives that will be implemented over the next 30 days, and beyond:
 - a. ***Evaluate monthly operating expenditures*** - In an effort to reduce spending during this time of closure, staff has been preparing projections for monthly revenue loss, anticipating a closure of 30, 60 and 90 days. Staff are evaluating every line item from the budget, to see where the District can cut costs in the short and long term, keeping

in mind that when the District re-opens, customers will expect the same quality of programming they've become accustomed to.

- b. ***Evaluate staffing levels*** – Currently, all part/full-time staff have been paid throughout the closure. The Park District has always strived to be known as an employer of choice, understanding how difficult it is to recruit and retain the best staff. With this in mind, the District is committed to providing a competitive salary and benefits to part-time and full-time staff. During this time of closure, many full-time staff are still coming in daily to check on facilities and parks or conduct necessary business functions. Many others are working full time from home. There are others, unfortunately, that while under normal circumstances play some of the most critical roles in serving our community, are unable to work during the stay at home order. As this closure continues, the Park District will struggle to sustain operations in the long term due to the \$500,000 monthly loss in revenue, combined with over \$600,000 in staffing costs. As a result, some difficult decisions regarding staffing levels will have to be made so the Directors are working with professional associations, neighboring park districts, PDRMA, and the District's attorneys to make the most responsible decisions on behalf of the community, and most importantly, on behalf of the staff who serve this community.
- c. ***Evaluate capital projects*** - In an effort to ensure adequate cash flow that keeps the District operational in the short and long term and staff is evaluating every line item from the capital plan in an effort to defer or eliminate projects during this closure and into the future. Staff are working to ensure the District remains fiscally responsible during such unprecedented times.

The District is pleased to report that there have not been any reported cases of COVID-19 from customers or staff. In addition, the District has a fund balance over 25% of annual expenditures in preparation of times of uncertainty. The capital fund has over \$7 million, and the District issued \$7.2 million in General Obligation Bonds to help cover the costs of capital projects. Lastly, the District is grateful for the local and municipal leaders and healthcare organizations that have been providing support during this time.

Commissioner Bernstein and the Park Board thanked Executive Director Romes for his leadership and the initiatives he has taken with sister governments to ensure the District is making the most fiscally responsible decisions for the community and staff.

APPROVAL OF RESOLUTION 2020-06 GRANTING EMERGENCY POWERS TO THE BOARD PRESIDENT AND EXECUTIVE DIRECTOR DURING THE GOVERNOR'S DECLARATION OF EMERGENCY

Executive Director Romes reported that in compliance with the governor's Executive Orders, the District is conducting most business operations remotely and may find it necessary to

temporarily waive certain policies and procedures necessary to facilitate the continuity of the administration of the Park District and asks that the Park Board grant such emergency powers to the Park Board President and Executive Director throughout the term of the Executive Order. The Park Board President and the Executive Director jointly exercise the authority to adopt emergency regulations, services, policy waivers, spending, staffing, and resource management. For example, the District typically requires two signatures of approval on every check, the Park Board President and Executive Director may waive the current policy and allow one signature or verbal approval to ensure checks are being cut in a timely fashion.

Commissioner Bernstein would like to know when the park board will be notified if emergency powers are executed. Executive Director Romes referenced a section from the resolution stating that none of the emergency powers herein described may be exercised until after both the Board President and the Executive Director have signed under oath a statement describing with specificity the scope and purpose of the emergency actions. Such statements shall be filed with the Board Secretary and the Board of Park Commissioners as soon as practicable.

Commissioner Grossberg would like to know if and how emergency powers will be executed if the Park Board President and Executive Director are unable to make a joint decision. Executive Director Romes reported that all monumental decisions will be discussed with the entire Park Board before such powers are executed.

Vice President Ruttenberg requested the resolution be revised, disagreeing with the verbiage referencing that any emergency statements be filed with the Board Secretary and the Board of Park Commissioners as soon as practicable, suggesting that such actions must be made immediately.

Commissioner Bernstein suggests the verbiage referencing that any emergency statements be filed with the Board Secretary and the Board of Park Commissioners as soon as possible and/or practicable. Vice President Ruttenberg agreed with Commissioner Bernstein's recommendation.

President Kaplan advised Executive Director Romes to contact the District's legal counsel so the resolution can be slightly revised.

Motion was made by Vice President Ruttenberg seconded by Commissioner Grossberg to approve Resolution 2020-06 with the changes as noted by the Park Board, Granting Emergency Powers to the Board President and the Executive Director During the Governor's Declaration of Emergency.

Roll Call:

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

Nay: None

Absent: None
Abstain: None

Motion Carried

CONSENT AGENDA

Minutes from the February 11, 2020, Workshop Meeting; Minutes from the February 25, 2020 Board Meeting; Approval of 2020 Affiliate and Sponsored Group Agreements; Approval to Enter into an Agreement with Wadsworth Golf Construction Company for the Construction of the Sunset Valley Youth Golf Development and Short game Area; Approval of Ordinance 2020-03 – Recreation Center of Highland Park Property to be Named the “Preserve of Highland Park”; Approval of the Northern Illinois Municipal Electric Collaborative (NIMEC) Bid for the Recreation Center of Highland Park; Approval of Revision to Policy #5.03 Refunds of District Fees; Approval of Ordinance 2020-04 Approving the First Amendment to Intergovernmental Agreement by, Between and Among the Lake County Forest Preserve District, the Park District of Highland Park and the City of Highland Park; Approval of First Student Transportation Services Contract Extension for Summer Camp; Approval of the 2019 Fire/Suppression/Fire Alarm Testing and Maintenance RFP; Bills and Payroll in the Amount of \$1,334,067.38.

President Kaplan asked that Item G, Approval of the 2020 Landscape Services Bid, and Item H, Approval of the 2020 Routine Ground Maintenance Services Bid be removed from the consent agenda. President Kaplan and Executive Director Romes discussed having such services be completed by Parks Staff throughout the closure.

Vice President Ruttenberg asked that Item I, Approval of the 2020 License Agreement with the North Shore Yacht Club, be removed from the consent agenda. President Kaplan agreed with Vice President Ruttenberg’s recommendation.

Motion was made by Vice President Ruttenberg to approve items A – F and J – N on the Consent Agenda seconded by Commissioner Grossberg.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores
Weisskopf, Vice President Ruttenberg, President Kaplan
Nay: None
Absent: None
Abstain: None

Motion Carried

UNFINISHED BUSINESS

2020 License Agreement with the North Shore Yacht Club

This item was removed from the Consent Agenda. Director Carr provided a summary of the discussions shared between the District and the Yacht Club's Commodore, Laura Knapp, regarding the approval of the 2020 License Agreement and how the Executive Order would impact the terms. Director Carr reported if the agreement is approved this evening, the terms would go into effect as of April 1, 2020, which impacts the Licensing Fee. The District could offer prorations during the closure. Due to the closure, the District has not been able to conduct a full assessment of the site to better determine what operations and storage opportunities will be available this summer. Once the District re-opens, staff will contact boaters whose storage spaces have been compromised due to the high lake levels, as they will receive a full refund. A statement was shared with the boating community earlier this year that the District can only provide storage and accommodate returning boaters, everyone else shall be placed on a waitlist.

President Kaplan would like to know if an amendment needs to be made to the current license agreement regarding the proration during the closure.

Vice President Ruttenberg reported the agreement is contingent upon the opening of the facility and recommended differing the agreement and discussing it at a later meeting.

Executive Director Romes reported that changes can be made to the agreement if it's approved this evening or at a later meeting.

Vice President Ruttenberg reported that due to the unforeseen circumstances it's highly advised to differ this item until the district reopens and can assess the site. All members of the Park Board agreed with Vice President Ruttenberg's recommendation.

2020 Landscape Services Bid / 2020 Routine Ground Maintenance Services Bid

Executive Director Romes recommended removing these items from the consent agenda so the District can re-evaluate the contracts, ensuring the services do not commence until the District re-opens. During the closure, the work would be conducted in house, so long as the services are considered essential for parks and natural areas.

Commissioner Bernstein would like to know what's considered essential services and if the District has the equipment and staffing abilities to conduct these services throughout the closure.

Executive Director Romes reported that such services could not be absorbed during normal operations or over the summer months, beginning in June. Staff will not be able to absorb all the

services listed on each agreement, but the District would like to re-evaluate and determine which services can be conducted in house throughout the closure.

Commissioner Bernstein would like to know if the District will lose the bids by taking such actions.

Director Voss is in communication with the current contractors regarding the postponing of services till the District re-opens.

The Park Board agreed with Executive Director Romes recommendation. Such items will be reviewed at the April 28 Board Meeting.

2020 Ice Rink Compressor Replacement Project Bid

Assistant Director Maliszewski reported that the compressors at Centennial Ice Arena (CIA) has been in operation for 47 years. Due to the age of the system, along with the phase-out of R-22 (refrigerant) and the United States' commitment to the Montreal Protocol, a new system is needed. The useful life of a compressor system varies, but between 30-50 years can be expected.

In December 2019, the Park District contracted I.B Storey to engineer and design a new system. On Thursday, March 12, 2020, the Park District received two (2) sealed bids for the 2020 Ice Rink Compressor Replacement Project for materials and labor to install the newly designed system. The project includes removal of the current compressor, installation of a new compressor, and upgrading the system controllers.

The first bid came from Davis Mechanical Service, Inc. for \$2,497,500. The second bid came from Stellar Industrial Solutions, Inc. for \$2,250,000. The bid proposals came in much higher than expected, so I.B. Storey and Park District staff reached out to the low bidder, Stellar Industrial Solutions, Inc., to understand the bid results and negotiate a lower price. The contractor reduced the Base Bid by \$422,000 for an updated Base Bid amount of \$1,828,000.

Park District staff contacted Air Comfort, the District's preventative maintenance contractor for CIA, to discuss the possible risks which could occur by deferring the project until 2021. They responded that current compressor has two leaks, a glycol leak in the flooring, and a refrigerant leak. Air Comfort would recommend the District re-enter into the current preventative maintenance agreement (\$20,000) to ensure the system remains as operable as possible, replace eroded valves (\$6,000), and purchase 500lbs of R-22 to fill the current compressor to capacity (\$15,000). Due to the age and poor condition of the compressor, there is no guarantee the

recommendations will keep it operating. If the system becomes inoperable, rental units are not available.

Park District Staff contacted Stellar Solutions, Inc. and I.B. Storey regarding the possibility of postponing the project till 2021 to see if the fees would change. Both I.B. Storey and Stellar Solutions, Inc. felt they are providing the best deal, so if the project we're re-bid the amount would not decrease. Staff recommends approval of the Base Bid from Stellar Industrial Solutions, Inc., in the amount of \$1,828,000. References for this contractor were favorable. Construction is anticipated to begin early June and be completed in early August.

Commissioner Bernstein reported that this is a difficult project, but the risks are significant and could lead to the facility closing if the compressor becomes inoperable. Furthermore, the District must be able to operate once we are beyond the curve. He recommends using money from the bonds and proceeding with the replacement project.

Commissioner Grossberg would like to get a better idea of costs if the project we're deferred.

Assistant Director Maliszewski reported that if the project does not occur this year, it will need to be completed in 2021, and could not provide an estimated price tag for short-term repairs since they are dependent upon the severity of the breakdown. In regard to the current leak, R-22 is a phased-out refrigerant and is no longer being produced due to the Montreal Protocol since it's causing holes in the ozone. Any amount of R-22 purchased will be reported to the EPA, placing CIA under a microscope. The EPA will monitor the District to ensure plans are in place, and funds set aside to replace the system.

Commissioner Grossberg would like to know how long the project will take, and when the approval is needed from the Park Board.

Assistant Director Maliszewski reported that the project takes 2 months to complete, but the strict timeline requires a decision to be made this evening. If the project is not approved tonight, it will be pushed back until 2021.

Vice President Ruttenberg would like to know how much the District will pay upfront and when will other project costs be due.

Director Smith reported that engineering fees have already been paid and suggest that invoices will be due in June and August.

Vice President Ruttenberg would like to know if a portion of the project can be differed after construction begins.

Assistant Director Maliszewski would have to review the contract terms.

Commissioner Flores Weisskopf would like to know if shutting down the facility for the remainder of the year is a possible option.

Assistant Director Maliszewski reported that CIA is one of the larger revenues producing facilities for the District, ice rentals and learn to skate classes contributing to a significant amount of that revenue. He also fears a decision like that will not be well received by the community

Vice President Ruttenberg would like the contract reviewed, in case we suspend the contract after demolition but is willing to approve the bid this evening, knowing that chances are it's all or nothing, and if that's the case he feels the compressor must be replaced this year.

Assistant Director Maliszewski will further review the contract.

Motion was made by Vice President Ruttenberg to approve the 2020 Ice Rink Compressor Replacement Bid project and seconded by Commissioner Bernstein.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores Weisskopf, Vice President Ruttenberg, President Kaplan
Nay: None
Absent: None
Abstain: None

Motion Carried

Hidden Creek Aquapark Pool Filtration System Installation Bid

Director Carr reported that the water filtration system at Hidden Creek Aqua Park (HCAP) has been servicing the pool for 22 seasons. The recent performance of the filters, along with an inspection of the internal filtration system indicates that the system is nearing the end of its useful life. As a result, staff has been planning for a replacement of the current sand filtration system, circulation pumps, and valves as well as reworking and upgrading the system controller.

A goal in the replacement of the current system is to install a system that provides the most up to date technologies, delivering the cleanest and safest water possible. Additionally, staff is seeking a system that provides sustainability improvements through energy efficiency, reduction of chemical usage and water loss through filtration. Staff contracted an engineering and design firm, WT Group, to develop our desired specifications for this commercial pool filtration system.

Staff discussed with the Park Board of Commissioners the benefits of a regenerative filtration system versus a sand filtration system at the January 14, 2020 Workshop Meeting. It was recommended that the board approve staff to move forward with a regenerative filtration system, manufactured by Paddock Filtrex Systems. This recommendation was approved at the January 28, 2020 Regular Board Meeting.

Construction and formal bid documents were released on February 21, 2020. Bids were due on March 17, 2020, and at that time two bids were received. Stuckey Construction Company presented the lowest qualified bid at \$177,000. WT Group, the Park Districts' contracted engineering firm, has had extensive experience working with Stuckey Construction on similar projects and is comfortable recommending Stuckey Construction to complete this work. The cost of equipment installation was anticipated at \$220,000. Stuckey Construction's proposal of \$177,000 is \$43,000 below the anticipated installation costs.

The anticipated project expense in the 2020 capital budget is \$425,000. While this project is \$10,200 over budget, due to the circulation pumps which have been deemed necessary, such expenses we're planned and set aside for the 2022 capital budget. Staff can remove \$235,000 from the 2022 capital budget, resulting in a \$12,800 savings to the 5-year capital plan.

Director Carr reported the project timeline has been impacted and the circulation pumps for this project are still on backorder due to supply chain distribution issues. Staff recommends approval from the Park Board of Commissioners for the Hidden Creek Filtration installation bid by Stuckey Construction in the amount of \$177,000 and to defer the project until the Fall of this year. The current system is still operational and would be able to sustain an additional season and the contractor will not change the price should the project be postponed until September.

Commissioner Bernstein would like to know when invoices would be due if the project is defers to the Fall.

Director Carr reported that engineering payments have been covered. As parts are delivered, those invoices will need to be paid, but the bulk of the project costs are from the installation which would begin in the Fall. Payments would be due at such time.

Motion was made by Vice President Ruttenberg to approve the Hidden Creek Aquapark Pool Filtration System Installation Bid and to differ the project till the Fall and seconded by Commissioner Bernstein.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Grossberg, Commissioner Flores
Weisskopf, Vice President Ruttenberg, President Kaplan
Nay: None
Absent: None
Abstain: None

Motion Carried

Resolution 2020-05 Authorizing a Contract for Procurement of the Recreation Center of Highland Park Cycle Equipment and Program

Assistant Director Maliszewski reported that there are 33 Keiser cycles located at the Recreation Center of Highland Park which were purchased in 2013. The cycles have met their useful life. As a result, staff has been planning for a replacement of the cycles and associated programming. At the March 10, 2020, Board Workshop Meeting staff provided the Park Board of Commissioners an update regarding the options to replace the current cycles at the Recreation Center of Highland Park. At that time, staff shared the process taken to support a recommendation to replace the current cycles with Stages equipment and the associated Flight software. Staff presented three separate options for cycle replacement and associated software and recommends authorizing a contract with Direct Fitness Solutions for procurement of the Stages cycle equipment and Flight program software in the amount of \$57,770, but to differ the purchase until staff has a better understanding of how fitness memberships and classes will be impacted once facilities re-open.

Commissioner Bernstein recommends differing approval of resolution 2020-05.

Commissioner Grossberg would like to know if the current spin bikes are still operational.

Assistant Director Maliszewski reported that the current spin bikes have met their useful life but are still operational.

Commissioner Flores Weisskopf and Vice President Ruttenberg agree with Commissioner Bernstein's recommendation, suggesting that now is not the appropriate time.

The Park Board did not approve resolution 2020-05 Authorizing a Contract for Procurement of the Recreation Center of Highland Park Cycle Equipment and Program but is open to discussing come the Fall or Winter.

2020 Park Avenue Dredging Bid

Director Smith reported that this project is completed annually to ensure the boat launch is operational. The objective of this annual project is to remove and relocate lake bottom sand to provide enough depth of water for recreational boats to enter and exit the boat ramp. All removed sand will be relocated into Lake Michigan per the Park District's permit.

The District received three (3) sealed bids on Thursday, February 13, 2020 for materials and labor to complete the 2020 Park Avenue Dredging Project. The lowest bid came from John Keno and Company. Their total base bid was \$32,400. The budgeted amount for the project is \$37,000. This project is broken into two items, mobilization/demobilization and the cost per cubic yard to transport and place dredged material. John Keno and Company bid \$11,700 for the mobilization/demobilization and \$11.50 per cubic yard of dredged material. Their current bid is based on the maximum amount of sand which could be dredged based on the District's permit. Director Smith reported that the chances of dredging the maximum amount are unlikely based on historical data, suggesting the estimated cost would be \$20,000.

Commissioner Bernstein would like to know how this will impact the boating community if the project was differed. Would the boat launch still be operational?

Director Smith reported that staff conducted sand depth measurements and found that there are problematic areas so many vessels may not be able to launch, if the dredging does not occur.

Vice President Ruttenberg doesn't feel comfortable committing to \$20,000 - \$30,000 at this point in time, suggesting Park Avenue may not be able to open or operate for several months.

President Kaplan would like to know if a decision needs to be made this evening.

Director Smith reported that the scheduled dredging begins in mid-May, so the project could be differed, so long as that provides John Keno and Company enough time to complete the project. The worst-case scenario is that the District may have to delay the opening of the launch.

President Kaplan would like to know if the board can postpone the dredging even if approved tonight, such as the dredging could begin in late May or early June.

Director Smith doesn't think that would be an issue but will need to speak with John Keno and Company.

Commissioner Bernstein would like to know if the site is currently operable regardless of the virus.

Director Carr reported that staff has not visited the site but planned to operate boating if the lake levels permitted such operations. If staff cannot secure the dock to the groin than the lake levels would not allow operations to occur.

Commissioner Bernstein would like to know if the dredging is approved April 28, how quickly could the site be dredged and when would the site be able to open?

Director Smith reported that the dredging typically doesn't occur till mid-May so even if approval occurred at the end of May John Keno and Company should be able to begin the dredging as scheduled.

The Park Board did not approve the 2020 Park Avenue Dredging Bid and asked staff to place this item on the April 28 Board Meeting Agenda for further review.

Rosewood Park Drainage and Grading Improvements Bid

Director Smith reported that the Rosewood Park Ravine Path regularly experiences washout damage during rainstorms from water traveling down the path and over the bluff. Staff has worked with Dan Creaney Company to develop a solution that will mitigate the impacts storms have on the trail and bluff. The plan calls for regrading and installation of drains in portions of the park. Water will be diverted to a drainpipe daylighting into the ravine. Additionally, a 75-foot portion of the path is steep and regularly poses challenges for patrons. Staff has worked with Dan Creaney Company to develop plans to regrade this portion of the path.

Staff reached out to the low bidder for both the Base Bid and Alternate #1, Joel Kennedy Construction Corp., to negotiate a lower price. The contractor reduced the cost of Alternate #1 by \$10,600 for an updated Total Bid amount of \$299,881.

Staff feels this is not an essential project and recommends deferring to a future year.

President Kaplan would like to know the impact if the project were deferred.

Director Smith reported heavy rains cause runoff and flooding along the path, which could lead to bluff failure. If this occurs Rosewood park has another point of access.

The Park Board did not approve the Rosewood Park Drainage and Grading Improvements Bid.

Rosewood Beach Recreation Cove Protection Project

Director Smith reported that at the March 10, 2020 Workshop Meeting, the Park Board directed staff to proceed with plans to nourish the Recreation Cove at Rosewood Beach to protect infrastructure in this cove. This project will include the placement of stone along the interior of the south breakwater to mitigate the passage of sand through this area, and the placement of “birdseye” sand in the cove to protect the boardwalk, playground, and shade structure. This work is scheduled to occur April 6, 2020, through April 24, 2020.

Two separate invitations to bid were released. One bid was to purchase material for the project (sand and stone) the other to hire a contractor to place the materials. The lowest, complete bid for both projects was John Keno and Company, bidding \$172, 811 to purchase materials and \$133,032 to place the materials. The total project cost is \$324,000 with bids, engineering, and construction oversight fees. There is \$350,000 budgeted for this project. This project will take three (3) weeks to complete, and the site will need to be shut down during this time. Staff recommends approval from the Park Board for the 2020 Rosewood Beach Sand and Stone Purchase Base Bid and the 2020 Rosewood Beach Nourishment Project Base Bid and Alternates 1, 2 and 3 from John Keno and Company, Inc.

Commissioner Bernstein feels that having more space available at the beach will allow the District to better comply with the executive orders of social distancing and would like the project completed before Memorial Day.

Vice President Ruttenberg feels natural areas are in high demand due to the declaration of emergency and suggest the Park Board approve the recommended projects.

Motion was made by Vice President Ruttenberg to approve the 2020 Rosewood Beach Sand and Stone Purchase Base Bid and the 2020 Rosewood Beach Nourishment Project Base Bid and Alternates 1, 2 and 3 from John Keno and Company, Inc. and seconded by Commissioner Bernstein.

Roll Call:

Aye: Commissioner Bernstein, Commissioner Flores Weisskopf, Vice President Ruttenberg, President Kaplan
Nay: Commissioner Grossberg
Absent: None

Abstain: None

Motion Carried

TREASURER’S REPORT

Director Peters reported that as of February 29, the interest income from the general fund was trending high due to the amount of money not spent in the capital fund from 2019, but the variance is expected to narrow throughout the year. The general and recreation funds include monthly budget allocations for payroll that are evenly distributed throughout the year. The difference between the budget gap and the actual amount closed is due to a large portion of the January payroll being accrued back to December 2019, and \$100,000 variance since the District’s monthly insurance premium was not paid till March as a result of PDRMA, and not all positions have been filled.

Contractual services we’re largely underbudgeted by \$27,000. Police service fees were underbudgeted by \$18,000. Contingencies were underbudgeted by \$8,000 as no dollars were used. The recreation fund program revenue was over budget by \$33,000 due to early registration for Park School. While some adjustments have been made, some variations still need reallocations over the course of the year. Fees and charges, were over budget due to permanent tee times by \$13,000. Personal training wages were \$12,000 under budget. Utility differences have a \$50,000 difference. Capital project fund came in under budget and is expected to remain under budget as the year progresses.

Commissioner Bernstein reported that he and Commissioner Ruttenberg spent 3.5 hours last week discussing the current budget, projections to expenses and revenue as a result of the pandemic, and capital project deferrals. He anticipates that he and Commissioner Ruttenberg will be meeting with staff more frequently to ensure the District is keeping a close eye on cash flow and the decisions being made.

NEW BUSINESS

Parks Foundation Update

Commissioner Grossberg reported that the Champions Banquet has been postponed. The Foundation is discussing term limits, charter changes, and the number of directors. The annual meeting is scheduled for May 19. The foundation has a new brochure and will be launching a new website over the next few weeks.

Director’s Report

Executive Director Romes reported that he does not have additional items, and he appreciates the cooperation from the community during these difficult times.

Board Comments

President Kaplan thanked Executive Director Romes and staff for their efforts and updates throughout these times.

Commissioner Bernstein would like to know if facilities, parks, and natural areas are still being checked.

Director Romes reported that all areas are being checked daily, so essential functions are still occurring while complying with the Executive Order.

Director Carr reported that complex facilities are receiving routine maintenance, but some operations may change to save on utility and maintenance expenses such as draining the pool at the Recreation Center of Highland Park.

Commissioner Bernstein would like to know when public restrooms and drinking fountains will be available.

Director Voss reported public restrooms and drinking fountains will not be available during the Executive Order and proper signage has been placed throughout parks and natural areas indicating areas are closed.

Commissioner Bernstein would like to know who is responsible for monitoring parks and natural areas.

Executive Director Romes reported that gates are up, paths are closed, signs are posted, and staff is checking areas in an attempt to work with the local police department to ensure people are not congregating in such areas.

ADJOURNMENT

A motion was made by Vice President Ruttenberg and seconded by Commissioner Bernstein and approved by a unanimous vote. The Board Meeting adjourned at 8:24 p.m.

Respectfully submitted,



Brian Romes, Secretary