

NOTICE OF WORKSHOP MEETING

Tuesday, February 9, 2021

6:00 p.m.

**Park District of Highland Park
Board of Park Commissioners
West Ridge Center
636 Ridge Rd.
Highland Park, IL 60035**

WORKSHOP MEETING AGENDA

The Governor has issued a disaster declaration related to public health concerns because of COVID-19, and all or part of the jurisdiction the Park District of Highland Park is covered by the disaster area. The President of the Board of Park Commissioners has determined that an in-person meeting conducted under this Act is not practical or prudent because of said disaster. Likewise, in compliance with the capacity limitations caused by the disaster, public attendance at the meeting is not feasible. Therefore, the Board of Park Commissioners have made alternative arrangements in the manner described below to allow any interested member of the public access to contemporaneously hear all discussion, testimony, and roll call votes.

Members of the public may view a live stream of the Workshop Meeting by clicking the Tuesday, February 9 Meeting Video link found at <https://www.pdhp.org/park-board/meetings/>

- I. CALL TO ORDER**
- II. ROLL CALL**
- III. ADDITIONS TO THE AGENDA**
- IV. PUBLIC COMMENT FOR ITEMS ON AGENDA**

For public comment, members of the public should email Brian Romes, Executive Director, at bromes@pdhp.org. Emails should be sent between Friday, February 5 at 5:00 p.m. until 5:45 p.m. on Tuesday, February 9 and should have "Public Comment for February 9" in the subject line of the email. Comments will be read aloud during the meeting.
- V. CONSENT AGENDA**
 - A. Approval of the Minutes from the December 8, 2020 Workshop Meeting**
 - B. Approval of the Minutes from the December 15, 2020 Regular Board Meeting**
 - C. Approval of Resolution 2021-01 Adopting a Temporary Personnel Policy Related to COVID-19 Benefits**
 - D. Approval of the Temporary Telecommuting Policy**
 - E. Approval of the Northern Suburban Special Recreation Association (NSSRA) Capital Renovation Contribution**
- VI. SUNSET WOODS PARK**
 - A. Playground Renovation Design Concept Plans**
 - B. Park Master Plan Project Update**
- VII. COVID-19 EMERGENCY OPERATIONS PLANNING UPDATE**
- VIII. REVIEW OF VOUCHERS**

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IX. CLOSED SESSION PURSUANT TO THE FOLLOWING SECTIONS OF THE OPEN MEETINGS ACT: Section 2(c)1 – the appointment, employment, compensation, discipline of the District including legal counsel for the District; Section 2(c)5 – the purchase or lease of real estate including discussion on whether a certain parcel of property should be acquired; Section 2(c)6 – the setting of a price for sale or lease of property owned by the District; Section 2(c)8 – security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff, the public, or public property; Section 2(c) 11 – litigation against or on behalf of the District or where the District finds that an action is probable or imminent; Section 2(c) 21 – the discussion of minutes lawfully closed under the Act, whether for the purposes of approval of said minutes or for conducting the semi-annual review of the minutes as set forth in section 2.06 of the Act.; Section 2(c) 29 - for discussions between internal or external auditors and the Board. Possible action by the Board on items discussed in closed session.

X. ACTION FROM CLOSED SESSION IF ANY

XI. ADJOURNMENT

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact the Park District's ADA Compliance Officer, Brian Romes, at the Park District's Administrative Office, 636 Ridge Road, Highland Park, IL Monday through Friday from 8:30 a.m. until 5:00 p.m. at least 48 hours prior to the meeting. Requests for a qualified ASL interpreter require five (5) working days advance notice. Telephone number 847-831-3810; fax number 847-831-0818.

**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, Manager Schwartz reported that

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 19th. 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 15th 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 Rome 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 Rome 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 Rome 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.

Workshop Meeting Minutes
December 8, 2020

Respectfully submitted,

Brian Romes, Secretary

**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 are 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 receive 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,

Brian Romes, Secretary



Memorandum

To: Park Board of Commissioners

From: Donna Dunn, Director of Human Resources and Risk Management; Brian Romes, Executive Director

Date: February 9, 2021

Subject: **Resolution 2021-01 – Adopting a Temporary Personnel Policy Related to COVID-19 Benefits**

Summary

The Families First Coronavirus Response Act (FFCRA) took effect on April 1, 2020 and expired on December 31, 2020. This Act provided up to two (2) weeks of Emergency Paid Sick Leave for part- and full-time employees due to COVID-19 related reasons. The Act also expanded the use of FMLA to include specific COVID-19 related reasons, such as leave because the employee must care for a child whose school or place of care is closed, or childcare provider is unavailable, due to COVID-19.

In 2020, these entitlements under FFCRA were utilized by 16 PDHP employees. On December 27, 2020, President Trump signed the COVID-19 stimulus bill into law. The law no longer requires that employers provide paid leave to employees for COVID-related reasons, but instead makes it optional and extends the FFCRA tax credit for employers that choose to extend FFCRA leave benefits until March 31, 2021. (Please note that as a government agency, the District is not eligible for these tax credits.).

Financial Impact

Because paid leave under FFCRA is only utilized when an employee or their immediate family member is directly exposed to or infected with COVID, the potential financial impact to the District is unknown.

Recommendation

Staff recommends that the Park Board of Commissioners approve Resolution 2021-01 – Adopting a Temporary Personnel Policy Related to COVID-19 Benefits, as it provides a voluntary extension to leave benefits for part- and full-time employees until March 31, 2021. We recognize the financial burden that COVID-19 places on those exposed to or infected with the virus, especially those without paid time off. We believe that FFCRA has helped encourage employees to stay home when sick by offering Emergency Paid Sick Leave and therefore, kept District facilities, patrons, and employees safe throughout the pandemic. This Act also provides a clear guide to working with staff that are impacted by childcare issues and ongoing eLearning because of COVID-19. Although FFCRA ended December 31, the pandemic continues to impact the District and our employees, and we believe voluntarily extending these leave benefits will not only help impacted staff members during a difficult time but continue to make District facilities and programs safe for all.

It is important to note that President Biden may require that paid leave be extended through September 30, 2021, but until that happens, staff recommends voluntarily extending it.

PARK DISTRICT OF HIGHLAND PARK
LAKE COUNTY, ILLINOIS

RESOLUTION 2021-01

A RESOLUTION ADOPTING A TEMPORARY
PERSONNEL POLICY RELATED TO COVID-19 BENEFITS

WHEREAS, in response to the impacts resulting from the COVID-19 pandemic, Congress enacted the Families First Coronavirus Response Act (FFCRA), which took effect on April 1, 2020, and expired on December 31, 2020;

WHEREAS, the FFCRA provided up to two (2) weeks of Emergency Paid Sick Leave for part- and full-time employees for COVID-19 related reasons and expanded the use of FMLA for COVID-19 related reasons (the “Benefits”);

WHEREAS, the FFCRA mandated that the Benefits be provided in addition to and not in lieu of paid time off prescribed by the Park District’s personnel policies;

WHEREAS, despite the FFCRA expiring, the Board finds that the COVID-19 pandemic continues to create health care, financial and child welfare impacts on Park District staff and the community at large and is expected to persist through March 31, 2021;

WHEREAS, the Board finds that the Benefits helped encourage employees to stay home when sick by offering Emergency Paid Sick Leave and therefore, kept District facilities, patrons, and employees safe throughout the pandemic; and

WHEREAS, the Board finds that voluntarily extending the Benefits will not only help impacted staff members during a difficult time but continue to make District facilities and programs safe for all; and

WHEREAS, the Board desires to temporarily amend the District’s personnel policies for the purpose of voluntarily extending the Benefits for employees affected by COVID-19 until March 31, 2021.

NOW, THEREFORE, BE IT RESOLVED by the Board of Park Commissioners of the Park District of Highland Park, as follows:

SECTION 1: Recitals. The Board hereby incorporates the foregoing recitals as though fully restated herein and declares that such facts and findings represent the purpose and intent of this Resolution. The policies hereby adopted shall be implemented liberally for the purpose of accomplishing the purpose and intent so described.

SECTION 2: Extension of Benefits.

A. Subject to paragraph B, the personnel policies heretofore adopted by the Board of Park Commissioners are hereby amended to provide for and grant the Benefits to employees who would have been eligible to receive such Benefits under the FFCRA. The Board does not intend to change the scope of employees who were formerly beneficiaries of the FFCRA.

B. The effective date of this policy is from January 1, 2021 to March 31, 2021.

Section 3: Appropriation. The Board directs staff to review the appropriations for personnel benefits for the current fiscal year and to make recommendations regarding any transfers necessary to provide sufficient authority and funds to execute and implement the policies herein adopted.

Section 4: Severability. It is the Board's intent for the temporary policies adopted hereby to be enforced to the fullest extent permitted by law, notwithstanding whether any individual provision or application of these policies is found invalid or unenforceable. In such event, that provision or application shall be excised from the policies and the remainder shall remain in full force and effect.

Section 5: Conflicts. Any provision of the personnel policies in conflict herewith shall be suspended for the term of this Resolution.

Section 6: Effective Date; Term. This Resolution shall become effective immediately upon passage and approval in the manner provided by law. The Resolution and the regulations adopted hereby shall sunset and expire automatically on March 31, 2021.

SO RESOLVED this _____ Day of _____, 2021.

AYES: _____

NAYS: _____

ABSENT: _____

APPROVED:

Board President

ATTEST:

Board Secretary



Memorandum

To: Park Board of Commissioners

From: Donna Dunn, Director of Human Resources & Risk Management
Brian Romes, Executive Director

Date: February 9, 2021

Subject: **New Temporary Telecommuting Policy**

Summary

The attached Temporary Telecommuting Policy has been created to address guidelines and expectations for employees that are temporarily working remotely due to emergency situations such as weather or pandemic. The District did not previously have a policy to address this. Policy language has been reviewed by Corporate Counsel.

Recommendation

Staff recommends approval from the Park Board of Commissioners of the Temporary Telecommuting Policy.

Temporary Telecommuting Policy

In the event of an emergency such as a weather, disaster, or pandemic, and in order to accommodate the needs of our employees, the District may permit or require some employees in specific positions to temporarily work from home to ensure business continuity as long as telecommuting does not impact the employee's productivity or adversely affect the efficient operation of the District. The Executive Director, or his/her designee, are responsible for declaring District emergencies.

Some positions within the agency, by their very nature, do not lend themselves to telecommuting. The District will determine whether a specific job may be performed effectively offsite.

Eligibility

To be eligible for telecommuting, certain conditions must be met. Prior to the start of a temporary telecommuting arrangement, the Manager and employee are responsible for ensuring that:

1. Telecommuting does not adversely affect the District, assignments/projects, customer relations, or other work units;
2. There is adequate and suitable work available for the employee to perform at home with no in-person supervision;
3. The position is appropriate for a telecommuting arrangement; and
4. The employee has maintained a good work record prior to making his/her request to telecommute.

Emergency Telecommuting

In the event of an emergency, the District may allow or require certain employees to work remotely. If required, these employees will be advised of such requirements by the Manager or Department Head. If an emergency situation dictates that employees who can work from home are required to do so, refusal to work from home when required may be grounds for disciplinary action up to and including dismissal. Whenever possible, preparations should be made by employees and Managers in advance to allow remote work in emergency circumstances. This includes considering appropriate equipment needs, such as hardware, software, phone, and internet. The IT Department is available to review these equipment needs with employees and to provide support to employees in advance of emergency telework situations.

Voluntary Telecommuting

For voluntary telework arrangements during special circumstances, employees should request permission and discuss their needs with their Manager and Department Head to determine whether telecommuting is an option in their current position at the time of the request. Whenever possible, this should be done as far in advance as reasonable. Teleworking, unless otherwise required by law or policy, is not guaranteed, and must be requested and approved prior to it taking place. Specifically, the employee, Manager, and Department Head should review:

- Job responsibilities;
- Amount of offsite work available;
- Equipment needs;
- Potential scheduling issues for the facility/area; and

- Work schedule (days and times for remote work, as well as days and times onsite presence is required)

If the Manager and Department Head agree, the employee and Manager should meet with Human Resources to draft a temporary telecommuting agreement that permits the employee to work remotely. The agreement will need to be signed by the employee, the employee's Manager, Department Head, and Human Resources.

The agreement shall include:

1. The anticipated start and end date;
2. The work schedule for virtual and in-person attendance (days and times);
3. Acknowledgement that the employee has a suitable home office environment for teleworking;
4. The reporting requirements for the telecommuting employee;
5. Acknowledgement that the telecommuting arrangement is not intended to be permanent, will be reviewed on an as-needed basis, and may be revised or discontinued at any time, with or without advance notice;
6. Acknowledgement that the employee remains employed at-will and that the telecommuting agreement does not constitute a contract of employment; and
7. Acknowledgement that violation of the telecommuting arrangement will result in discipline, up to and including termination (for example, engaging in personal activities when scheduled to work from home).

In either Emergency or Voluntary Telecommuting, the District will not be responsible for costs associated with the setup of the employee's home office, such as remodeling, furniture, or lighting, nor for repairs or modifications to the home office space. The District will, however, reimburse telecommuting employees required to use their home internet connection and personal cellular telephone for District business, in accordance with State law. Employees who are required to work remotely will only be reimbursed for the duration of the telework requirement. Employees in a voluntary teleworking agreement will not be eligible for home internet and/or cell phone reimbursements related to telecommuting. Additionally, the District will determine the equipment needs for each employee on a case-by-case basis. Equipment supplied by the organization is to be used for business purposes only.

Consistent with the organization's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of District information accessible from their home office by not leaving documents unattended or software/computers unlocked and accessible to others.

Expectations

If telecommuting, the employee agrees to:

- Remain accessible and productive during scheduled work hours.
- Record all hours worked and meal periods taken in accordance with regular timekeeping practices.
- Obtain supervisor approval prior to working unscheduled overtime hours (nonexempt employees only).

- Use paid time off or unpaid time, in accordance with District policy, for any non-work hours.
- Report to the assigned District facility, as necessary, upon directive from his or her Supervisor, Manager, or Department Head.
- Communicate regularly with his or her immediate Supervisor, which may include a report of activities.
- Comply with all District rules, policies, practices, and instructions that would apply if the employee were working at the employer's work location.
- Refrain from using personal equipment and to use only District equipment for business purposes unless otherwise authorized to do so by the Department Head and Executive Director.
- Maintain satisfactory performance standards.
- Maintain a safe and secure work environment at all times. By agreeing to a telework arrangement, the employee certifies that the proposed work area is safe and secure. A safe workspace is one free from hazards. The District may request photographs of the proposed work area to review its suitability as a safe and secure workspace. If requested, failure to provide the photos may result in a decision not to allow an employee to work remotely.
- Report work-related injuries to his or her manager as soon as practicable.

Agreement Term and Reevaluation

Approved teleworking agreements will be reevaluated, at minimum, every three months. The District has the right to modify or terminate temporary telecommuting agreements for any reason at any time.



Memorandum

To: Park Board of Commissioners

From: Mari-Lynn Peters, Director of Finance; Brian Romes, Executive Director

Date: February 9, 2021

Subject: **Northern Suburban Special Recreation Association (NSSRA) Capital Renovation Contribution**

Summary

The Park District of Highland Park belongs to Northern Suburban Special Recreation Association (NSSRA). NSSRA provides and facilitates year-round programs and services for children, teens, and adults with disabilities who live in the partner communities. After years of searching, NSSRA finally has a new home in Highland Park, a place that will give participants their own space to play and grow. Waitlists will be reduced, and program opportunities increased. Program cancellations due to challenges in securing outside facility space will significantly decrease. As such, each member of the NSSRA was to pay a renovation contribution in 2020. However, due to potential granting opportunities, all contributions were deferred until 2021.

Financial Impact

While the District budgeted to pay the contribution in 2020, NSSRA never issued the bill. As a result, the Park District's contribution was budgeted for in 2021 for the exact amount staff is requesting approval.

Recommendation

Staff recommends approval from the Park Board of Commissioners to pay the District's \$344,351 renovation contribution to NSSRA.



Memorandum

To: Park Board of Commissioners

From: Amalia Schwartz, Planning and Projects Manager; Jeff Smith, Director of Planning and Projects; Brian Romes, Executive Director

Date: February 9, 2021

Subject: **Sunset Woods Playground Renovation Design and Park Master Plan Project Update**

Summary

In July 2020, the Park Board of Commissioners approved a contract with Hitchcock Design Group for design services to renovate the Sunset Woods Park 21st Century Playland (aka the Rocket Ship Playground) and Titanic Tides Tot Lot. Additionally, the Board approved an alternate for design services to develop a site master plan for the entire park, with the intent to ensure that the playground renovation fits into a modern vision of Sunset Woods Park for the entire community to enjoy.

The input received during the Fall of 2020 served as the foundation for the first concept plan drafts. These drafts were shared with the Park Board and Community in December 2020. Over 350 community members provided feedback, which guided the further refinement of the plans.

Hitchcock Design Group will provide a project update, a brief overview of received feedback, and present the Sunset Woods Park master plan and playground plan. These concept plans follow design guidance supported by communitywide input. At this stage of the process, these plans are intended to be conceptual, meaning they are representations of an idea or activity intent. The images and sketches on the plans are not final recommendations and will be designed in further detail during the later stages of the design process.

In keeping with our community engagement tradition, an essential aspect of the Sunset Woods project planning process is a collaboration with residents. The plans will be shared with the community and there will be an opportunity to comment.



To: Board of Park Commissioners

From: Scott Rosen - Accounts Payable Administrator
Mari-Lynn Peters - Finance Director
Brian Romes - Executive Director

Date: February 9, 2021

Subject: Bills presented for the Board's review on February 9, 2021.
Checks written January 22, 2021 to February 4, 2021 .

BILLS

<u>DATE</u>	<u>AMOUNT</u>
January 29, 2021	\$ 1,519.29
February 4, 2021	\$ 209,241.47
Void Payments	\$ (30.99)
Bank Drafts	\$ 3,483.50
P-Card	\$ 51,082.44
TOTAL	\$ 265,295.71

PAYROLL DISBURSEMENTS

TOTAL	\$ -
GRAND TOTAL	\$ 265,295.71



Park District of Highland Park, IL

Check Register

Packet: APPKT02643 - Parks Foundation Revenue from RecTrac

By Vendor DBA Name

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-AP BANK 16344	PARKS FOUNDATION OF HIGHLAND	01/29/2021	Regular	0.00	1,519.29	186257

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	1	1	0.00	1,519.29
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	1	1	0.00	1,519.29



Park District of Highland Park, IL

Check Register

Packet: APPKT02654 - Feb 2021 Workshop Packet

By Check Number

Vendor Number Payable #	Vendor DBA Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
Bank Code: AP-AP BANK						
11106	HIGHLAND PARK FIELD HOUSE	02/04/2021	Regular	0.00	4,290.00	
<u>1395</u>	Invoice	12/30/2020	FALL 2020 USAGE OF HP FIELDHOUSE 12	0.00	4,290.00	
19335	SUSAN FISCHER	02/04/2021	Regular	0.00	27.27	
<u>1215917</u>	Invoice	02/02/2021	Refund	0.00	27.27	
19317	BENNETT ROSENBERG	02/04/2021	Regular	0.00	195.64	
<u>1212862</u>	Invoice	01/25/2021	Refund	0.00	195.64	
11525	LAKE SHORE FEEDER BASEBALL LEA	02/04/2021	Regular	0.00	2,850.00	
<u>1/27/21 11525</u>	Invoice	01/27/2021	6 LEAGUE FEES FOR LAKE SHORE FEEDER	0.00	2,850.00	
19333	MARLENA LESZCZYNSKA	02/04/2021	Regular	0.00	106.32	
<u>1215873</u>	Invoice	02/02/2021	Refund	0.00	106.32	
19327	GINA FINE	02/04/2021	Regular	0.00	65.82	
<u>1213592</u>	Invoice	01/26/2021	Refund	0.00	65.82	
19331	DLS LIGHTING SERVICE	02/04/2021	Regular	0.00	425.00	
<u>000002488</u>	Invoice	12/07/2020	FLAG POLE REPAIR (SHARED EXPENSE)	0.00	425.00	
12521	TEAM REIL INC.	02/04/2021	Regular	0.00	129,525.63	
<u>0000002</u>	Invoice	01/08/2021	12/2/20-12/31/20	0.00	129,525.63	
19306	BRADLEY LERNER	02/04/2021	Regular	0.00	84.18	
<u>1211703</u>	Invoice	01/21/2021	Refund	0.00	84.18	
19332	OSLYN COLLINS	02/04/2021	Regular	0.00	30.99	
<u>1202432</u>	Invoice	12/17/2020	Refund	0.00	30.99	
19328	CHARITY JOHNS	02/04/2021	Regular	0.00	85.31	
<u>1213601</u>	Invoice	01/26/2021	Refund	0.00	32.31	
<u>1213601-1</u>	Invoice	01/26/2021	Refund	0.00	53.00	
16416	PATRICIA SOLEM	02/04/2021	Regular	0.00	324.54	
<u>1213093</u>	Invoice	01/25/2021	Refund	0.00	324.54	
19334	DITTE FRANK	02/04/2021	Regular	0.00	10.00	
<u>1215885</u>	Invoice	02/02/2021	Refund	0.00	10.00	
18474	LAKESHORE RECYCLING SYSTEMS, LI	02/04/2021	Regular	0.00	1,684.35	
<u>0004526908</u>	Invoice	09/30/2020	CIA TRASH 10/1/20-10/31/20	0.00	303.68	
<u>0004549147</u>	Invoice	10/31/2020	CIA TRASH 11/1/20-11/30/20	0.00	303.68	
<u>0004565992</u>	Invoice	11/30/2020	CIA TRASH 12/1/20-12/31/20	0.00	303.68	
<u>0004579149</u>	Invoice	12/31/2020	CIA TRASH 1/1/21-1/31/21	0.00	303.68	
<u>0004615098</u>	Invoice	01/31/2021	TRASH & RECYCLING 2/1/21-2/28/21	0.00	72.66	
<u>PS317637</u>	Invoice	04/09/2020	STANDARD UNIT RENTAL 3/13/20 - 4/9/2	0.00	75.00	
<u>PS321032</u>	Invoice	05/07/2020	1 STANDARD RENTAL 4/10/20 - 4/14/20	0.00	13.40	
<u>PS349671</u>	Invoice	11/19/2020	ADA UNIT 1 PER WEEK	0.00	38.57	
<u>PS353392</u>	Invoice	12/17/2020	1 ADA UNIT EVERY WEEK	0.00	135.00	
<u>PS356585</u>	Invoice	01/14/2021	1 ADA UNIT SCHEDULED EVERY WEEK	0.00	135.00	
15526	ERIC CZERWINSKI	02/04/2021	Regular	0.00	230.60	
<u>1213597</u>	Invoice	01/26/2021	Refund	0.00	230.60	
19322	JONAH KASALLIS	02/04/2021	Regular	0.00	22.56	
<u>1213078</u>	Invoice	01/25/2021	Refund	0.00	22.56	

Check Register

Packet: APPKT02654-Feb 2021 Workshop Packet

Vendor Number Payable #	Vendor DBA Name Payable Type	Payment Date Payable Date	Payment Type Payable Description	Discount Amount Discount Amount	Payment Amount Payable Amount	Number
19329 <u>1215690</u>	KATHERINE CAUFFEL Invoice	02/04/2021 02/01/2021	Regular Refund	0.00 0.00	117.90 117.90	
17590 <u>1/19/21 er18059</u>	V3 CONSTRUCTION GROUP LTD Invoice	02/04/2021 01/19/2021	Regular final INVOICE	0.00 0.00	3,920.00 3,920.00	
19326 <u>1213590</u>	RANDALL OBEREMBT Invoice	02/04/2021 01/26/2021	Regular Refund	0.00 0.00	43.70 43.70	
19318 <u>1212884</u>	BRAD CHAIMSON Invoice	02/04/2021 01/25/2021	Regular Refund	0.00 0.00	77.74 77.74	
10034 <u>00001</u>	ABSOLUTE HOME IMPROVEMENTS Invoice	02/04/2021 01/15/2021	Regular remove existing and install new drinking f	0.00 0.00	2,490.00 2,490.00	
19307 <u>1211726</u>	JORDAN KANE Invoice	02/04/2021 01/21/2021	Regular Refund	0.00 0.00	77.60 77.60	
19305 <u>1211675</u>	EMILY MACE Invoice	02/04/2021 01/21/2021	Regular Refund	0.00 0.00	99.70 99.70	
16844 <u>1215667</u>	DEBRA RUBIN Invoice	02/04/2021 02/01/2021	Regular Refund	0.00 0.00	26.39 26.39	
19319 <u>1212900</u>	BJ ANDRIKOS Invoice	02/04/2021 01/25/2021	Regular Refund	0.00 0.00	76.68 76.68	
19308 <u>1211876</u> <u>1211876-1</u> <u>1211876-2</u>	JERRY WANG Invoice Invoice Invoice	02/04/2021 01/21/2021 01/21/2021 01/21/2021	Regular Refund Refund Refund	0.00 0.00 0.00 0.00	30.00 10.00 10.00 10.00	
18562 <u>94108</u>	DAVIS BANCORP INC Invoice	02/04/2021 01/31/2021	Regular SECURITY - ARMORED TRANSPORTATION	0.00 0.00	1,288.00 1,288.00	
11860 <u>25728</u> <u>600185</u>	MUTUAL ACE HARDWARE Invoice Invoice	02/04/2021 01/31/2021 12/31/2020	Regular PLAYGROUND PRELIMINARY DESIGN AND FACILITY SUPPLIES	0.00 0.00 0.00	2,553.58 2,500.00 53.58	
10537 <u>1/16/21 0203254</u>	COMMONWEALTH EDISON COMPANIES Invoice	02/04/2021 01/16/2021	Regular HPGLC/DOG PARK LIGHTS 12/15/20 - 1/1	0.00 0.00	1,585.73 1,585.73	
18542 <u>1214849</u>	HEIDI ALOUSH Invoice	02/04/2021 01/30/2021	Regular Refund	0.00 0.00	24.08 24.08	
18410 <u>485669</u>	SIKICH LLP Invoice	02/04/2021 02/03/2021	Regular AUDIT THROUGH JANUARY 31, 2021 OF 1	0.00 0.00	7,000.00 7,000.00	
11998 <u>1/12/2021 11998</u>	PARK DISTRICT RISK MGMT AGCY Invoice	02/04/2021 01/19/2021	Regular IMRF RETIREE INSURANCE - FEBRUARY 20	0.00 0.00	5,334.10 5,334.10	
17710 <u>0003762840</u>	MNJ TECHNOLOGIES DIRECT, INC Invoice	02/04/2021 01/04/2021	Regular MICROSOFT OFFICE 365 FULL LICENSE RE	0.00 0.00	17,389.70 17,389.70	
19336 <u>1215940</u>	MICHAEL HUGHES Invoice	02/04/2021 02/02/2021	Regular Refund	0.00 0.00	152.86 152.86	
19304 <u>1211492</u>	ROB HESS Invoice	02/04/2021 01/20/2021	Regular Refund	0.00 0.00	57.75 57.75	
13604 <u>1/18/21 0602405</u> <u>1/19/21 0601145</u> <u>1/19/21 0601145</u> <u>1/19/21 0601145</u> <u>1/19/21 0602225</u>	NORTH SHORE GAS Invoice Invoice Invoice Invoice Invoice	02/04/2021 01/18/2021 01/19/2021 01/19/2021 01/19/2021	Regular 2900 TRAILWAY, CUNNIFF PARK SHELTER DEER CRREEK 12/12/20 - 1/13/21 RCHP 12/15/20 - 01/13/21 1240 FREDRICKSONPL 12/12/20 - 1/13/21 1390 SUNSET RD 12/12/20 - 01/14/21	0.00 0.00 0.00 0.00 0.00	6,967.40 163.55 3,455.66 1,568.57 1,395.29 70.33	

Check Register

Packet: APPKT02654-Feb 2021 Workshop Packet

Vendor Number	Vendor DBA Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Payable Date	Payable Description	Discount Amount	Payable Amount	
<u>1/19/21 0602405</u>	Invoice	01/19/2021	3600 TRAIL WAY 12/12/20 - 1/13/21	0.00	154.72	
<u>1/19/21 0602405</u>	Invoice	01/19/2021	1377 CLAVAEY RD 12/12/20 - 01/13/21	0.00	159.28	
19320	KURT BIENIEK	02/04/2021	Regular	0.00	35.95	
<u>1213060</u>	Invoice	01/25/2021	Refund	0.00	35.95	
10502	CITY OF HIGHLAND PARK	02/04/2021	Regular	0.00	418.89	
<u>024593 20121</u>	Invoice	02/01/2021	WATAER/SEWER01/01/21 - 01/31/21 175	0.00	8.50	
<u>2/3/21</u>	Invoice	02/03/2021	WATER/SEWER 11/1/20 - 1/31/21 1160 C	0.00	149.84	
<u>2/3/21 003875</u>	Invoice	02/03/2021	WATER/SEWER 11/1/20 - 1/31/21 O BURT	0.00	12.75	
<u>2/3/21 004546</u>	Invoice	02/03/2021	WATER/SEWER 11/1/20 - 1/31/21 750 IJN	0.00	135.96	
<u>2/3/21 005735</u>	Invoice	02/03/2021	water/sewer 11/1/20 - 1/31/21 O CAVELL	0.00	34.50	
<u>2/3/21 006536</u>	Invoice	02/03/2021	WATER/SEWER 11/1/20 - 1/31/21 1800 S	0.00	26.34	
<u>2/3/21 026489</u>	Invoice	02/03/2021	WATER/SEWER 11/1/20 - 1/31/21 2255 RI	0.00	25.50	
<u>2/3/21 026500</u>	Invoice	02/03/2021	WATER/SEWER 11/1/20 - 1/31/21 1435 A	0.00	25.50	
16142	EXELON	02/04/2021	Regular	0.00	7,431.80	
<u>19287825701</u>	Invoice	01/27/2021	1201 PARK AVE W 12/23/20 - 1/26/21	0.00	7,431.80	
19324	JILL EVANS	02/04/2021	Regular	0.00	88.18	
<u>1213187</u>	Invoice	01/25/2021	Refund	0.00	88.18	
19323	JOSEPH BRENNAN	02/04/2021	Regular	0.00	9.58	
<u>1213161</u>	Invoice	01/25/2021	Refund	0.00	9.58	
19337	ALLISON GOLDMANN	02/04/2021	Regular	0.00	162.40	
<u>1215965</u>	Invoice	02/02/2021	Refund	0.00	162.40	
16928	E-QUANTUM CONSULTING, LLC	02/04/2021	Regular	0.00	990.00	
<u>6971</u>	Invoice	12/31/2020	electric CONSULTING SERVICE	0.00	330.00	
<u>7094</u>	Invoice	02/02/2021	ELECTRIC CONSULTING SERVICE	0.00	330.00	
<u>7204</u>	Invoice	02/01/2021	ELECTRIC CONSULTING SERVICE	0.00	330.00	
16398	ADDISON GROUP	02/04/2021	Regular	0.00	713.79	
<u>10150641</u>	Invoice	01/23/2021	TEMP FOR FEMA ENTRY	0.00	713.79	
19321	CIHAN SONMEZ	02/04/2021	Regular	0.00	226.95	
<u>1213064</u>	Invoice	01/25/2021	Refund	0.00	226.95	
18904	QUADIENT FINANCE USA, INC	02/04/2021	Regular	0.00	500.00	
<u>1/27/21 7900044</u>	Invoice	01/27/2021	postage MACHINE	0.00	500.00	
19325	COREY HUFFINE	02/04/2021	Regular	0.00	39.00	
<u>1213267</u>	Invoice	01/26/2021	Refund	0.00	39.00	
17719	CONSTELLATION NEWENERGY - GAS	02/04/2021	Regular	0.00	9,353.81	
<u>3089038</u>	Invoice	12/31/2020	DECEMBER 2020	0.00	2,373.00	
<u>3094494</u>	Invoice	01/19/2021	12/1/20 - 12/31/20	0.00	6,980.81	

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	77	48	0.00	209,241.47
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	0	0	0.00	0.00
EFT's	0	0	0.00	0.00
	77	48	0.00	209,241.47



Park District of Highland Park, IL

Payment Reversal Register

APPKT02653 - 02032021 1

Canceled Payables

Vendor Set: 01 - Vendor Set 01

Bank: AP - AP BANK

Vendor Number Vendor Name
19214 JOE DAVIS
Payment Type Payment Number
Check 186065
Payable Number:
1202432

Description
Refund

Original Payment Date	Reversal Date	Cancel Date	Payment Amount	Total Vendor Amount
01/11/2021	01/11/2021	01/06/2021	-30.99	-30.99
Payable Date	Due Date	Payable Amount		
12/17/2020	01/06/2021	30.99		



Park District of Highland Park, IL

Check Register

Packet: APPKT02642 - Payroll Bank Draft Payments - 012921

By Vendor DBA Name

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Bank Code: AP-AP BANK						
11161	ICMA RETIREMENT TRUST #302037	01/29/2021	Bank Draft	0.00	3,188.50	DFT0002849
12825	ICMA RETIREMENT TRUST #705568	01/29/2021	Bank Draft	0.00	295.00	DFT0002850

Bank Code AP Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	2	2	0.00	3,483.50
EFT's	0	0	0.00	0.00
	2	2	0.00	3,483.50

P-Card Transactions
12/08/20 - 1/07/21

Vendor Name	Item Total	Item Description
1-800-FLOWERS.COM, INC.	(\$7.19)	1-800-FLOWERS.COM, INC.
ACUSHNET BILLTRUST	\$339.36	golf club - special order Kendler
ACUSHNET BILLTRUST	\$128.50	golf club for pro shop
ADOBE	\$251.88	Adobe Sign
ADOBE 800-833-6687	\$234.58	Adobe Sign - Roxanne
ADOBE 800-833-6687	\$469.16	Adobe Sign - Jeff, Amalia
ADOBE SEND-FOR-SIGN	\$227.70	Adobe Sign - Dan
AEREX PEST CONTROL SER	\$65.00	AEREX PEST CONTROL
AMAZON.COM A84911LD3 A	\$67.88	Propane Torch
AMAZON.COM HT4BC06S3 A	\$189.99	Class Supplies-Sprout
AMAZON.COM W42AL94R3 A	\$35.40	Class Supplies-Sap
AmeriGas	\$795.69	Propane tank install and initial fill for tent heater
AMZN Mktp US	(\$54.06)	Return - Drive belts
AMZN MKTP US 1Y0VO1GX3	\$91.24	Rivet Nut Kit - tools
AMZN Mktp US 2Z8NB3L83	\$634.99	Controller for Salt Spreader for 191
AMZN MKTP US 370PC4YS3	\$16.97	office supplies
AMZN MKTP US 491IY2G73	\$84.41	Class Supplies-MO
AMZN MKTP US 566RF8XB3	\$35.98	class supplies-Sap
AMZN MKTP US 5B5PK5S63	\$212.45	Class Supplies-Sprout
AMZN MKTP US 6V7Y56EX3	\$11.94	Class Supplies-Sprout
AMZN MKTP US 7F41E2RB3	\$56.40	AMZN - office supplies
AMZN MKTP US 8A3YA6SL3	\$159.97	Class Supplies-Sprout
AMZN Mktp US AWW5T74OD3	\$63.96	Equipment supplies - switches for salt spreader
AMZN MKTP US B61YW97Y3	\$56.81	AMZN MKTP office supplies
AMZN MKTP US BX4D23P43	\$144.87	Class Supplies-Sprout
AMZN Mktp US EZ3Z58EF3	\$31.98	Automotive parts - Salt Spreader
AMZN MKTP US FW7XY2MJ3	\$78.16	class supplies-MO
AMZN MKTP US FW7XY2MJ3	\$39.93	Class Supplies-NN
AMZN Mktp US GV7GK1XQ3	\$59.90	Automotive parts - light bulbs
AMZN Mktp US HQ7V85XU3	\$16.87	Class Supplies-Sprout
AMZN Mktp US HR5I07PT3	\$25.48	Ink Cartridge for printer
AMZN MKTP US JW6NA40Z3	\$33.98	Class Supplies-Sap
AMZN Mktp US LX2A66OM3	\$219.00	Class Supplies-Sprout
AMZN MKTP US LZ17X0LC3	\$77.23	AMZN MKTP US LZ17X0LC3 - SD Cards for WIX recordings
AMZN MKTP US OX5G00VS3	\$21.98	Class Supplies-Sprout
AMZN MKTP US QZ1F40UU3	\$32.55	Class Supplies-Sap
AMZN MKTP US RB6U89UB3	\$41.99	Class Supplies-Sprout
AMZN MKTP US RB7DI4YM3	\$9.71	AMZN MKTP US RB7DI4YM3 - AUX adapter for WIX recordings
AMZN MKTP US RE7TG2NX3	\$19.99	Class Supplies-Sprout
AMZN MKTP US SO7042M33	\$27.95	AMZN MKTP US SO7042M33 - SD Card reader
AMZN MKTP US XM3M39073	\$75.98	Automotive parts - plow light
AMZN MKTP US XQ3KH8GX3	\$239.67	Polar Supplies
AMZN Mktp US ZK3F527K3	\$8.28	Class Supplies-NN
APFS STAFFING, INC.	\$1,188.59	APFS STAFFING, INC. - Purchase
ARLINGTON RENTAL	\$330.00	ARLINGTON RENTAL - Purchase - tent heater
ARLINGTON RENTAL	\$330.00	Tent heater rental
ARLINGTON RENTAL	\$330.00	ARLINGTON RENTAL - Purchase - tent heater
AT&T PREMIER EBIL	\$38.51	Admin AT&T bill
AT&T PREMIER EBIL	\$259.13	Parks AT&T bill
AT&T PREMIER EBIL	\$6.09	Communications AT&T bill
AT&T PREMIER EBIL	\$108.34	Rec AT&T bill
AT&T PREMIER EBIL	\$6.09	West Ridge AT&T bill

P-Card Transactions
12/08/20 - 1/07/21

AT&T PREMIER EBIL	\$12.18	West Ridge AT&T bill
AT&T PREMIER EBIL	\$179.28	Camps AT&T bill
AT&T PREMIER EBIL	\$18.27	SVGC AT&T bill
AT&T PREMIER EBIL	\$27.23	Rec Center AT&T bill
AT&T PREMIER EBIL	\$38.51	Heller AT&T bill
AT&T PREMIER EBIL	\$59.32	HPGLC AT&T bill
ATT BILL PAYMENT	\$147.64	Emrgncy Elevator Ph 11/5-12/4
ATT BILL PAYMENT	\$36.91	Emrgncy Elevator Ph 11/5-12/4
ATT BUS PHONE PMT	\$43.79	E 911 Service 11/7/20-12/16/20
B&H PHOTO 800-606-6969	\$942.44	Additional Equipment for Virtual Fitness
B&H PHOTO 800-606-6969	\$83.94	Additional Equipment for Virtual Fitness
BEST BUY MHT 00011650	(\$2.00)	Tax Refund
BESTBUYCOM806410291622	\$21.99	USB to LAN Adapter
BHFX #10	\$30.00	Canon 8400 Lease
BLN SPAMTITAN	\$195.72	Email Spam Filter
BLN SPAMTITAN	(\$15.72)	Email Spam Filter - Credit
BROADCAST MUSIC INC BM	\$364.00	annual music license for PDHP
BTSI	\$1,326.82	Snow Mold Control Golf Course
CARHARTT RETAIL LLC	\$80.73	Carhartt - work gear
CHICAGO TRIB SUBSCRIPT	\$27.72	Monthly On-line Subscription
CITY OF HIGHLAND PARK	\$67.50	CITY OF HIGHLAND PARK - Inspection fee.
COMCAST CHICAGO	\$148.35	SVGC WiFi Srvc 12/7/20-1/6/21
CONSERV FS INC	\$55.80	Plastic coated wire ties - Dog park
CONSERV FS INC	\$55.80	Plastic coated wire ties - Sled hill
CONSERV FS INC	\$2,370.14	38 4'x100' Orange mesh fencing - The Preserve trees
CONSERV FS INC	(\$162.07)	Credit Memo 65105798
COUNTY OF LAKE - RECOR	\$77.00	Recording of Easement
CRAFTWOOD LUMBER & HAR	\$6.87	eye bolt for DCRC batting cage
CRAFTWOOD LUMBER & HAR	\$22.49	Arbor for hole saw - Park Ave deck
CRAFTWOOD LUMBER & HAR	\$10.49	Tools - blades for Skill saw
CRAFTWOOD LUMBER & HAR	\$26.98	Tools - blades for saw
CRAFTWOOD LUMBER & HAR	\$24.27	zip ties
CROWDPURR.COM PLAN	\$49.99	CROWDPURR.COM - holiday party
CUTLER WORKWEAR	\$169.95	Cutler Workwear - work gear
DEERFIELD YO TEAM REG	\$475.00	Travel Baseball Tournament 9U DYBA - Purchase
DROPBOX G5CL4CL5PF7X	\$11.99	monthly fee
DTV DIRECTV SERVICE	\$270.99	Cable TV Service
DTV DIRECTV SERVICE	\$232.98	monthly cable service
EMPIRE COOLER SERVICE	\$150.00	monthly ice machine rental
FISH PLANET	\$21.60	parkschool
FISH PLANET	\$53.00	Classroom 1 fishtank
GIH GLOBALINDUSTRIALEQ	(\$34.12)	Tax Credit for pump house heater
GOOGLE GSUITE_pdhp.or	\$6.00	Google Apps - Monthly
GRAINGER	\$409.20	Light bulbs for RCHP
GRAINGER	\$29.52	RCHP HVAC Filters
H AND E SOD NURSERY IN	\$1,209.00	Sod Golf Course
H AND E SOD NURSERY IN	\$2,015.50	Sod Golf Course
HEY AND ASSOCIATES INC	\$2,218.75	HEY AND ASSOCIATES INC - Purchase
HOSTEK.COM	\$19.99	Website Hosting-Foundation
IDLEWOOD ELECTRIC SUPP	\$22.40	bulbs
IDLEWOOD ELECTRIC SUPP	\$31.20	Supplies - Light bulb for Parking lots
IDLEWOOD ELECTRIC SUPP	\$78.30	Supplies - Light bulb for Parking lots

P-Card Transactions
12/08/20 - 1/07/21

ILCA	\$149.00	ILandscape Conference - Feb 3 & 4 MEvans
ILLINOIS ASSOCIATION O	\$225.00	IPRA conference - 2021 expense
ILLINOIS ASSOCIATION O	\$225.00	ILLINOIS ASSOCIATION O - Conference registration
ILLINOIS ASSOCIATION O	\$225.00	2021 IPRA Conference - SRendler
ILLINOIS ASSOCIATION O	\$225.00	IPRA Conference 2021
ILLINOIS ASSOCIATION O	\$225.00	IPRA Registration
IN BULLDOG SECURITY,	\$300.00	IN BULLDOG SECURITY, - Alarm Monitoring
IN BULLDOG SECURITY,	\$300.00	IN BULLDOG SECURITY, - Alarm Monitoring
IN BULLDOG SECURITY,	\$150.00	IN BULLDOG SECURITY, - Alarm Monitoring
IN BULLDOG SECURITY,	\$150.00	IN BULLDOG SECURITY, - Alarm Monitoring
IN BULLDOG SECURITY,	\$126.00	DCRC key pad battery replacement
IN BULLDOG SECURITY,	\$150.00	IN BULLDOG SECURITY, - Alarm Monitoring
IN SOUND OF MUSIC SYS	\$38.00	Music for Fitness Floor
INTERNATIONAL TRANSACTION	\$0.64	Zoom Monthly
INTERNATIONAL TRANSACTION	\$0.06	Donna Dunn Fax Solution
INTERNATIONAL TRANSACTION	\$0.64	MAGIX International Transaction Fee
JEWEL OSCO 3459	\$20.96	Class Supplies-Sap
JOHNSTONE SUPPLY OF NI	\$106.36	Line voltage Thermostat
JW TURF INC	\$334.99	Aerification Tines Golf Course
LAKESHORE RECYCLING SY	\$392.46	WRC Trash service
LAKESHORE RECYCLING SY	\$74.11	Garbage Service
LEE/WRANGLERCLEARANCEC	\$91.84	Parks Uniform
LITANIA SPORTS GROUP	\$254.26	gym floor tape
MailChimp	\$276.25	monthly fee
MAILCHIMP MISC	\$8.49	Mail chimp for Foundation
MARCO'S NORTHSIDE GRIL	\$91.71	Iarson mistake
MARIANOS #542	\$8.98	food coloring
MARK VEND CO.	\$183.60	Vending for POGO - Parks
MARK VEND CO.	\$61.20	Vending for POGO - Golf
MCMASTER-CARR	\$18.39	Pipe Flange Gaskets
MENARDS 3327	\$34.78	Flex steel conduit
MENARDS 3327	\$23.41	extension cord
MENARDS 3327	\$19.84	Shower curtains
MENONI & MOCOJNI, INC.	\$672.00	Fencing for Dog Park on 41
MENONI & MOCOJNI, INC.	\$224.00	Wood snow fencing - Dog park
MENONI & MOCOJNI, INC.	\$148.50	Building Supplies - Menoni-Mocogni
MENONI & MOCOJNI, INC.	\$48.00	MENONI & MOCOJNI, INC. - Purchase
MUTUAL ACE HARDWARE &	\$21.03	pvc cement/primer,pvc fittings
MUTUAL ACE HARDWARE &	\$5.59	PVC fittings
MUTUAL ACE HARDWARE &	\$56.52	pad lock set,eye bolt,duct tape
MUTUAL ACE HARDWARE &	\$40.13	turbo truck bed spray,fasteners
MUTUAL ACE HARDWARE &	\$46.72	facility supplies
MUTUAL ACE HARDWARE &	\$29.19	facility supplies
MUTUAL ACE HARDWARE &	\$92.46	facility supplies
MUTUAL ACE HARDWARE &	\$27.73	facility supplies
MUTUAL ACE HARDWARE &	\$88.64	facility supplies
MUTUAL ACE HARDWARE &	\$95.17	facility supplies
MUTUAL ACE HARDWARE &	\$58.24	facility supplies
MUTUAL ACE HARDWARE &	\$53.67	facility supplies
MUTUAL ACE HARDWARE &	\$46.23	facility supplies
MUTUAL ACE HARDWARE &	\$9.24	Disinfectant cleaner
NAPA AUTO PRTS HIGHLAN	\$67.53	Parks supplies

P-Card Transactions
12/08/20 - 1/07/21

NAPA AUTO PRTS HIGHLAN	\$82.62	Auto supplies - washer fluid/antifreeze
NAPA AUTO PRTS HIGHLAN	\$56.98	Automotive supplies - adhesive
NAPA AUTO PRTS HIGHLAN	\$50.21	Auto Supplies for Van #111
NAPA AUTO PRTS HIGHLAN	\$59.99	Canister Purge Solenoid
NAPA AUTO PRTS HIGHLAN	\$147.31	Automotive parts - battery Truck #840
NAPA AUTO PRTS HIGHLAN	\$38.53	Caliper bracket - Truck #820
NAPA AUTO PRTS HIGHLAN	\$28.12	#835 Silicone,Ptex thread seal tape
NAPA AUTO PRTS HIGHLAN	\$41.45	WEATHERSHIELD HOSE/FITTING
NAPA AUTO PRTS HIGHLAN	\$5.99	Brakeline Truck #835
NAPA AUTO PRTS HIGHLAN	\$16.97	Brakeline Truck #835
NAPA AUTO PRTS HIGHLAN	\$77.16	Weathershield hose/fitting
NAPA AUTO PRTS HIGHLAN	\$33.45	Automotive parts
NAPA AUTO PRTS HIGHLAN	\$19.99	Automotive parts - oil filter
NAPA AUTO PRTS HIGHLAN	\$29.34	Automotive supplies
NAPA AUTO PRTS HIGHLAN	\$53.97	Snowblower supplies
NAPA AUTO PRTS HIGHLAN	\$127.14	Automotive Parts - Heater Motor
NAPA AUTO PRTS HIGHLAN	\$140.66	Automotive parts - battery Truck #129
OFFICESUPPLY.COM	\$72.52	Desk Calenders, Highlighters, Post its
P & W GOLF SUPPLY LLC	\$2,200.00	Driving Range Golf Picker Attachment Repair
PARTY CITY 168	\$157.85	Character Costume Supply
PARTYCITY.COM	(\$8.79)	tax refund from party city
PETCO 1941 63519417	\$17.97	After School Classroom Supply
PETSMART # 0431	\$21.96	parkschool
POMP S TIRE #029	\$803.94	Tire Repair for 835
R&R SPECIALTIES OF WIS	\$4,180.00	In-ice logos for paint
rconthegofitness.org	\$10.00	virtual fitness subscription test. platform due to covid.
READYREFRESH BY NESTLE	\$39.90	Building Drinking Water
RED WING SHOE STORE 1	\$149.99	Red Wing Shoes - work boots
RED WING SHOES #979	\$178.50	Red Wing Shoes - work boots
RED'S GARDEN CENTER	\$412.30	Sod for Fink Playground pits and Cunniff Soccer Fields
REINDERS BUFFALO GROVE	\$1,165.22	Bags of Sait
REINDERS SUSSEX CUSTOM	\$184.60	Aerification Tines
REINDERS SUSSEX CUSTOM	\$293.34	Greens Roller Winter Maintenance Parts
REINDERS SUSSEX CUSTOM	\$76.46	Aerification Tines
REINDERS SUSSEX CUSTOM	\$81.10	Supplies - Toro 5910
ROGANS SHOES INC KENOS	\$110.00	Work boots - Rogans
RONDOUT SERVICE CENTER	\$35.50	RONDOUT SERVICE CENTER - Single Axle Dually
SCHOOL HEALTH CORP	\$30.50	Awards Hitting League - Purchase
SITEONE LANDSCAPE SUPP	\$1,356.00	Evergreen Turf Covers
SITEONE LANDSCAPE SUPP	\$81.30	Sod Staples
SITEONE LANDSCAPE SUPP	\$280.00	Ball Mark Repair Tool
SRFAX	\$6.95	Donna Dunn Fax Solution
SSI SCHOOL SPECIALTY	\$39.67	Class Supplies-Clay Shop
SSI SCHOOL SPECIALTY	\$79.68	Class Supplies-AAA
STAPLES 00116616	\$62.49	STAPLES 00116616 - Purchase Hard Drive for WIX Videos
STAPLES 00116616	\$29.99	STAPLES 00116616 - SD Card
TARGET 00011684	\$77.12	ParkSchool Supply
TARGET 00011684	\$96.34	Holiday Event Supply
TARGET 00011684	\$30.98	Polar Parade Supplies
TARGET 00011684	\$50.82	Class Supplies-Sap
TEACHERSPAYTEACHERS.CO	\$5.00	Class Supplies-MO
TEAMSNAP	\$69.99	Travel Baseball TEAMSNAP

P-Card Transactions
12/08/20 - 1/07/21

THE HOME DEPOT #1926	\$6.98	Door strike
THE HOME DEPOT #1926	\$82.80	turn buckle for batting cage
THE HOME DEPOT #1926	\$7.05	cement bond for batting cage
THE HOME DEPOT #1926	\$20.04	Tape
THE HOME DEPOT #1926	\$16.98	POGO batteries
THE HOME DEPOT #1926	\$62.50	Paint - Hockey boards
THE HOME DEPOT #1926	\$62.50	Paint - Hockey boards
THE HOME DEPOT #1926	\$49.85	Paint supplies - Hockey boards
THERM FLO INC	\$2,269.00	Semi-Annual inspection - Generator
THERM FLO INC	\$951.00	Annual inspection - Generator
THERM FLO INC	\$951.00	Annual inspection - Generator
USGA MEMBERSHIP	\$150.00	USGA MEMBERSHIP Club renewal
WALGREENS #3273	\$25.11	Polar parade supplies
WALGREENS #5428	\$27.46	Special Events-Duct Tape
WAL-MART #1489	\$17.99	after school program supply
WAREHOUSE DIRECT	\$228.12	Lysol Cleaner, District Wide
WAREHOUSE DIRECT	\$76.04	WAREHOUSE DIRECT -Lysol cpray cleaner
WAREHOUSE DIRECT	\$58.41	Paper supplies
WAREHOUSE DIRECT	\$107.38	carpet sweeper
WAREHOUSE DIRECT	\$265.64	disinfect wipes
WAREHOUSE DIRECT	\$101.90	disinfectant wipes
WAREHOUSE DIRECT	\$157.55	cleaning supplies
WEB NETWORKSOLUTIONS	\$194.95	Hidden Creek - Domain Renewal (5 years)
WEB NETWORKSOLUTIONS	\$15.99	Hidden Creek - Web Forwarding
WEB NETWORKSOLUTIONS	\$39.99	Park Avenue - Domain Renewal
WEB NETWORKSOLUTIONS	\$15.99	Park Avenue - Web Forwarding
WEB NETWORKSOLUTIONS	\$194.95	Centennial - Domain Renewal (5 years)
WEB NETWORKSOLUTIONS	\$15.99	Centennial - Web Forwarding
WEB NETWORKSOLUTIONS	\$31.98	Sunset Valley Golf Club - Domain
WEB NETWORKSOLUTIONS	\$39.99	Sunset Valley Golf - Domain Renewal
WEB NETWORKSOLUTIONS	\$15.99	Sunset Valley - Web Forwarding
WEB NETWORKSOLUTIONS	\$39.99	Recreation Center - Domain Renewal
WEB NETWORKSOLUTIONS	\$15.99	Recreation Center - Web Forwarding
WEB NETWORKSOLUTIONS	\$194.95	Deer Creek - Domain Renewal (5 years)
WEB NETWORKSOLUTIONS	\$15.99	Deer Creek - Web Forwarding
WEB NETWORKSOLUTIONS	\$194.95	HP Golf Learning Center - Domain Renewal (5 years)
WEB NETWORKSOLUTIONS	\$15.99	HP Golf Learning Center - Web Forwarding
WILD GOOSE CHASE	\$870.00	Fall Dog Geese Service
WILD GOOSE CHASE	\$1,450.00	Fall Dog Geese Service
WWP SMITHEREEN PEST MA	\$62.00	pest control
WWW.MAGIX.COM RENO	\$79.99	Virtual Fitness - Video Editing Equipment for Jodi
WWW.MAGIX.COM RENO	\$79.99	MAGIX Editing Software
YOUR ADVANTAGE II LT	\$156.00	Stringing
ZOOM.US 888-799-9666	\$84.97	Zoom Monthly
ZOOM.US 888-799-9666	\$14.99	Zoom membership

Total \$51,082.44



Memorandum

To: Park Board of Commissioners

From: Brian Romes, Executive Director

Date: February 9, 2021

Subject: **COVID-19 Emergency Operations Planning Update**

Summary

Executive Director Romes will provide an update regarding the Park District's emergency operational plans and response efforts due to the SARS-CoV-2 (Corona) Virus.