President Leno called the Board Meeting to order at 5:11 p.m.

ROLL CALL OF COMMISSIONERS

<table>
<thead>
<tr>
<th>Commissioners Present</th>
<th>Commissioners Absent</th>
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<tbody>
<tr>
<td>W. Ploger</td>
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<tr>
<td>B. Owen</td>
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<td>R. Nesvacil (joined Zoom at 5:26 pm)</td>
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<tr>
<td>T. Gelinas</td>
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<tr>
<td>M. Leno</td>
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STAFF PRESENT: Carrie Fullerton, Executive Director; Brian Meyer, Director of Recreation and Facilities; Jason Myers, Director of Finance and Personnel; Ben Rea, Director of Parks and Planning; and Kendra Maher, Recording Secretary.

Other Staff on Zoom call: Steve Neill, Kristy McCann, Pat Klawitter, Anita Pacheco, Lynn Minuskin, Tom Divello, Steve Dietz, Janna Witt, Dan Schoenberg, David Terzaghi, Jeff Everson, and Ernie Johnson.

Also on Zoom call Janet Moravec, AHML; and Melissa Cayer, resident.

RECOGNITION OF VISITORS & CITIZENS TO BE HEARD
None

2020/2021 Budget Presentation
Exec. Dir. Fullerton introduced the presentation started off by saying that during these challenging times, it has been challenging to budget, however, Dir. Myers and staff have done a great job. Highlights of this year’s budget is the addition of the ARC, and the freeze of new hires and merit increases.

Dir. Myers explained Staff delivered the initial copy of the 2020-2021 Annual Budget to the Board of Commissioners on April 14th. In accordance to State Statute, staff also made the budget available to the public by posting it on the website and providing a paper copy at the Administration Office.
Dir. Myers presented an overview of the budget through a PowerPoint presentation. The highlights included:

- **2020/21 Budget Goals**
- Achievements, including the GFOA has awarded the AHPD with the Distinguished Budget Award
- Overall, for the 2019/2020 operating year the District was short of its budget goals by $271,992. This was primarily due to the timing of expenses associated with the construction of ARC.
- This budget has been prepared based on a normal operating year. Some items that were budgeted are now not recommended due to COVID-19. Items include a modified capital plan, merit increases, filling of open positions, and hiring of the custodial supervisor position.
- Overall, the proposed budget has approximately $29,902,000 in revenues and approximately $31,969,000 in expenditures, of which nearly $3,119,000 are capital projects.
- Overall the revenue is budgeted to increase by 5.4% over projected year end 2019/20 (net of interfund transfers) and operational expenses are budgeted to increase 10.0% from projected year end 2019/20. A large portion of this increase results from the opening of ARC and filling of open positions.
- An overview of Marketing & Communications was presented by Dir. Meyer
- An overview of Parks & Planning was presented by Dir. Rea.
- An overview of Recreation & Facilities was presented by Dir. Meyer

Recess of the Board meeting – 6:16 p.m.

Resumed Board Meeting – 7:01 p.m.

Commissioners present: Owen, Ploger, Nesvacil, Gelinas, Leno

Staff on Zoom call: Carrie Fullerton, Brian Meyer, Ben Rea, Jason Myers, Kendra Maher, Steve Neill, Kristy McCann, Pat Klawitter, Alli Siamis, Lynn Minuskin, Tom Divello, Lindsey Robertson, Steve Dietz, Katie Waszak, Emma Edmondson, Mark Grassi, Janna Witt, Dan Schoenberg, Christina Brown, Madeline Paler, Chris Nisbet, Jennifer Rogers, Emily Sowa, Jeff Everson, Kyle Donahue and Kyle Kuhs.

Also on Zoom call Randy Recklaus, Cris Papierniak, Scott Shirley, Jeff Muniski, Mike Pagones from Village of Arlington Heights; and Melissa Cayer, residents.

**PRESENTATIONS & INFORMATIONAL REPORTS**

The Village of Arlington Heights presented to the Board a Power Point “**Proposed Storm Water Projects**” that involves potentially three of the Districts park’s: Happiness, Raven, and Klehm. The consensus of the Board was to review the proposal and respond to the Village in a timely manner.

**MINUTES**

No discussion or comments regarding the April 28, 2020 Regular Meeting Minutes.
Vice President Gelinas moved, seconded by Comr. Owen, to approve the April 28, 2020 Regular Meeting Minutes. On voice vote the motion was approved 5-0.

OLD BUSINESS
None.

NEW BUSINESS

Public Hearing Policy
Exec. Dir. Fullerton explained that on May 26, the District will be conducting the annual Public Hearing on the 2020/21 Annual Budget. At a recent webinar titled “Budgeting in the Time of Coronavirus” through IAPD, Adam Simon, attorney for Ancel Glink, recommended adopting temporary rules for public participation at the Public Hearing. Members of the public must have the ability to participate in real time during a public hearing. Therefore, staff is recommending that the Board adopt temporary rules that would allow public participation via three means. First, the public could leave a message at a designated phone number by a specific time. This prerecorded comment will then be played during the hearing. Second, an email could be sent to a designated email address by a specific time. The email comments will then be read during the public hearing. Finally, participation in real time via video/phone conference.

Comr. Nesvacil moved, seconded by Comr. Owen to approve temporary rules to allow public input during the Budget and Appropriation Public Hearing. Public comment can be left at 847-577-3007 by 5 pm on Tuesday, May 26. Any comments pertaining to the Public Hearing will be played during the meeting. Next, public comment can be emailed to recordingsecretary@ahpd.org. Any email that arrives by 5 pm on Tuesday, May 26 will be read during the meeting. Finally, public comment will be made available via video/phone conference on Zoom. This information shall be made available in the Public Hearing Notice and on the Public Hearing Agenda. On voice vote the motion was approved 5-0.

Vacation Policy Update
Exec. Dir. Fullerton explained that NovaTime, the District’s new time and attendance system, allows the District to manage leave time in accordance with industry standards.

Accrual and use of vacation time - NovaTime, the District’s new time and attendance system, allows for greater control of vacation accruals and flexibility in their usage. Staff will accrue vacation each pay period (rather than monthly) and will be eligible to use vacation as it is accrued (rather than needing to wait one year). This reduces the District’s liability for accrued vacation and encourages staff to take vacation time.

Amount of accrual: Under the old time and attendance system, it was not possible to establish a maximum number of accrued vacation hours per employee. Vacation accrual was managed on an annual basis. NovaTime allows the District to establish employee maximum accrual hours which can be managed on a pay period basis.

Comr. Owen moved, seconded by Comr. Ploger to approve the changes to the Personnel Policy Manual Section 12.02 Vacation. On voice vote the motion was approved 5-0.
Board Manual Policy

In preparation of the Annual Meeting on May 26, staff is seeking approval of the updated section 1.07 Officers of the Board and section 1.08 Appointed Officers of the Board of the Board Policy Manual. Attached are two copies of these sections. The first copy is a markup copy that identifies all proposed revisions and the second copy is the document as it will be seen in the Board Policy Manual. Attorneys from Robbins Schwartz reviewed this section of the manual and made several recommendations. The goal of their review was to make sure the manual is legally compliant and meeting current standards. Any changes that they are recommending are in either blue or red fonts. Changes that are in an orange font are additional changes that staff are recommending. Significant changes are as follows:

- Adding the appointment of “Assistant Secretary”
- Adding the appointment of “Assistant Treasurer”

By adding the two assistant positions, this will ensure that the District is able to operate if either the Secretary or Treasurer is unable to perform their duties as assigned.

Vice President Gelinas moved, seconded by Comr. Nesvacil to approve section 1.07 Officers of the Board and section 1.08 Appointed Officers of the Board of the Board Policy Manual as presented. On voice vote the motion was approved 5-0.

COVID-19 Operations

Outdoor Tennis: Exec. Dir. Fullerton explained with appropriate social distancing guidelines in place, a restricted use opening of tennis/pickle ball courts might be possible by Friday, May 15th. Staff is recommending the following guidelines would be posted at the court entrance:

- Tennis only, no group larger than 10.
- Tennis/pickle ball courts are open for singles (1 v 1) play
- NO DOUBLES (2 v 2) PLAY ALLOWED
- Maximum of two people on any court at any given time
- Maximum of eight people inside the fenced tennis/pickle ball court enclosure at any given time
- Maintain a social distance of six feet from all other people
- Refrain from handling the nets or other court apparatus
- Mark your tennis/pickle balls with a unique identifier and handle only your ball when serving
- Only return your opponents ball with your racket
- When waiting for a court, please wait outside the court and maintain a social distance of six feet from all other people
- Recognize that others may be waiting for an opportunity to play and limit your matches to three or less
- No other activities or gatherings are permitted within the fenced tennis/pickle ball court enclosures
- Use hand sanitizer after play and wash your hands as soon as possible
- The park district reserves the right to close the tennis/pickle ball courts at any time
Vice President Gelinas asked has the State has said we can open tennis. Exec, Dir. Fullerton explained that the State did not close tennis courts originally, the industry did, with these rules in place the Staff feel this would be an asset to the community.

Comr. Ploger asked how are we going to police these courts and rules. Exec. Dir. Fullerton explained that Staff will monitor resident feedback and as the rules state, the District has the right to shut down the courts at any time.

Vice President Gelinas moved, seconded by Comr. Nesvacil to approve the opening of all outdoor tennis/pickle ball courts for singles play only with use and social distancing guidelines posted at each location, while reserving the right to close the tennis/pickle ball courts at any time. On voice vote the motion was approved 4-1 (Comr. Nesvacil was opposed).

Summer Pool Operations
Exec. Dir. Fullerton shared that many pools have decided to close in communities around Arlington Heights. Staff is recommending at this time to pull all pool information from the summer brochure and replace it with a placeholder that states “All pool operations are suspended until we receive additional guidance from the Illinois Department of Public Health (IDPH). At that time, we will evaluate the situation and make a decision. Look for updated info on our social media channels and website”.

The consensus of the Board is to wait for more direction from IDPH regarding opening pools in 2020.

Vice President Gelinas moved, seconded by Comr. Nesvacil to suspend all aquatic operations until we receive additional guidance from IDPH. On voice vote the motion was approved 5-0.

Golf Operations
Exec. Dir. Fullerton gave an update on the first week of operations

Summer Programs Update
Dir. Meyer updated the Board on Summer 2020 programming. Summer 2020 will certainly be impacted by Covid-19. Many programs that customers have already registered for beginning in February that were in the Pre-Summer 2020 Season. Summer classes open for registration on May 19. Currently we have 1,382 different activities that have 5,646 individual registrations totaling $610,479.45.

Camp is the largest program area impacted. Camps have 4,863 already enrolled for $528,777.45 in revenue. Summer Interpark Swim Teams are next with 345 enrolled for $48,890 in revenue. T-ball is the last largest program impacted with 294 enrolled for $22,964 in revenue.

Dir. Meyer went on stating, Staff’s recommendation on camps is to re-invent June 8 through July 3 with small camps not to exceed eight participants and two staff. Staff believes that camps could be hosted at ARC, Camelot, and Pioneer. If allowed per the IDPH guidelines it may be possible to accommodate up to twelve of these sized camps district wide. Staff recommends refunding back the first four weeks of day camp revenue and if the customer is interested in the new camp they could re-register. Then beginning July 6, begin to offer the more traditional day camp type programs with group limits of fifty, district wide if applicable at that time.
Supt. Neill stated Staff also recommends cancelling swim team. With no direction on pools opening from IDPH. With will not be able to meet in groups larger than fifty until much later in the summer potentially. This would make it very difficult to run swim teams within those limits and unknowns. Northern Illinois Swim Conference has cancelled their summer season.

Staff recommends T-ball be re-invented, and the program begin on July 6 with class sizes no larger than 20 so they can split into two groups on a field for class.

Staff is also recommending cancelling all current June programming with the exception of the programs we believe can be run virtually (i.e. dance, select contracted programs). Staff will work on new offerings for camp and other programs with the restricted ratios per the Restore Illinois Plan. This would include outdoor fitness classes and activities with groups of 10 or less per phase 3 of the plan.

Virtual Programming
Exec. Dir. Fullerton introduced the Virtual Program guide. The popular programs so far include Bingo, scavenger hunt, basketball, and ACES soccer. Exec. Dir. Fullerton and Vice President Gelinas both complimented Staff on the work behind Virtual Programming, very creative and a great alternative.

July Events
Exec. Dir. Fullerton explained that due to the given COVID-19 restrictions Staff is recommending cancelling all July events, including Irish Fest this year. With the projection of being in Phase 4 of the State’s plan in July, no more than fifty people can gather.

President Leno recommended virtual concerts could be done, and perhaps entering into a joint effort with the Village and restaurants.

Re-Entry Plan
Exec. Dir. Fullerton explained that a draft of this plan will be brought to the Board on May 26, showing a comparison of Restore Illinois and the District’s plan toward return to work.

COVID-19 Financial Forecasting
Dir. Myers walked the Board through multiple scenarios showing multiple assumptions given the current COVID-19 situation. Staff recognizes that the estimated $2.7 million loss is sizeable, it is important to note that the agency’s current projected fund balance is $16.5 million for fiscal year 2019/20. With an estimated $2.7 million loss, the estimated fund balance at the end of fiscal year 2020/21 would be approximately $13.8 million prior to capital expenses and is still $1.5 million over what is believed to be needed to maintain our Aaa Bond Rating, which Staff knows is of utmost concern to all of us.

PARK FOUNDATION
Dir. Myers stated the Foundation would be meeting on May 13, 2020. At this time the October golf outing has been postponed. During this time, Staff is asking the customer if they would donate a portion of their refund to the Foundation, to date $400. has been donated.

MATTERS FROM COMMISSIONERS
All commissioners thanked staff for their work on the budget and presentation and their continued appreciation of staff and their dedication to the District.
Comr. Nesvacil asked that a communication be sent to all young adult staff regarding employment this summer.

MOVED INTO CLOSED SESSION

Comr. Ploger moved, seconded by Comr. Nesvacil to hold Closed Session for the appointment, employment, compensation, discipline, performance or dismissal of specific employees of the AHPD – 5ILCS 120/2(c)(1) and potential acquisition of Real Estate 5 ILCS 120/2(c)(5), and to set the price of Real Estate leases 5 ILCS 120/2(c)(6) at 9:15 p.m.

Roll was called with:
Ayes – Nesvacil, Owen, Ploger, Gelinas, Leno
Nays – None
Absent – None
Ayes – 5; Nays – 0; MOTION CARRIED

RECONVENED TO REGULAR MEETING

At 10:08 p.m. the Regular Meeting was reconvened and the following were present:

Board: Leno, Gelinas, Owen, Ploger, and Nesvacil.

Commissioners present: Owen, Ploger, Nesvacil, Gelinas, Leno

Staff on Zoom call: Carrie Fullerton, Brian Meyer, Ben Rea, Jason Myers, Kendra Maher, Steve Neill, Kristy McCann, Pat Klawitter, Lynn Minuskin, Lindsey Robertson, Steve Dietz, Katie Waszak, Emma Edmondson, Mark Grassi, Janna Witt, Christina Brown, Madeline Paler, Chris Nisbet, Jennifer Rogers, Emily Sowa, and Kyle Kuhs.

No action was taken following the Closed Session

ADJOURNMENT

Comr. Ploger moved, seconded by Comr. Owen, to adjourn at 10:09 p.m. On voice vote the motion was approved 5-0.

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Maryfran H. Leno, President
Board of Commissioners
Arlington Heights Park District

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Carrie A. Fullerton, Secretary
Board of Commissioners
Arlington Heights Park District

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Date Approved