

HANOVER PARK DISTRICT
1919 WALNUT AVENUE
HANOVER PARK, ILLINOIS 60133

BOARD OF COMMISSIONERS SPECIAL MEETING
ZOOM CONFERENCING APP VIRTUAL MEETING
MONDAY, APRIL 13, 2020 7:00 P.M.

MINUTES

CALL TO ORDER

The Park Board of Commissioners Special Meeting of Monday, April 13, 2020 was called to order by President Morrison at 7:00 p.m.

Upon the roll being called, the following answered:

ROLL CALL

Commissioners Present:	3	Commissioner Fuentez, Grima, and President Morrison
Commissioners Absent:	2	Commissioner Duesing and Elkins (joined Zoom meeting at 7:05pm due to technical difficulties)
Staff Present:	7	Executive Director O'Brien, Superintendent of Recreation Cox, Superintendent of Parks & Planning Villar, CCAC Manager Kress, CPA Howard, Business Supervisor Santucci, and Executive Assistant & HR Mislevy
Staff Absent:	0	None
Guests Present:	0	None

PLEDGE OF ALLEGIANCE

After Commissioners and staff recited the Pledge of Allegiance, President Morrison addressed the technical difficulties that Commissioner Duesing and Commissioner Elkins were experiencing, then asked if all staff had board packets in front of them for reference during the meeting. CCAC Manager Kress informed that she did not have a board packet, because she was unable to travel back to the Community Center to pick up her packet from her mailbox. President Morrison asked for staff to email her a copy of the agenda and to find a solution for overnight mailing CCAC Manager Kress packet or providing virtual packets for all staff moving forward.

Commissioner Duesing and Commissioner Elkins confirmed their attendance for the record at 7:05pm.

APPROVAL OF AN ORDINANCE ADOPTING SPECIAL RULES AND PROCEDURES FOR ELECTRONIC ATTENDANCE AT MEETINGS DURING THE COVID-19 PANDEMIC PURSUANT TO GOVERNOR PRITZKER'S EXECUTIVE ORDER NO. 2020-07

A motion was made by President Morrison and seconded by Commissioner Duesing to approve Ordinance #19-20-08, An Ordinance Adopting Special Rules and Procedures for Electronic Attendance at Meetings During the COVID-19 Pandemic Pursuant to Governor Pritzker's Executive Order No. 2020-07, as presented.

Executive Director O'Brien informed the Board that this Ordinance adopts special rules and procedures for entirely virtual board meetings during the COVID-19 pandemic. This Ordinance would allow the Park Board and District staff to fully abide by Executive Order No. 2020-07 issued by Governor Pritzker for board meetings throughout this crisis.

With no further discussion and upon the roll being called, the following answered:

Ayes:	5	Commissioners Duesing, Elkins, Fuentez, Grima, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

APPROVAL OF THE AGENDA

A motion was made by Commissioner Duesing and seconded by Commissioner Fuentez to approve the Agenda as presented.

With no further discussion and upon the roll being called, the following answered:

Ayes:	5	Commissioners Duesing, Elkins, Fuentez, Grima, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

MATTERS FROM THE PUBLIC

Executive Director O'Brien confirmed for the record that no members of the public were present during this meeting and that he received no emails with questions or concerns for discussion during this portion of the meeting.

APPROVAL OF THE MINUTES

A motion was made by Commissioner Duesing and seconded by Commissioner Fuentez to approve the 2-10-20 Special Meeting Minutes, 2-10-20 Executive Session Minutes, and 2-24-20 Regular Board Meeting Minutes, as presented.

With no further discussion and upon the roll being called, the following answered:

Ayes	5	Commissioners Duesing, Elkins, Fuentez, Grima, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

TREASURER'S REPORT

A motion was made by Commissioner Elkins and seconded by Commissioner Fuentez to accept the Treasurer's Report for the month ending February 29, 2020, as presented.

Business Supervisor Santucci informed that there are no updates to the District's long-term debt. She also highlighted that the District received over \$1,000 in interest.

With no further discussion and upon the roll being called, the following answered:

Ayes	5	Commissioners Duesing, Elkins, Fuentez, Grima, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

COMMITTEE REPORTS

A. Statement of Cash Receipts and Disbursements (May 1, 2019 through February 29, 2020)

A motion was made by Commissioner Elkins and seconded by Commissioner Duesing to accept the Statement of Cash Receipts and Disbursements May 1, 2019 through February 29, 2020, as presented.

The Board confirmed they had no questions regarding the Statement of Cash Receipts and Disbursements through February and would hold further discussion on this statement later in the meeting when they discuss the Statement of Cash Receipts and Disbursements through March.

With no further discussion and upon the roll being called, the following answered:

Ayes	5	Commissioners Duesing, Elkins, Fuentez, Grima, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

WARRANT

A motion was made by Commissioner Elkins and seconded by Commissioner Duesing to approve Warrant #19-20-11 covering check numbers 80253-80290 from the Payroll Checking Account in the amount of \$144,761.03 and check numbers 62350-62444 from the General Corporate Checking Account in the amount of \$176,269.69 for a Grand Total Warrant in the amount of \$321,030.72.

President Morrison asked staff to confirm a purchase of approximately \$2,250, to which Superintendent Cox confirmed this purchase was for soccer uniforms. Commissioner Grima asked about the purchase for palm tree fronds and Superintendent Cox explained that these were for the palm tree misters at Seafari Springs Aquatic Center.

With no further discussion and upon the roll being called, the following answered:

Ayes	5	Commissioners Duesing, Elkins, Fuentez, Grima, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

President Morrison informed Commissioners and staff about the "raise hand" feature on zoom and asked that it be used

UNFINISHED BUSINESS

A. Resolution #19-20-49 – A Resolution Approving of the Purchase of one 2020 Ford F-250 XL 4X2 Pick Up Truck from Currie Motors Fleet Pursuant to the Suburban Purchasing Cooperative

A motion was made by Commissioner Duesing and seconded by Commissioner Fuentez to approve Resolution #19-20-49, A Resolution Approving of one 2020 Ford F-250 XL 4X2 Pick Up Truck from Currie Motors Fleet Pursuant to the Suburban Purchasing Cooperative, as presented.

Executive Director O'Brien informed that the District has decided to purchase the 4x4 option on the application for the 2020 Ford F-250 XL 4x2 Pick Up Truck, which is indicated on page 5 and included in the overall cost.

With no further discussion and upon the roll being called, the following answered:

Ayes:	5	Commissioners Duesing, Elkins, Fuentez, Grima, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

B. Resolution #19-20-50 – A Resolution Approving of the System Monitoring/Service Agreements Between Midco Systems and the Hanover Park Park District

A motion was made by Commissioner Duesing and seconded by Commissioner Fuentez to approve Resolution #19-20-50, A Resolution Approving of the System Monitoring/Service Agreements Between Midco Systems and the Hanover Park Park District, as presented.

Executive Assistant & HR Mislevy updated the Board on the increase in cost from the previous year's contract, which is an additional \$97.00 for the current year's contract. She also confirmed that the service list of District facilities has been updated so that Hollywood has been removed and Longmeadow Activity Center was added.

With no further discussion and upon the roll being called, the following answered:

Ayes:	5	Commissioners Duesing, Elkins, Fuentez, Grima, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

NEW BUSINESS

A. Review revised COTG/Xerox License Agreement, Maintenance Agreement, and related documents

Executive Assistant & HR Mislevy updated the Board that the Non-Appropriations Amendment wasn't included in the original documentation that had previously been approved and after confirming with Attorney Mraz, it was decided that it was necessary for the Board to re-review and re-approve these agreements with the Non-Appropriations Amendment and a revised Resolution. She also informed that there were other revisions, such as the correct business name for the Hanover Park Park District.

B. Resolution #19-20-51 – A Resolution Approving of Agreements for the Lease and Maintenance of a Copier and Printers for the Hanover Park Park District

A motion was made by Commissioner Duesing and seconded by Commissioner Fuentez to approve Resolution #19-20-51, A Resolution Approving of Agreements for the Lease and Maintenance of a Copier and Printers for the Hanover Park Park District, as presented.

With no further discussion and upon the roll being called, the following answered:

Ayes:	5	Commissioners Duesing, Elkins, Fuentez, Grima, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

C. Review Hanover Park Park District Seafari Springs Aquatic Center Water Features Project Agreement and Attachments

Superintendent Villar informed the Board that this agreement is with Mechanical, Inc. in anticipation of installing new water features at Seafari Springs Aquatic Center. The District's permit application is still pending due to limited operations at the State's offices, but once approved, the District would be able to start this project right away.

D. Resolution #19-20-52 – A Resolution Approving of the Seafari Springs Aquatic Center Water Features Project Agreement Between the Hanover Park Park District and Mechanical, Inc.

A motion was made by Commissioner Duesing and seconded by Commissioner Fuentez to approve Resolution #19-20-52, A Resolution Approving of the Seafari Springs Aquatic Center Water Features Project Agreement Between the Hanover Park Park District and Mechanical, Inc., as presented.

Superintendent Villar informed that the features, which are a lion and a giraffe, have been delivered and are ready to be installed once the District's permit is approved by the State.

With no further discussion and upon the roll being called, the following answered:

Ayes:	5	Commissioners Duesing, Elkins, Fuentez, Grima, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

E. Review Village of Hanover Park Graffiti Removal Program Waiver

Executive Assistant & HR Mislevy confirmed that there have been no changes to this annual waiver.

F. Board Direction – Approve Village of Hanover Park Graffiti Removal Program Waiver

A motion was made by Commissioner Duesing and seconded by Commissioner Elkins to approve the Village of Hanover Park Graffiti Removal Program Waiver, as presented.

With no further discussion and upon the roll being called, the following answered:

Ayes:	5	Commissioners Duesing, Elkins, Fuentez, Grima, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

STAFF REPORT

Executive Director O'Brien and CPA Howard informed the Board of the temporary hold on the District's pursuit for financing an energy efficiency projects agreement with Trane, Inc. This is due to the volatility in the market for issuing bonds. CPA Howard further explained how the District may not realize the full savings Trane had promised due to this volatility, so it is recommended that the District wait until the markets are more stable to issue the bonds to fund these projects. President Morrison thanked all staff working in the office, as well as remotely, and praised the hard work and teamwork. She also updated the Board on some of the new ideas that have come out of the District's Supervisory Meetings, such as public service announcements and virtual events and contests, that will educate and engage the community. Superintendent Villar added that the perimeter fencing project and bonding project have been completed at Seafari Springs Aquatic Center. The Board and staff further discussed staffing for summer seasonal positions.

LEGISLATIVE UPDATE

Executive Director O'Brien shared with the Board that Governor Pritzker's most recent extension of the shelter-in-place order was through April 30, 2020.

FINANCE / ADMINISTRATION

A. Review Projection Effects of Lost Revenue Worksheets – CPA Howard

CPA Howard shared his screen of the worksheets being discussed and described how the projects are to be read by the Board moving forward. He provided an overview of how closing the District impacted their revenues and available funds through these times. The primary funds reviewed were the Recreation Fund, and Athletic Club Fund. CPA Howard informed that the projected lost revenues for the Recreation Fund for April is \$75,000 and \$63,000 for the Athletic Club Fund, then further explained how these figures were calculated. He went on to inform that he and Business Supervisor Santucci were continuing to project 45 days out and that they were assuming that the District would remain closed through May in their May projections. CPA Howard also took this time to inform the Board that the 20-21 budget would be unveiled for their and the public's review in June, with anticipated passing in July. At this time Commissioner Elkins asked CPA Howard about disaster relief for the District, as well as what the long-term affect of unemployment would be. CPA Howard responded that he was not aware of financial assistance for local governments at the present time. Regarding the long-term effects of unemployment CPA Howard explained that it had been clarified that the federal expansion of unemployment benefits would be covered by the federal government and what the District would be chargeable for in terms of Illinois unemployment benefits for those who file. District staff further discussed current plans for summer seasonal staffing, which were largely dependent on lifting or relaxing of the shelter in place order.

B. Review Statement of Cash Receipts and Disbursements (May 1, 2019 through March 31, 2020)

The Board confirmed all their questions were addressed during CPA Howard's review of the projection effects of lost revenues.

C. Review Seldon Fox Auditor's Engagement Letter & Resolution

Business Supervisor Santucci informed that the April 24 pre-audit was cancelled at this time and rescheduled for immediately before the audit in June.

D. Review Ordinance #19-20-09 – An Ordinance Authorizing the issuance of General Obligation Park Bonds (Alternate Revenue Source) of the Hanover Park Park District, DuPage and Cook Counties, Illinois in an aggregate principal amount not to exceed \$1,000,000 pursuant to the Local Government Debt Reform Act of the State of Illinois, as amended, for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, including but not limited to financing energy efficient lighting upgrades, installing a building automation system, replacing HVAC rooftop units, and replacing gymnasium heaters, and for the payment of the expenses incident thereto.

Executive Director O'Brien informed that this was the first phase in the District's pursuit of entering into a PACT agreement with Trane for improved energy efficiency projects. CPA Howard provided more information regarding how the District worked with Speer Financial to determine the best financing option, which will be through issuing General Obligation Park Bonds. He confirmed that this will not negatively impact the District's bonding authority. This Ordinance is authorizing the future issuance of said bonds for this purpose.

RECREATION

A. SSAC Update

Superintendent Cox updated the Board that 32 lifeguards, 5 pool managers, 5 assistant managers, and 5 desk staff have been recruited to work at Seafari Springs Aquatic Center this summer. The Board and staff congratulated Superintendent Cox and Operations & Aquatics Supervisor Panagakis on a job well done. Additionally, landscaping is underway, all new deck chairs were delivered, new fun-brella fabric was delivered, and new garbage cans were ordered. Superintendent Villar added that locker room partitions were also in the process of being repainted. Superintendent Cox concluded with assuring staff are working on timelines and alternate plans for Seafari Springs operations in the event the shelter-in-place order is extended.

PARKS

A. Review Park Inspections

Superintendent Villar updated that additional measures have been taken to de-incentivize the public from using District playgrounds, since all public playgrounds are closed pursuant to the most recent executive order issued by Governor Pritzker. Staff have posted closed signs at all playgrounds, closed all sports courts, and put up caution tape around playground entrances. Staff and Commissioners further discussed community enforcement of Governor Pritzker's executive order. Commissioner Duesing also took this time to inform Superintendent Villar that someone dumped a shopping cart in the pond at West Harbor Park, to which Superintendent Villar assured staff would remove it tomorrow.

President Morrison stated for the record that Superintendent Cox left the meeting due to a personal matter.

CCAC

A. Dome Update

CCAC Manager Kress informed that Superintendent Villar has been sending dome pressure updates and that it's being closely monitored and adjusted as needed. Superintendent Villar confirmed that staff confirms with The Farley Group regarding adjusting the pressure during times of high winds or severe weather. CCAC Manager Kress added that the courts have been resurfaced and staff is taking care of any moisture on them. She also confirmed that she has been working with PDRMA regarding any pending reimbursement checks that may be sent to the District.

B. Capital Projects Renovations Update

CCAC Manager Kress informed that the renovations to the front desk and pro shop areas are complete and the only other renovations left are to the Club's kitchen area.

C. Review Independent Contractor Agreement with Dave Regus

CCAC Manager Kress informed the Board that Dave Regus has virtually signed the agreement in its current format to become a Head Tennis Pro contractor, but that there needed to be clarification on contract date flexibility with Attorney Mraz before the Board's approval at the Regular Board Meeting. President Morrison asked CCAC Manager Kress and Executive Director O'Brien to work on this with Attorney Mraz to allow for more flexibility in the dates for independent contractor agreements.

CORRESPONDENCE

A. SLSF Gold Medal Fashion Show Thank-you Letter

Executive Director O'Brien informed the Board that he attended this event as a representative of the District.

OTHER

President Morrison highlighted the following dates and items:

- A. Hanover Park District facilities and playgrounds closed through April 30, 2020 – For up-to-date information on District operations during the shelter-in-place order go to www.hpparks.org
- B. Next Regular Board Meeting – April 27, 2020 @ 7pm – Zoom conferencing app virtual meeting

C. Next Workshop Meeting – May 11, 2020 @ 7pm – TBD

President Morrison asked the Board if they wanted to table and reschedule the next item on the agenda, the Executive Session pursuant to 5 ILCS 120/2 (c) (1), Personnel. After discussion, the Board arrived at the consensus to table the Executive Session under consideration to the April 27, 2020 Regular Board Meeting.

ADJOURNMENT

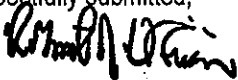
A motion was made by Commissioner Elkins and seconded by Commissioner Grima to adjourn the April 13, 2020 Board of Commissioners Special Meeting at 9:17pm.

There being no further discussion the following answered:

Ayes:	5	All
Nays:	0	None
Abstain:	0	None

Motion carried.

Respectfully submitted,



Bob O'Brien
Board Secretary
BO:LAM