

**HANOVER PARK PARK DISTRICT  
1919 WALNUT AVENUE  
HANOVER PARK, ILLINOIS 60133  
BOARD OF COMMISSIONERS WORKSHOP MEETING  
ZOOM CONFERENCING APP  
MONDAY, October 19, 2020 7:00 P.M.**

**MINUTES**

**CALL TO ORDER**

The Park Board of Commissioners Workshop Meeting of Monday, October 19, 2020 was called to order by President Elkins at 7:00 p.m.

Upon the roll being called, the following answered:

**ROLL CALL**

Commissioners Present:	5	Commissioner Duesing, Morrison, Fuentes, Grima, and President Elkins
Commissioners Absent:	0	None
Staff Present:	8	Executive Director O'Brien, Superintendent of Recreation Cox, Superintendent of Parks & Planning Villar, CCAC Manager Kress, Business Services Manager Santucci, CPA Howard, Recreation Supervisor Nicol, and Executive Assistant & HR Mislevy
Staff Absent:	1	Marketing & Communications Manager Gomez
Guests Present:	2	Liz Dafoe (Upland Design) and Ed Tracy (Seldon Fox)

**APPROVAL OF THE AGENDA**

A motion was made by Commissioner Duesing and seconded by Commissioner Fuentez to approve the Agenda as presented. Motion and second were confirmed by President Elkins.

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

Ayes:	5	Commissioners Duesing, Morrison, Fuentez, Grima, and President Elkins
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.

**STAFF REPORT**

Executive Director O'Brien informed the Board that staff is now working on the Cook County CARES Act Grant with regard to COVID-19 related expenses. COVID-19 expense relief grant applications to DuPage County and FEMA have already been submitted. President Elkins discussed the 2-minute video recording he made highlighting the Monarch Butterfly Waystation that has been posted on Facebook and the District's website. He went on to say he proposed that all commissioners make a 2-minute video on an area of the Park District that they feel passionate about, pointing out that this will help market the Hanover Park Park District to the community. Continued discussion on District

marketing led to the consensus that staff decide what programs to create video content for and they will reach out to the Board to see who may be interested in getting involved.

### **LEGISLATIVE UPDATE**

Executive Director O'Brien provided an overview on 2 legislative topics, the General Election Day Holiday and tax levy for 2020, which will be discussed in further detail under the Finance/Administration portion of the meeting.

### **FINANCE / ADMINISTRATION**

#### **A. Annual Financial Report for 2019-2020 – Ed Tracy, Seldon Fox**

Ed Tracy from Seldon Fox presented to the Board the Annual Financial Report for fiscal year 2019-2020. He gave an overview of the structure of the audit and went on to discuss the 2 sets of financial reports, Government-wide and fund financial statements. Government-wide statements showed an increase in revenue from last year, an increase in capital fund, and a loss in pension liability from last year, with an overall loss of \$160,000. He summarized the fund statement by reporting the General and Rec funds had positive revenue and CCAC had negative revenue, adding that a Board-approved transfer of funds into CCAC resulted in a positive end-of-year revenue for all funds at the end of the fiscal year. Regarding expenses, the District as a whole managed to come in under budget. Finally, President Elkins and Ed Tracy had an in-depth discussion on depreciation in respect to government agencies.

#### **B. Community Park OSLAD Grant Application Presentation – Liz Dafoe, Upland Design**

Liz Dafoe from Upland Design shared a screen presentation of information collected from a Community Park renovations project public meeting. She discussed the processes of community involvement and a program master plan for the District's pursuit of the OSLAD Grant to fund renovations to Community Park resulting from that public meeting. Two renovation concepts have been vetted by District staff and were presented at the Community Park public meeting. Liz Dafoe went over each plan in detail and highlighted similarities/differences, as well as community responses to these concepts.

#### **C. Review Statement of Cash Receipts & Disbursements & related revenue/projection reports (May 1, 2020 through September 30, 2020)**

Manager Santucci reported to the Board that the District is now 5 months into the fiscal year and has received about 95% of tax revenue from DuPage County. Tax revenues for Cook County are expected to come in later in the fiscal year. She reported that the Corporate fund and the Rec fund are running a surplus, with CCAC showing a small deficit. Both the Rec Department and CCAC are keeping expenses below budget. Manager Santucci also reported to the Board that the state has recalled the DCEO Grant monies that were awarded in 2012 and not used. Executive Director O'Brien reminded the Board that these returned monies were received from grants that were obtained, but not fully funded, and a grant application that was eventually denied due to being too specific in scope. He stated that this is occurring to other park districts in Illinois as well.

#### **D. Capital Projects Renovations Update.**

Manager Santucci provided the Board with renovations update spreadsheets grouped both by location and priority. She stated the spreadsheets would be updated monthly with actual expenses added as they come in. Executive Director O'Brien provided the Board with information on where the Community Park OSLAD Grant application fits into the Capitol Plan, year 2. Superintendent Cox reported that the next project for Ahlstrand Fieldhouse would be the flooring. CCAC Manager Kress reported that the CCAC front desk renovations were complete. Superintendent Villar reported that the Administration Office front desk renovations are now complete.

#### **E. Monthly Progress Report on Executive Director Initiatives**

Executive Director O'Brien presented two different reverse review templates for their review and also provided the Board a timeline for implementing and expanding the District's performance appraisal program.

**F. Review IAPD Credentials Certification/Resolution/Recommendations Designating Delegates to the IAPD Annual Meeting**

Executive Director O'Brien reminded the Board that the IAPD Credentials Certification is an annual approval item. He informed the Board that the state conference and annual business meeting would be a virtual event. President Elkins offered to step aside as a delegate and Executive Director O'Brien offered to be a delegate if no one else was interested.

**G. Review Planning Packet for General Obligation Limited Tax Park Bonds Series 2020B and Taxable General Obligation Limited Tax Park Bonds Series 2020C ("Rollover Bonds")**

Executive Director O'Brien explained to the Board how the annual rollover bond will be split into 2 series, with the 2020C series being taxable. He added that a representative from Speer Financial and CPA Howard would be at the October Regular Board meeting with further information on the bid opening.

**H. Review Intergovernmental and Subrecipient Agreement for Coronavirus Relief Funds with Cook County**

Executive Director O'Brien provided an overview of the agreement, stating it is similar to the agreement with DuPage County, with a maximum benefit of \$5,000 for COVID-19 related expenses.

**I. Discuss General Election Day Holiday (November 3, 2020)**

Executive Assistant & HR Mislevy provided the Board with an overview of the current legal interpretation of the General Election Day Holiday. She stated that the District's Administration Team was currently discussing the logistics of providing a safe environment for voters, as well as any participants/patrons and staff who are in the building that day. An update will be provided to the Board at the October Regular Board meeting when staff expects to have further legal interpretation and a detailed operations/safety plan. Commissioner Grima asked the District to consider adding election days as staff holidays in the future.

**J. Board Committee Discussion**

President Elkins provided detailed information on new processes for committee meetings and how they would support District and Board operations by performing the preliminary research on discussion items, then present their recommendation during the Workshop Meeting. He further explained what it means to be an ex-officio committee member and examples of what that would be like, such as how the Board President would be an ex-officio member of every Board Committee. The Board further discussed committee processes in relation to communication regarding progress on District projects.

**RECREATION**

**A. Summer Camp Report 2020 – Rec Supervisor Nicol**

Recreation Supervisor Nicol shared a presentation of the Summer Camp Report through zoom. She detailed major changes that were made in response to the COVID-19 pandemic such as offering a Camp-in-a Box virtual camp option and what was included in that program. She also reported on how the in-person Summer Kid's Camp was operated following all applicable DCEO guidelines.

**B. Review Ahlstrand Fieldhouse Flooring Project Bid Tabulation, Staff Recommendation, & Agreement**

Superintendent Cox reported to the Board that 5 quotes were received. Staff recommended the lowest bidder, who comes highly recommended. The project should cost approximately \$37,000 and will begin in November.

**PARKS**

**A. Review Park Inspections**

No discussion.

**B. Village Code Violations Quarterly Report**

Superintendent Villar informed the Board that there was nothing new to report.

**CCAC**

**A. Dome Update**

CCAC Manager Kress informed the Board that 20 feet of concrete wall will be repaired this week at a cost of approximately \$15,000. This is a routine repair and not to be considered an emergency. Staff inspected the dome and found that a motor may need to be replaced.

**CORRESPONDENCE**

None

**OTHER**

President Elkins highlighted the following items:

- A. Park Board of Commissioners Election Packet Pick-up and Petition Circulation going on now
- B. Spooktacular House Decorating Contest – Wednesday, October 21, from 4-6pm over Facebook (registration deadline 10/19)
- C. Trunk or Treat – Saturday, October 24, 2020 from 10-11:30am @ Community Center
- D. Next Regular Board Meeting – October 26, 2020 @ 7pm - Zoom
- E. Election Day – November 3, 2020
- F. Next Workshop Meeting – November 9, 2020 @7pm – Zoom

**ADJOURNMENT**

Without further discussion or action required within the public meeting, a motion was made by Commissioner Duesing and seconded by Commissioner Grima to adjourn the 10/19/20 Workshop Meeting at 9:27pm.

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

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

Motion carried.

Respectfully submitted,

Bob O'Brien  
Board Secretary  
BO:LAM