

HANOVER PARK DISTRICT  
1919 WALNUT AVENUE  
HANOVER PARK, ILLINOIS 60133

BOARD OF COMMISSIONERS WORKSHOP MEETING  
ZOOM CONFERENCING APP  
MONDAY, AUGUST 10, 2020 7:00 P.M.

MINUTES

CALL TO ORDER

The Park Board of Commissioners Workshop Meeting of Monday, August 10, 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:	4	Commissioner Duesing, Morrison, Grima, and President Elkins
Commissioners Absent:	1	Commissioner Fuentez
Staff Present:	8	Executive Director O'Brien, Superintendent of Recreation Cox, Superintendent of Parks and Planning Villar, CCAC Manager Kress, Business Services Manager Santucci, CPA Howard, Marketing & Communications Manager Gomez and Executive Assistant & HR Mislevy
Staff Absent:	0	None
Guests Present:	3	Aaron Rafferty (Trane, Inc), Tracey Crawford (NWSRA), and Attorney Mraz

APPROVAL OF THE AGENDA

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

President Elkins asked for the agenda to be amended to remove Item 13, Executive Session under Section 5 ILCS 120/2 (c) (21) – Review of Executive Session Minutes for Possible Release. He stated that this could be the case if there was no need for discussion or deliberations on Attorney Mraz's recommendations for hold and release. There was a consensus that no further discussion under executive session was necessary for this reason.

An amended motion to strike Item 13, Executive Session under Section 5 ILCS 120/2 (c) (21) – Review of Executive Session Minutes for Possible Release and approve the agenda as such was made by Commissioner Duesing and seconded by Commissioner Grima.

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

Ayes:	4	Commissioners Duesing, Morrison, Grima, and President Elkins
Nays:	0	None
Abstain:	0	None

Motion carried.

President Elkins paused the meeting from 7:02pm to 7:09pm to allow Commissioner Grima time to fix audio technical difficulties.

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**

President Elkins opened discussion by asking if the District has completed the switch to all LED lighting. Superintendent Villar stated only Ahlstrand facility has been completed, Community Center will be done by Trane. Commissioner Grima asked if District paid for Butterfly Garden work out of pocket or received donations or community involvement. Executive Director O'Brien replied it was a combination of landscaping budget and community involvement at the NWSRA Sensory Garden. Tracey Crawford(NWSRA) spoke about community involvement at the NWSRA Sensory Garden. Executive Director O'Brien explained that the District Monarch Way Station has been registered with Butterfly Watch to help advertise our location to local schools and other groups. President Elkins asked when the cricket pitch would be completed and Superintendent Villar responded it would be done this week. Superintendent Cox added that one cricket rental canceled due to the pandemic but the other two rentals were ready to play.

## **LEGISLATIVE UPDATE**

Executive Director O'Brien informed the board that a new source of annual District funding would be through the Great American Outdoors Act.

## **FINANCE / ADMINISTRATION**

### **A. Trane Guaranteed Energy Savings PACT Agreement Presentation – Aaron Raferty**

Aaron Raferty provided the Board with a recap of the project scope, the energy savings upgrades that will be completed by Trane through the passing of this agreement (HVAC at multiple facilities, interior and exterior lighting, and building automation system), and overview of the structure of the agreement including the Addendum and Exhibits. He provided additional information on the payment schedule, as well as the annual savings breakdown and guarantee. Commissioner Duesing asked for an explanation of the warranties included in this agreement, to which it was explained that the labor warranty is one (1) year, but the materials warranty is five (5) years. Executive Director O'Brien added that the District would be looking into a future Service Agreement with Trane for maintenance of their equipment after the 5-year warranty period. The Board and Aaron Raferty further discussed operational savings and the potential for future re-negotiations of this contract if new equipment is released that could lead to a greater energy savings for the District.

Aaron Raferty and Bryan Mraz left the 8/10/20 Workshop Meeting via Zoom at 7:37pm.

### **B. NWSRA 2021 Member District Annual Assessments Presentation – Tracey Crawford, NWSRA**

Tracey Crawford provided the Board with a summary of the Member District Assessment, informing that this is the portion of the District's Special Rec Fund that can be levied to support individuals with disabilities. She then presented a breakdown of how member district assessments are calculated for each member district, as well as detailed the benefits that come to both the District and Hanover Park community from ratifying this assessment (such as the ADA ramp and Pursuit 2 program at the Community Center). Due to multiple contributing factors the assessment expenses for the District were approximate to those the year prior, totaling \$152,909.96. There were no further questions or discussion from the Board on this agenda item.

### **C. Review the Statement of Cash Receipts and Disbursements and related revenue/projection reports (May 1, 2020 through July 31, 2020)**

CPA Howard opened discussion by summarizing the Statement for the board. He noted that the District received tax revenue from counties, which has resulted in a seasonal surplus. Also, he informed that financing for the Trane Energy Savings project has been secured and will allow for long term benefits. CPA Howard discussed the status of non-tax revenue, highlighting how the Club brought in approximately \$50,000. Recreation programming revenues have been impacted due to strict guidelines imposed by the state but are in the positive. CPA Howard assured that overall, the District is on its way to meet all financial obligations by the end of the fiscal year. Lastly, Manager Kress explained Club membership numbers in the statement.

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

#### **i. Ahlstrand Fieldhouse**

#### **ii. CCAC front desk**

#### **iii. Community Center Front Desk**

Executive Director O'Brien explained to the Board the project short list in their packet showed status updates on the capital projects for year one. Superintendent Cox gave an overview to the Board of the renovation project at Ahlstrand which includes new flooring and furniture, updated lighting and electrical, painting, and landscaping. Commissioner Morrison suggested that staff clarify how the capital project list is organized in the future. CCAC Manager Kress informed the Board that the renovations should be completed in the following

week, some damage found has caused a slight delay. Superintendent Cox and Superintendent Villar explained how the same contractor performing the renovations to CCAC front desk will be doing the work to the Community Center front desk starting August 18.

**E. Review Security Camera Planning, Design, and Specification Deployment Proposal from Sun Ray Power & Communication, LLC.3**

Executive Director O'Brien explained to the Board that this proposal was for the specification for the technology needed by the District for security, not for the install of the security system itself. Commissioner Morrison questioned how Sun Ray was chosen and then asked Executive Director O'Brien to confirm with Attorney Mraz about due diligence and any potential conflict of interest since President Elkins recommended this company. Commissioner Grima asked staff to provide references and certifications at the next Board meeting so that the Board could have all the information before deciding on whether to approve this proposal.

**F. Executive Director Goals & Objectives 2020-2021 Update**

Executive Director O'Brien provided the Board with an update on his progress with his Goals and Objectives for this year. He highlighted scheduling respect and accountability training for supervisors, researched employee engagement surveys, sent out invites for Foundation growth, and met with Manager Gomez regarding marketing strategy.

**RECREATION**

**A. Review Independent Contractor Agreement for sports instruction services with Hot Shots Sports, LLC**

Superintendent Cox explained to the Board that this contract would cover general athletic services as well as specific sports programs. Commissioner Morrison asked that the verbiage on item five be updated since it reads as if programming has already started when it hasn't.

**B. Review Independent Contractor Agreement for STEM instruction services with Young Grasshopper, LLC (d/b/a Code Ninjas Bartlett)**

Superintendent Cox informed that this contract would allow the District to offer STEM classes. She also stated that the pricing and dates would be updated to reflect the contractor's fall availability and rates. The updated contract would be provided to the Board at their next meeting. Commissioner Morrison asked that the same item five in this contract be revised also.

**PARKS**

**A. Review Park Inspections**

No discussion.

**B. Discuss Village of Hanover Park Land Conveyance Request**

Executive Director O'Brien reminded the Board of the Village's request for the District to gift them the portion of land that Anne Fox Park's tennis courts sit upon in order for them to expand upon storm water drainage. This request was first proposed at the July 13<sup>th</sup> workshop meeting. President Elkins asked staff if it would be possible to construct a small skate somewhere else at Anne Fox Park so that an amenity wouldn't be lost. Superintendent Villar discussed the many resources that would entail creating a skate park. District staff and the Board further discussed the pros/cons of expanding on Anne Fox Park as well as the overall request from the Village. Concluding discussion, the Board arrived at the consensus for the District to request the Village waive water fees associated with filling the pool at Seafari Springs Aquatic Center for the 2021 season in exchange for the District gifting the requesting land.

**CCAC**

**A. Dome Update**

CCAC Manager Kress informed the Board that staff has been working with WT Engineering on two ideas to reinforce the concrete foundation of the dome. These ideas are being reviewed by the dome manufacturer with repairs being planned for this fall. At this time the dome is only being used for lessons.

**DISCUSSION OF BOARD COMMITTEES & RESPONSIBILITIES**

President Elkins informed the Board that he added this item to the agenda to begin discussion on revamping Board committee meetings. Committees meet on an as-needed basis up to this point but President Elkins is looking for a regular schedule and to review their

functionality. The Board also discussed committee member flexibility and committee policies in the General Practices Manual. After discussion the Board asked Executive Director O'Brien to review the General Practices Manual and set up a schedule for board committee meetings moving forward. This schedule will be reviewed at the September workshop meeting.

**CORRESPONDENCE**

None

**OTHER**

President Elkins highlighted the following items:

- A. Next Regular Board Meeting – August 24, 2020 @ 7pm
- B. Next Workshop Meeting – September 14, 2020 @ 7pm

President Elkins stated both meetings will be held over the Zoom conferencing app.

**EXECUTIVE SESSION – SECTION 5 ILCS 120/2 (c) (1) – PERSONNEL**

This item was removed through a formal amendment of the August 10, 2020 Workshop Agenda, which occurred during Item 2, Approval of the Agenda, during this night's meeting.

**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 8/10/20 Workshop Meeting at 9:28pm.

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