

**HANOVER PARK DISTRICT
1919 WALNUT AVENUE
HANOVER PARK, ILLINOIS 60133
BOARD OF COMMISSIONERS WORKSHOP MEETING
ZOOM CONFERENCING APP
MONDAY, JULY 13, 2020 7:00 P.M.**

MINUTES

CALL TO ORDER

The Park Board of Commissioners Workshop Meeting of Monday, July 13, 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	Commissioners Duesing, Morrison, Grima, and President Elkins
Commissioners Absent:	1	Commissioner Fuentes (arrived at 7:07pm)
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:	2	TJ Morre (Public Works, Village of Hanover Park), Norma Talavera (park district resident)

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.

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

Ayes:	3	Commissioners Duesing, Grima, and President Elkins
Nays:	1	Commissioner Morrison
Abstain:	0	None

Motion carried.

MATTERS FROM THE PUBLIC

Executive Director O'Brien informed that there was a resident present at that night's meeting. Norma Talavera introduced herself and stated she was interested in seeing how a park district board meeting goes. She also praised Superintendent Villar and Executive Director O'Brien for outstanding communication and quick resolution to a concern she reported.

STAFF REPORT

Commissioner Grima informed the Board that he responded to a comment on the District's Facebook page from a member of the public who was wondering why Seafari Springs Aquatic Center wasn't re-opened this year. To provide this member of the public a more detailed response, he was wondering if there was anyway the District could have re-opened their pool this summer. Superintendent Cox responded that due to the District contracting out lifeguard training to Ellis Management, an organization that cancelled all 2020 training sessions due to the pandemic, as well as the additional expense complying with all COVID-19 safety precautions imposed by the state, there would be no feasible way for the District to re-open Seafari Springs this year. Superintendent Villar added that IDPH's shut-down in Phase 2 of the Restore Illinois Plan delayed approval of construction projects at Seafari Springs, which is an additional reason why the pool wouldn't be able to re-open this season.

Commissioner Fuentes entered the 7/13/20 Workshop Meeting via the Zoom conferencing app at 7:07pm.

President Elkins further discussed commissioner marketing videos with Manager Gomez, new public works project requirements with CPA Howard, and safety precautions for tae-kwon-do with Superintendent Cox. Executive Director O'Brien informed the Board that Manager Kress, as Acting Executive Director while Executive Director O'Brien is on vacation, would be physically attending the July Regular Board Meeting in the Community Center Board Room in order to comply with amended Open Meetings Act guidelines. He added that he would provide the Board with his updated on the progress he has made on the Executive Director Goals and Objectives before he takes his vacation leave. Lastly, Commissioner Duesing recognized Superintendent Villar, Superintendent Cox, and Manager Kress for their hard work on the Ahlstrand Renovations Project, Rec Dept art boxes, and CCAC re-opening tennis classes.

FINANCE / ADMINISTRATION

A. Village of Hanover Park Land Conveyance Presentation – TJ Moore, Director of Public Works at the Village of Hanover Park

TJ Moore, Director of Public Works at the Village of Hanover Park, began his presentation by providing an overview of the storm water drainage problem the Village is working on a solution for to prevent destructive flooding in the surrounding neighborhood. Adjacent from the tennis courts at Anne Fox Park is a storm water grate and facility owned by the Village that collects downstream water from the west branch of the DuPage River. The Village of Hanover Park is pursuing redesigning this storm water facility, in conjunction with the Village of Schaumburg redesigning their storm water facility upstream, to prevent further flooding. Director Moore shared his computer screen so the Board and staff could see photos of the area in question when it is flooded and further discussed how frequently this occurs. Further, he shared how the current straightforward design of the grate gets easily clogged, requiring the Village to take extra measures in terms of personnel and equipment to clear it throughout the year. Director Moore stated the Village's proposal to the District would be that the District gift the Village the land the Anne Fox tennis courts sits on, plus some land surrounding them, to allow for the redesign of a larger, more successful storm water drainage facility. At this point along the project timeline the Village is applying for grants, but no formal redesign schematics have been created just yet.

After the presentation the Board and District staff deliberated on some potential amenity ideas that the Village may construct somewhere else in Anne Fox Park since the District gifting the land would remove an amenity at that park, if the Village were open to further discussion on this idea. Commissioner Morrison also suggested one option for further discussion could be that the Village agree to waive the fees associated with filling the pool at Seafari Springs Aquatic Center for the 2021 season. Director Moore informed that the Village was in the early stages of this project, but that these considerations could be discussed in the future. Executive Director O'Brien informed the Board that the Anne Fox Park tennis courts were one of the outstanding code violation projects, so this was another fact to consider during further deliberation on the Village's proposal. He then informed Director Moore that the District would need more time to review this proposal and asked for a time when the Village would need an answer by, to which Director Moore confirmed that the Village would need a response from the District within the next six (6) to eight (8) weeks.

B. Review the Statement of Cash Receipts and Disbursements (May 1, 2020 through June 30, 2020)

Manager Santucci informed the Board that the tentative budget figures have been added to this statement and will be finalized once the Board approves the Budget and Appropriations Ordinance at their July Regular Board Meeting. Commissioner Elkins asked if the District collects impact fees, since this is an item included on the Statement. CPA Howard explained how the District doesn't expect to collect these, but this line is included since the District has collected this in the past and there is potential for the District to collect these fees in the future. Manager Santucci added that revenue lines are included on the Statement unless they have seen no funding for at least eight (8) years.

C. Review Program Revenue and All Funds Summary Reports (as of June 30, 2020)

CPA Howard began discussion on providing an overview of Centre Court Athletic Club's monthly revenue actuals for the first two (2) months of the Fiscal Year. There was no revenues budgeted for and the Club exceeded this by making approximately \$46,000. He went on to explain how the revenues for Recreation programming were negative early on due to the need to issue refunds, but that they quickly bounced back. Then, CPA Howard explained how the tentative operating budget was constructed to maintain the District in good financial standing through the unknowns of the COVID-19 pandemic. Lastly, CPA Howard discussed projections for the Recreation Fund and Club Fund to both be down approximately \$40,000 from the year prior, but that expenses have also been reduced in response to this. Although this is not an ideal situation to be in, it is one that will sustain the District through the added restrictions during these times. Commissioner Morrison asked if the "Program Revenues" chart title could be edited to read "Recreation Program Revenues" to avoid future confusion and misunderstandings, to which CPA Howard assured this would be done.

D. HPPD's Phase 4 Return to Work Plan Update – Supt. Cox

Superintendent Cox explained to the Board that the Phase 4 Protocol Manual was updated to follow all updated guidelines as issued by the Illinois Department of Commerce and Economic Opportunity (DCEO), as well as the Centers for Disease Control (CDC) and Park

District Risk Management Agency (PDRMA). She highlighted the major changes in protocols for capacity limits, sports, and other programming. Superintendent Cox then shared her screen to share a color-coded map with the Board that shows each county in Illinois and how each county is doing in terms of limiting the spread of COVID-19. This map will be updated so that businesses can see if the county they are in is at risk of moving back in phases within the Restore Illinois Plan. Commissioner Grima asked if dance would be able to resume under Phase 4, to which Superintendent Cox responded it would and that the Recreation Department is currently finalizing plans to resume their dance programs.

RECREATION

None

PARKS

A. Review Park Inspections

No discussion.

B. Monarch Butterfly Waystation Project Update

Superintendent Villar informed the Board that the plants in the waystation are blooming and that staff has seen monarchs and other pollinators. Commissioner Grima asked for an update on NWSRA's sensory garden project, to which Executive Director O'Brien confirmed that they are still working on obtaining materials and planting, and that their completion timeline has extended into next year. Superintendent Cox updated the Board that some NWSRA summer programming has resumed, but that their PURSUIT program wouldn't be resuming until late summer/early fall in correspondence with local schools.

C. Review Liberty Park and Ahlstrand Playground Renovations Bid Tabulation and Staff Recommendation

Executive Director O'Brien informed the Board that the bid opening for this project occurred last Tuesday and that the District received five (5) bid offers. The low bidder was D & J Landscaping and based on that and their positive references, the District is recommending the Board award and approve a project contract with this contractor. This will be the first time since 2012 that District playgrounds will be renovated and updated. Commissioner Grima asked if the District is obligated to always award a contract to whomever is the lowest bidder, to which Executive Director O'Brien confirmed this was the case but specified that it was the lowest *qualified* bidder. The District is not obligated to accept the lowest bid if the bidder is not qualified. Commissioner Duesing expressed his concerns that site supervision verbiage was included in the project manual. Executive Director O'Brien explained that both District staff and representatives from Upland Design would be on-site frequently to monitor the construction timeline but assured that this contractor came highly recommended. Commissioner Fuentez asked who will perform the audit once the playgrounds were completed, to which Executive Director O'Brien confirmed he manufacturer or their representative would perform the audit.

CCAC

A. Dome Update

CCAC Manager Kress updated the Board that PDRMA has expedited the District's dome claim to the next level of the approval process. If approved, everything should be covered except for the damage done to the cement wall at the base of the structure. At this point in time the dome is operational and drills are being held in this facility.

B. Capital Projects Renovations Update

CCAC Manager Kress updated the Board that repairs are needed to parts of the counters where the laminate was damaged. The contractor will be making these repairs within the next week.

CCAC Manager Kress also informed the Board that racquetball is resuming for singles play and that court times must be reserved in advanced to do so. New equipment has also been delivered for the fitness center, which allows for the combination of some machines and more options for fitness center members. Some machines have been removed to allow for social distancing in the fitness center. CCAC Manager Kress explained the DCEO guidelines that the Club will be following for the re-opening of the fitness center. Lastly, CCAC Manager Kress thanked the Board for their support of the District's re-opening plans and how the club re-opening in accordance with the state's move to Phase 4 allowed for a significant reduction in the number of refunds they had to issue.

CORRESPONDENCE

A. Speer Financial Bond Bid Info Packet

Executive Director O'Brien informed the Board that Barrington Bank and Trust submitted a bid for the bonds that will be used to finance the Trane energy savings projects. Barrington Bank and Trust's bid included an interest rate of below 2%, which is incredibly low especially during these uncertain times. CPA Howard provided the Board with more in depth information of how this bid will benefit the District's finances. Executive Director O'Brien informed the bond closing will take place tomorrow.

President Elkins added under Correspondence that the Foundation received two (2) donations totaling approximately \$146. Additionally, President Elkins reminded commissioners to file their Statement of Economic Interest with Cook County if they had not already done so for this year. Then deadline for filing has been extended to August 1.

OTHER

President Elkins highlighted the following items:

- A. Budget & Appropriations Ordinance Public Hearing – July 27, 2020 @ 7pm – Zoom Conferencing App
- B. Next Regular Board Meeting – July 27, 2020 @ 7pm – Zoom Conferencing App
- C. Next Workshop Meeting – August 10, 2020 @ 7pm – Community Center

Executive Director O'Brien updated the Board that in-person board meetings would resume in August with the group meeting in one of the upstairs activity rooms, which were large enough to allow for social distancing for the Board, staff, and any guests that attend. Masks would be required in common areas and restrooms. Commissioner Morrison asked if Board members who are not comfortable with attending in-person would have the option to attend future meetings remotely. Executive Director O'Brien stated that he would discuss this matter further with Attorney Mraz. The Board and staff further deliberated on whether or not in-person board meetings will resume in August.

ADJOURNMENT

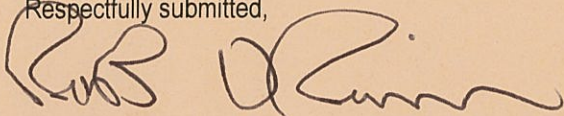
A motion was made by Commissioner Duesing and seconded by Commissioner Grima to adjourn the July 13, 2020 Workshop Meeting at 8:50pm.

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