

**HANOVER PARK DISTRICT
1919 WALNUT AVENUE
HANOVER PARK, ILLINOIS 60133
BOARD OF COMMISSIONERS WORKSHOP MEETING
COMMUNITY CENTER BOARDROOM
MONDAY, MARCH 9, 2020 7:00 P.M.**

MINUTES

CALL TO ORDER

The Park Board of Commissioners Workshop Meeting of Monday, March 9, 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:	5	Commissioners Duesing, Elkins, Fuentez, Grima, and President Morrison
Commissioners Absent:	0	None
Staff Present:	8	Executive Director O'Brien, Superintendent of Recreation Cox, Superintendent of Parks and Planning Villar, Business Supervisor Santucci, Director of Tennis & Member Services Thompson, CPA Howard, Business Office Support Wall, and Executive Assistant & HR Mislevy
Staff Absent:	1	CCAC Manager Kress
Guests Present:	0	None

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA

A motion was made by Commissioner Duesing and seconded by Commissioner Elkins 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

None

STAFF REPORT

Commissioner Duesing recognized CCAC Manager Kress and Centre Court Athletic Club staff on a job well done on the increase of participation numbers from this time last year. Commissioner Elkins asked if the Google ads have been an effective marketing tool for recreation programming, to which Superintendent Cox confirmed they have been. Commissioner Elkins, President Morrison, and Superintendent Cox further discussed improving readability of the marketing report, as well as improving tracking of the connection between clicks on the ads and program sales. The District's current system is unable to accurately track the connection between ad clicks and specific program sales. Director of Tennis & Member Services Thompson informed that the upgrading RecTrac system the District is looking to migrate to will allow the District to better track the ads to sales connection. The Board asked staff to look into the capabilities of the upgraded RecTrac system to allow for an easier registration for patrons and more thorough ads to sales tracking for

the District. President Morrison then asked Executive Director O'Brien to clarify which staff make up the Administration Department and to specify the discussion items under this section of the Staff Report. Executive Director O'Brien informed that he and Executive Assistant & HR Mislevy were Administration staff. It was clarified that the Lunch is On Us incentive program is an HR function run out of the Recreation Department, where then Executive Director O'Brien announces the winners and nominees within the Administration Department staff report. President Morrison asked if some aspects of the Administration Department staff report, such as information on the Playbook and graffiti removal waiver, be re-assessed and mentioned in other parts of the Staff Report (Playbook information under Marketing Department and graffiti removal waiver under Parks Department). She asked that the Administration Department Staff Report include information on the major projects Executive Director O'Brien and Executive Assistant & HR Mislevy were working on at that time. Lastly, Commissioner Duesing discussed additional renovations needed to the men's locker room and shower area at Centre Court, specifically new grout and caulk. Superintendent Villar explained these renovations were not within the current budget, but that he would look into estimates for this repair work for the future.

LEGISLATIVE UPDATE

No discussion.

FINANCE / ADMINISTRATION

A. Capital Projects Budget Process 101 presentation -- Business Office Support Wall

President Morrison explained to the Board that she was invited to staff's finance workgroup and budget kickoff meetings and that she asked for Business Office Support Wall to provide the Board with more information on how the District created their Capital Projects list and plans for funding these projects. Business Office Support Wall explained to the Board how staff prioritized 25 projects out of 200, which were then ranked to create the 3-year Capital Project Plan. She then provided more information on how staff proposes their projects through the Capital Projects Request Form, which is then reviewed by the Finance Workgroup, and finally approved by Executive Director O'Brien. Business Office Support Wall tracks the funding for these projects and any overages must be brought back to the Finance Workgroup for re-assessment. President Morrison asked if the District's security camera system was moved up to Year 1 of the Capital Project Plan, to which Business Office Support Wall confirmed it was moved to Year 1.

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

CPA Howard highlighted the overages in legal fees, explaining that this was due to an increase in project and services contracts which require Attorney Mraz's review and revision before being presented to the Board. He further shared that legal fee expenses related to specific capital project contract review/negotiations will be reclassified to the funds of those capital projects, which will help reduce the overage amount in this area.

C. Review Program Revenue and All Funds Summary Reports (as of February 29, 2020)

CPA Howard highlighted that the Recreation Department was realizing an approximate 10% growth in program revenues. He also recognized that Centre Court Athletic Club has recognized an almost full recovery from two years prior with an approximate \$17,000 surplus.

D. Discuss Trane projects financing -- CPA Howard

CPA Howard provided the Board with a breakdown of the projects and expenses that will be included with the District's anticipated agreement with Trane, including upgrades to lighting, building automation system, HVAC rooftop units, among others, that all contribute to energy savings. He further recommended that the District pursue an energy measurement and savings verification survey for two (2) years. Trane has determined the District will realize \$39,000 in savings per year. CPA Howard further provided more information on the finance options the District is currently pursuing with Speer Financial. He then discussed the added benefit of the projected \$40,000 in annual project expense savings through pursuing this agreement. The Board and staff further discussed potential concerns and benefits of pursuing this agreement, such as financing stability and project unknowns.

RECREATION

A. Seafari Springs Aquatic Center recruitment plan presentation -- Superintendent of Recreation Cox

Superintendent Cox presented the Seafari Springs Aquatic Center recruitment plan to the Board, highlighting the various methods staff are using to find pool staff, current staffing numbers, and backup plans if only minimum staffing levels are achieved. President Morrison asked for an update on Mayor Craig's promise for helping the District recruit lifeguards through connections with U-46 and YMCA, to which Superintendent Cox informed that the Village has primarily assisted in recruitment efforts through sharing the recruitment flyer on the Village's social media accounts and through word of mouth. The Board and staff further discussed other recruitment ideas, such as recruiting through First Student and Eagle Scouts, posting yard signs, including hiring ads on District receipts, and posting recruitment ads in university newspapers. Lastly, President Morrison asked for clarification and updates on Seafari Springs information that will be published in the summer Playbook, specifically the hours of operation and explanation of pool pass pricing.

B. Review Seafari Springs Aquatic Center Concessions RFP/License Agreement

President Morrison identified some parts of the agreement that needed to be revised, such as how Item B under "License Fee" was missing from this draft of the agreement and why the fee date was scheduled for July when the contract would begin in May. Superintendent Cox said that she will discuss these with Executive Director O'Brien and Attorney Mraz and correct these concerns before the Board's final approval.

C. Review Midco, Inc. System Monitoring/Service Agreement with Gold Maintenance Renewal quote and Nike Software Assurance quote

Executive Assistant & HR Mislevy reminded the Board that this is an annual agreement between the District and Midco, Inc for the District's physical phones, maintenance, and voicemail software. Midco has updated their agreement terms and conditions, so Attorney Mraz has been negotiating with Midco's legal team over changes to this agreement. Executive Assistant & HR Mislevy further informed that the rates have gone up since the previous year. President Morrison also asked that the list of facilities included in the agreement be updated to remove Hollywood and include Longmeadow Activity Center.

D. Review Village of Hanover Park rental fee application and waiver request for their June 5, 2020 Movie in the Park event

Superintendent Cox informed the Board that this is an annual rental application from the Village of Hanover Park. She asked if the Board would allow the District authority to waive the rental fees for Movie in the Park events in the future, since the Board has formally approved waiving the rental fees for this event for several years. The Board discussed how waiving the rental fees for the Village's Movie in the Park events was a show of community and collaboration. Executive Director O'Brien thanked the Board and confirmed that the District will document all future Movie in the Park rental fee waivers within the Recreation Department staff report.

E. Review Jeff Ellis & Associates, Inc Consulting Agreement for Professional Aquatic Safety & Risk Management Services with Client Status Notification

Superintendent Cox informed the Board that this is an annual agreement that was currently under review by Attorney Mraz. She added that Ellis offers two (2) different fees for their consulting agreement and that the District pays the auditing fee that covers the services for monthly audits. Superintendent Cox further informed the Board that staff was reviewing the different pricing and services options through Ellis to see if pursuing additional services may be beneficial in the future.

PARKS

A. Review Park Inspections

Superintendent Villar informed the Board that Parks Department staff inspect parks and playgrounds monthly during the winter months.

B. Code Violations Update

The Board asked if staff could provide this report on a quarterly basis since the only outstanding violations require major renovation projects that are currently outside of the District's financial resources to complete. Commissioner Elkins asked if the grass and weed height citations for Community, Heritage, and Ranger parks was a current problem for the District, to which Executive Director O'Brien confirmed was not a current problem, but that staff would need to remain diligent on the upkeep once spring arrives. Executive Director O'Brien informed that staff has plans to introduce local vegetation and grasses to replace invasive weeds.

C. Monarch Butterfly Waystation Project Update

Superintendent Villar provided the Board with more information on the project map that included in their board packets, which shows how the monarch butterfly waystation area has been expanded. He also discussed the various plants that will be planted in the waystation area in order to attract monarchs.

D. Review Upland Design, Ltd. OSLAD Grant Services Proposal and Addendum

Executive Director O'Brien informed the Board that this proposal with Upland Design was for their services in helping the District draft an OSLAD grant application for renovations to Community Park, including upgrades to the playground, shelter, and pathways. Staff is also looking to include basketball court upgrades and the Board suggested community garden upgrades as well. Executive Director O'Brien informed that the application deadline is July 1, which announcement of the awarded grant at the end of the year.

E. Review 2020 Seafari Springs Wood Fence Bid Tabulation and Staff Recommendation

Superintendent Villar explained to the Board that the low bidder did not include all the required information within their bid packet, which disqualified them from the bidding process. Staff's recommendation is for the Board to award the bid to the next lowest, qualified bidder, which is Action Fence Contractors. Superintendent Villar clarified that this project would be for the wood perimeter fence at Seafari Springs Aquatic Center.

F. Review 2020 Seafari Springs Rope/Net Fence Bid Tabulation and Staff Recommendation

Superintendent Villar informed the Board that staff's recommendation is for the Board to award this bid to Misfits Construction Company, because they are the lowest qualified bidder. He added that both this project and the wood perimeter fence project can be done simultaneously.

G. Review Landmark Ford T350 2020 Transit 15 Passenger Wagon for purchase through State of Illinois Joint Purchase Program

Superintendent Cox informed the Board that the District needs a third programming vehicle and that staff discovered a 15-passenger wagon that is currently available for purchase through the Illinois joint purchase program. She highlighted the additional features the District was looking to purchase, such as backup alarm, rustproof and undercoat, extended length running boards, and taller roof to allow for program leaders to stand in the vehicle when needed. Business Office Support Wall shared that the District had originally budgeted approximately \$55,000 for a new vehicle for this purpose, but that purchasing through the Illinois joint purchase program, they will be able to purchase the 15-passenger wagon with add-ons for under \$36,000.

CCAC

A. Dome update

Superintendent Villar informed the Board that the dome mechanics are running well.

B. Capital projects update

President Morrison expressed her excitement for the continued renovations of the front desk area, pro shop, and kitchen area of Centre Court Athletic Club. Renovations are still underway, but the results were looking fantastic.

CORRESPONDENCE

None.

OTHER

President Morrison highlighted the following items:

- A. Seafari Springs Season Pass Early-Bird Sale -- Starting now to Memorial Day (May 25, 2020)
- B. Clover Hunt -- Saturday, March 14, 2020 starting at noon @ Community Center Main Floor Hallway
- C. Next Foundation Meeting -- March 23, 2020 @ 6pm
- D. Next Regular Board Meeting -- March 23, 2020 @ 7pm

- E. Xbox Fortnite Party -- Saturday, March 28, 2020 from 5-8pm @ Community Center Gym
- F. Breakfast with the Bunny -- Saturday, April 4, 2020 starting at 8am @ Community Center Gym
- G. Next Workshop Meeting -- April 13, 2020 @ 7pm
- H. Good Friday -- April 10, 2020 -- Community Center closed except for CCAC
- I. HPPF Viva Hanover Park Benefit Ball -- Friday, April 17, 2020 from 5:30-10pm @ Villa Olivia

ADJOURNMENT

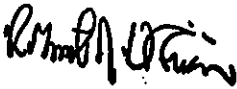
A motion was made by Commissioner Duesing and seconded by Commissioner Elkins to adjourn the March 9, 2020 Board of Commissioners Workshop Meeting at 8:46pm.

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