

**HANOVER PARK PARK DISTRICT
1919 WALNUT AVENUE
HANOVER PARK, ILLINOIS 60133
BOARD OF COMMISSIONERS WORKSHOP MEETING
ZOOM CONFERENCING APP
MONDAY, APRIL 12, 2021 7:00 P.M.**

MINUTES

CALL TO ORDER

The Park Board of Commissioners Workshop Meeting of Monday, April 12, 2021 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 Morrison, Grima, Fuentes and President Elkins
Commissioners Absent:	1	Commissioner Duesing (arrived at 7:09pm)
Staff Present:	7	Executive Director O'Brien, Superintendent of Recreation Cox, Superintendent of Parks & Planning Bessette, Business Services Manager Santucci, CCAC Manager Kress, Marketing & Communications Manager Gomez, and Executive Assistant & HR Mislevy
Staff Absent:	0	
Guests Present:	1	CPA Howard

APPROVAL OF THE AGENDA

A motion was made by Commissioner Grima and seconded by President Elkins 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:	4	Commissioners Fuentes, Grima, Morrison, and President Elkins
Nays:	0	None
Absent:	1	Commissioner Duesing

Motion carried.

INTRODUCTION OF STEVE BESSETTE

The Board welcomed Steve Bessette as the District's new Superintendent of Parks and Planning. Superintendent Bessette provided the Board with some information on his experience in parks and recreation, specifically focusing on his experience with facilities, horticulture, and parks,

MATTERS FROM THE PUBLIC

Executive Director O'Brien confirmed for the record that there were no members of the public physically present in the Board Room and none were present virtually through Zoom. He also confirmed no questions or concerns were received prior to the meeting.

STAFF REPORT

Manager Gomez introduced the Board to the new format and content in the Marketing Staff Report. Executive Director O'Brien reported to the Board that Commissioner Morrison informed him over the weekend that there was an incident Friday evening at the District's Church Street parking lot that led to the death of a local teen. Members of the public created a memorial at the site, which staff has secured. Executive Director O'Brien explained that an accident/incident report was filed with PDRMA, the District's insurance company, and a report was requested from the Hanover Park Police Department which will be provided once the police complete their investigation. Further discussion was held regarding emergency procedures retraining for key staff.

Commissioner Duesing entered the April 12, 2021 Workshop Meeting at 7:09pm through the Zoom conferencing App.

LEGISLATIVE UPDATE

Executive Director O'Brien confirmed there was no update.

FINANCE / ADMINISTRATION

A. Review Statement of Cash Receipts & Disbursements & related revenue/projection reports (May 1, 2020 through March 31, 2021)

CPA Howard began his discussion with the All-Funds Summary, reporting 97% of tax revenues have been received. He stated the Corporate Fund has an approximate surplus of \$177,000, which historically covers the deficit in the Aquatic Fund for Seafari Springs Aquatic Center operations. He further highlighted a small deficit in the IMRF and Bond Debt Service funds, but that the Bond Debt Service Fund should break even by the end of the fiscal year, and overall, the District is projected to end the fiscal year with a small surplus.

CPA Howard then presented the Revenue Reports for the CCAC and Recreation funds to the Board. CCAC is exceeding budget revenues goals overall with tennis lessons leading, while Recreation Department programs are still limited due to the capacity and safety restrictions imposed by COVID-19. Recreation Fund revenues are at 27% of what is typical for the department, which is consistent with what is occurring at other area park districts. The Board and District staff continued to discuss the success of both the adult and youth tennis lesson programs being offered through CCAC, which can be attributed to a number of factors including quality of instruction.

CPA Howard concluded by discussing the projected effects of the District's closure due to COVID-19, reporting that although the District has stabilized, some effects of the pandemic will still be reflected in the 2021-22 fiscal year budget. The Recreation Fund is on track toward an approximate \$100,000 surplus that will be critical going into the new fiscal year and the Athletic Club will exceed revenue budget for the first time in 12 years.

B. Capital Plan Discussion and Capital Projects Renovations Update:

i. By Priority Report

ii. Ahlstrand Renovation Project Report

Manager Santucci highlighted where a new column has been added to the Capital Plan by Priority report to clarify when a project has been physically completed, but not financially closed yet. She also confirmed that at this point in time the District is under their Year 1 Capital Plan budget by approximately \$50,000.

C. Security Cameras Project Update

Superintendent Cox informed the Board that through industry research and connections, the District will be able to save money and time by drafting the bid internally instead of hiring a consultant. She added that finding three (3) companies to provide proposals for consultant services has been difficult since most have expressed more interest in submitting bids for the project itself. Commissioner Morrison asked for more information regarding the scope of this bid, to which Executive Director O'Brien confirmed the primary scope would include the Community Center and parking lots, Ahlstrand Fieldhouse, Seafari Springs Aquatic Center, and Longmeadow Activity Center.

D. Discuss return to in-person park board meetings

Executive Director O'Brien opened discussion regarding the Board's comfort in returning to in-person park board meetings, dependent on the county or state moving into the "Bridge Phase" or "Phase 4.5" of the Restore Illinois Plan. He confirmed that staff is looking into alternative spaces for the Board's return to in-person meetings that would accommodate the Board, staff, and members of the public that would still allow for social distancing and occupancy restrictions.

E. Review Law Offices of Bryan E. Mraz & Associates, P.C. Professional Services Agreement

Executive Director O'Brien highlighted the fact that Attorney Mraz has proposed no increase in costs from the previous year for his services.

RECREATION

A. Review Midwest Cricket Conference License Agreement

Superintendent Cox informed the Board that the District increased fees associated with rentals and license agreements, to which all three (3) cricket teams that have worked with the District in the past have agreed to the terms in the new license agreements. Commissioner Duesing inquired about updates to the cricket pitches and Superintendent Cox responded that this is something she is working on with the cricket leagues and the District's corporate counsel.

B. Review American Cricket Conference License Agreement

Discussion held under Recreation Item A.

C. Review Caso Cricket Conference License Agreement

Discussion held under Recreation Item A.

D. Review Flores & Rosales Family Corporation License Agreement for concession services at Seafari Springs Aquatic Center

Superintendent Cox confirmed that the District was prepared to work with this corporation last year, but then the pandemic prevented the Aquatic Center from opening for the summer season. She added that this contract guarantees \$3,000 in concession revenues and due to the fact that this corporation is a restaurant, they have waitstaff that will abide by the COVID-19 safety guidelines for aquatic concessions.

E. Review Midco, Inc. System Monitoring/Service Agreement with Gold Maintenance Renewal quote and Nikel Software assurance quote

Superintendent Cox confirmed that this agreement is currently being negotiated between Midco, Inc. and the District's corporate counsel.

F. Discussion of water damage at Hollywood Activity Center and considerations for future use

Superintendent Cox informed the Board that a Village of Hanover Park water meter broke and flooded the District's Hollywood Activity Center. She provided background information in how long the facility has been closed, largely due to necessary roof repairs, and informed that staff was researching potential renovation and demolition options. Staff confirmed the need for submitting an insurance claim for the damages while they were still exploring all options for the facility. The Board and staff continued discussion on the processes the District will take in reviewing the benefits and challenges associated with both restoring the facility and demolishing the facility.

PARKS

A. Review Park Inspections

Executive Director O'Brien confirmed that Superintendent Bessette would begin reporting on park inspections at the May Workshop meeting.

CCAC

A. Review Independent Contractor Agreement with Dave Regus

CCAC Manager Kress confirmed that Dave Regus has worked with the District for the past three years and that there has been only minimal changes to the contractor agreement.

CORRESPONDENCE

A. SLSF Gold Medal Fashion Show Donation Thank You

Executive Director O'Brien informed the Board that the District made a donation and he attended this virtual event.

OTHER

President Elkins highlighted the following items:

- A. Next Regular Board Meeting – Monday, April 19, 2021 @7pm – Zoom
- B. Statement of Economic Interests Filing Deadline - Saturday, May 1, 2021
- C. Next Workshop Meeting – May 10, 2021 @7pm – Zoom

Executive Director O'Brien informed the Board that all current Board members need to file their Statement of Economic Interests for the year 2020 by the deadline of May 1, 2021.

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

A. Executive Director's Annual Review – Adjourn into executive session and not reconvene the April 12, 2021 Workshop Meeting due to the fact that there will be no other business to discuss or take action on.

A motion was made by President Elkins and seconded by Commissioner Grima to adjourn into executive session and not reconvene the April 12, 2021 Workshop Meeting due to the fact that there will be no other business to discuss or take action on.

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

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

Motion carried.

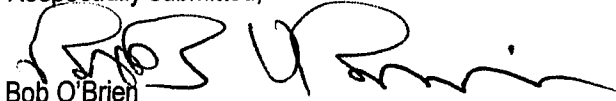
ADJOURNMENT

Without further discussion or action required within the public meeting, a motion was made by President Elkins and seconded by Commissioner Grima within the 4/12/21 Executive Session to adjourn the April 12, 2021 Workshop Meeting at 9:45pm.

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

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

Respectfully submitted,



Bob O'Brien
Board Secretary
BO:LAM