

**HANOVER PARK PARK DISTRICT
1919 WALNUT AVENUE
HANOVER PARK, ILLINOIS 60133
BOARD OF COMMISSIONERS WORKSHOP MEETING
ZOOM CONFERENCING APP
MONDAY, NOVEMBER 9, 2020 7:00 P.M.**

MINUTES

CALL TO ORDER

The Park Board of Commissioners Workshop Meeting of Monday, November 9, 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:	9	Executive Director O'Brien, Superintendent of Recreation Cox, Superintendent of Parks & Planning Villar, CPA Howard, CCAC Manager Kress, Business Services Manager Santucci, Recreation Supervisor Nicol, Marketing & Communications Manager Gomez, and Executive Assistant & HR Mislevy
Staff Absent:	0	None
Guests Present:	0	None

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 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 provided the Board with an update on COVID-19 cases among staff, confirming 2 cases and 1 probable case. He stated the Admin Team would be meeting to discuss potential closure of the building for 2 weeks to allow for cleaning and for the safety of staff. Commissioner Morrison brought up concerns regarding how a closure and short notice would impact programs and facilities like E-Learning and Centre Court, as well as the parents and participants that rely on District programs and facilities. Executive Director O'Brien stated that an off-site location could be used and would be considered. The Board discussed having eligible staff do fully remote work for the next 2

weeks. Superintendent Cox, who is also Safety Coordinator, detailed the COVID-19 safety precautions District staff have been abiding by and supervisors have been enforcing. Executive Assistant & HR Mislevy reported that the Task Force has been collecting information from local and state departments of public health to help the Admin Team in their decision. The consensus of the Board is to keep facilities safe, open and operational.

The Board then held further discussion with staff regarding status updates on repair and renovation projects for the four-court tennis dome and Ahlstrand's playground. Superintendent Villar informed that work was completed on the dome's cement wall and would be inflated as soon as weather permits. He also updated the Board that the wrong wood chips were installed in the playground, but that they were in the process of being replaced with the correct ADA-compliant material.

LEGISLATIVE UPDATE

Executive Director O'Brien reported that more Illinois counties are moving into Tier 2 of the state's mitigation plan, including DuPage County. Cook County, where the Community Center is located, remains in Tier 1 at this time.

FINANCE / ADMINISTRATION

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

Manager Santucci confirmed there are 3 payrolls in October 2020 and 2 in November 2020, which is reversed from what occurred in 2019. She stated that the 2C bond funds, from annual rollover, were added to the back of this report and the 2B Bond will be added to the Bond Fund. CPA Howard reported Recreation Department revenues continue to be heavily impacted by COVID-19 restrictions, but the Corporate and Recreation funds do show a surplus with expenses down. CCAC is ahead of their revenue goal with tennis lessons driving this revenue surplus. President Elkins asked CPA Howard if the District was in danger of limits to retaining revenues with expense savings and CPA Howard confirmed that the District was not in danger.

B. Review Proposed 2020 Tax Levy Worksheet with Resolution #20-21-20 – A Resolution Determining the Amounts of Money Exclusive of Election Costs Estimated to be Necessary to be Raised by Taxation Pursuant to the Proposed Levy of the Hanover Park Park District for the Fiscal Year Beginning May 1, 2021

CPA Howard explained to the Board that the Tax Levy worksheet is a historical review of District tax levies and extensions. He further explained how the 2020 tax levy request and estimated extension will be impacted by COVID-19. CPA Howard confirmed that since the projected Levy is below a 5% increase, a Truth in Taxation hearing would be required of the District.

C. Capital Projects Renovations Update

Superintendent Cox informed the Board that the Ahlstrand flooring project should be completed in mid-December. She also reported that a new fire alarm system is being installed at Ahlstrand which will feature a voice announcement system.

D. Monthly Progress Report on Executive Director Initiatives

Executive Director O'Brien informed the Board that grant research is primarily done by supervisors and/or Superintendents at other park districts. He will be asking the Admin Team to research grants for 1 to 2 hours each week in 2021. Commissioner Grima asked for a status update on the Hanover Park Park District Foundation. Executive Director O'Brien and President Elkins confirmed that the next meeting would be held in December and would be moving to Tuesday night to accommodate current members and trustees. Commissioner Morrison asked about 2021 Foundation meetings not included in the 2021 meetings list. President Elkins explained that this decision was made to separate the Foundation and District, since the Foundation is its own entity. Executive Director O'Brien stated the Foundation meeting schedule would be decided on by the Foundation.

E. Review 2021 Board Meeting Schedule

The board went over the 2021 Board meeting schedule and the committee meeting schedule. President Elkins explained that IPRA suggests 2 committee meetings per year. Commissioners Grima and Duesing discussed meeting in December for the Ordinances, Rules, and Regulations Committee. They asked Executive Director O'Brien to review discussion items and send them information via email in the next few weeks. President Elkins asked to move the April Workshop to the 12th and the Regular Board meeting to the 19th to accommodate Passover.

RECREATION

None

PARKS

A. Review Park Inspections

No discussion.

B. Monarch Butterfly Waystation Project

Superintendent Villar reviewed plants that have been and will be planted in the expansion of the Waystation. Executive Director O'Brien explained that Resolution #20-21-21, A Resolution Authorizing the Executive Director to Enhance and Expand Available Habitat for Monarch Butterflies and other Native Pollinators, is a means to increase public awareness of the Waystation.

C. Review Resolution #20-21-21 – A Resolution Authorizing the Executive Director to Enhance and Expand Available Habitat for Monarch Butterflies and other Native Pollinators

Commissioner Morrison asked what prompted the call for a resolution. Executive Director O'Brien explained this was suggested by the DuPage Monarch Project Group as a way to enhance Waystation exposure and possibly improve chances for a future grant

D. Review Equipment Disclaimer and Hold Harmless Agreement and Ordinance #20-21-06 Authorizing the Sale and/or Conveyance for the 2004 Ford F-150 Pickup Vin# 2FTRF17204CA63424

Gabe explained to the Board that these documents are required when selling Park District property. Executive Director O'Brien added that the truck being sold has already been replaced.

CCAC

A. Dome Update

Superintendent Villar reported that The Farley Group has completed work on the Dome foundation and the Dome will be re-inflated.

B. Discuss termination of UTR contract with Universal Tennis, LLC

Manager Kress confirmed that CCAC held a few UTR events before the shutdown due to COVID-19 occurred. She explained that UTR has not been willing to discount dues while CCAC is unable to use their program so the decision was made to not renew for next year.

C. Review Termination of Independent Contractor Agreement Between the Hanover Park Park District and the Hoffman Estates Park District by Mutual Agreement with Resolution #20-21-22 Approving Said Agreement

Manager Kress provided background information on how this contract originally came to be, but the unanticipated hurdles in implementing it have led to a mutual termination of this agreement.

CORRESPONDENCE

A. Thank You from School District 54

Executive Director O'Brien explained to the Board that this is an annual letter thanking the Park District for our partnership with their schools and staff.

OTHER

President Elkins highlighted the following items:

- A.** Next Regular Board Meeting – October 26, 2020 @ 7pm - Zoom
- B.** Thanksgiving – Thursday, November 26, 2020 – Community Center closed, CCAC open
- C.** Thanksgiving Friday – November 27, 2020 - Community Center closed, CCAC open
- D.** Next Workshop Meeting – December 7, 2020 @ 7pm – Zoom

President Elkins proposed that the Park District honor Pearl Harbor Day in a Resolution at the December 7, 2020 Meeting, making it a Special Meeting so this Resolution can be approved by the Board.

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 11/9/20 Workshop Meeting at 8:35pm.

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