

**HANOVER PARK DISTRICT  
1919 WALNUT AVENUE  
HANOVER PARK, ILLINOIS 60133**

**BOARD OF COMMISSIONERS SPECIAL MEETING  
COMMUNITY CENTER BOARD ROOM & CONFERENCING APP  
MONDAY, MARCH 8, 2021 7:00 P.M.**

**MINUTES**

**CALL TO ORDER**

The Park Board of Commissioners Special Meeting of Monday, March 8, 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	Commissioner Morrison, Fuentez, Grima, and President Elkins
Commissioners Absent:	1	Commissioner Duesing
Staff Present:	6	Executive Director O'Brien, Superintendent of Recreation Cox, CCAC Manager Kress, Marketing & Communications Manager Gomez, Business Supervisor Santucci, and Executive Assistant & HR Mislevy
Staff Absent:	1	Superintendent of Parks & Planning Villar
Guests Present:	2	CPA Howard, Rec Supervisor Wittkamp

**APPROVAL OF THE AGENDA**

A motion was made by Commissioner Grima and seconded by Commissioner Fuentez to approve the Agenda as presented.

Commissioner Morrison asked the Board why there is no Executive Session scheduled to review the Director's review and President Elkins responded that with Commissioner Duesing and Manager Santucci absent the committee lacked a quorum. President Elkins confirmed that the Executive Session will be held during the March 22, 2021 Regular Board Meeting.

The Board further discussed details of the timeline for the Director's evaluation tool and reverse review tool.

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

Ayes:	4	Commissioners Morrison, Fuentez, Grima, and President Elkins
Nays:	0	None
Absent:	0	Commissioner Duesing

Motion carried.

**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 present virtually through Zoom. He also confirmed no questions or concerns were received prior to the meeting.

**STAFF REPORT**

Manager Gomez provided the Board with an update on spring seasonal programming, both virtual and in-person. Superintendent Cox confirmed for the Board that all 3 cricket teams have accepted the increase in rental fees. Manager

Kress explained to the Board how CCAC has paused group tennis classes rather than issuing full refunds in order to follow CDC guidelines so to maximize revenues. Commissioner Morrison questioned who would be cross-training the new Superintendent of Parks & Planning, who would be starting April 5, 2021. Executive Director O'Brien stated that the District has focused on candidates with extensive industry experience and that he would be training the new hire with Building Tech Sojda's assistance with the tennis dome and Seafari Springs Aquatic Center maintenance. The Executive Director O'Brien further discussed with the Board updates to the Staff Report formatting and alignment of the staff performance appraisal rating scale.

### **LEGISLATIVE UPDATE**

Executive Director O'Brien reported that State legislators are back in session. He went on to say that IAPD has reviewed and will provide a report in the next few weeks on the pieces of legislature that may impact park districts.

### **FINANCE / ADMINISTRATION**

#### **A. Review Statement of Cash Receipts and Disbursements (May 1, 2020 through February 28, 2021)**

CPA Howard reported that revenues are at 83% and tax revenues will be at 100% of budget by the end of this month. He further reported that many expenditures remain below 83% and projected Corporate and Recreation funds to have approximately \$100,000 in revenues at the end of the fiscal year. Recreation program revenues are running at about 20% of normal capacity and are experiencing an overall loss of approximately \$114,000. CPA Howard highlighted that indoor tennis lessons are 60% of overall Centre Court Athletic Club (CCAC) revenue. CCAC revenues continue to exceed budget, resulting in a deficit half of what was originally projected for this time in the fiscal year. CCAC is projected to end the fiscal year with an approximate loss of \$1000,000. He concluded by reporting the completed capital projects are currently running approximately \$49,000 under budget.

#### **B. Review Auditor's Engagement Letter from Seldon Fox**

CPA Howard explained that there has been no increase in expense from Seldon Fox for their services, speculating that this is due to changes made to how they conduct their services during the pandemic.

#### **C. Capital Plan Discussion and Capital Projects Renovation Update**

- i. By Priority Report
- ii. Ahlstrand Renovation Project Report

Manager Santucci reported that a few payments were made on projects completed at Ahlstrand and confirmed that the overall expenses for Year 1 of the Capital Plan is currently running approximately \$49,000 under budget, which could be applied to future overages. She also informed the Board that the District has budgeted to have a grand opening for Seafari Springs Aquatic Center in the spring of this year, which was added to Year 1 of the Capital Plan. Commissioner Morrison asked if the Ahlstrand Playground Project is still listed as incomplete due to the invoice not yet being paid out to which Executive Director O'Brien confirmed that was correct. She went on to ask if a column could be added to the report reflecting the physical completion date in addition to the column showing when the invoice was processed. Staff provided more in-depth information and updates on the Seafari Springs Grand Re-Opening and Security Camera Project at the Board's request.

Superintendent Cox provided an update on the renovations at Ahlstrand Fieldhouse. She stated that the bathroom partitions have been completed and furniture is on order and expected to be delivered and installed in approximately a month. She added that the parking lot repairs will be the last step in this project.

### **RECREATION**

#### **A. Recreation Supervisor, Blake Wittkamp Introduction**

Superintendent Cox introduced Blake Wittkamp to the Board, providing to the Board his employment history with the District, touching on his degree in the industry, work history with other park districts, and recent accomplishments during his first week on the job.

**B. Review Independent Contractor Agreement with Official Finders, LLC for Officiating Services for the District's Basketball League 2022 Season**

Superintendent Cox provided background on this agreement, explaining that the Recreation Department has a history of using Official Finders for referees and has always been satisfied with the quality of their services.

**C. Review Independent Contractor Agreement with Official Finders, LLC for Officiating Services for the District's Basketball League 2022 Season**

Superintendent Cox provided background on this agreement, explaining that the Recreation Department has a history of using Official Finders, LLC for referees and has always been satisfied with the quality of their services.

**D. Review Sub-Merchant Application and Agreement and Related Documents with Rec Trac, LLC d/b/a Vermont Systems**

Superintendent Cox informed the Board that in order to be in compliance the District needed to upgrade their credit card processing software and hardware since the current credit card service does not support chip readers. After researching the options available the District has decided to pursue the services of Rec Trac, LLC, which is also handling the Rec Trac migration. Pay Trac, a sub-merchant of Rec Trac, will streamline credit card reporting for the District. Commissioner Morrison asked why this needed to be a special meeting to approve, to which staff explained this was needed for the District to remain on-track for their Rec Trac migration launch.

**E. Resolution #20-21-32 – A Resolution Approving of the Agreement Between the Hanover Park District and Rec Trac, LLC D/B/A Vermont Systems**

A motion was made by Commissioner Grima and seconded by Commissioner Fuentez to approve Resolution #20-21-32, A Resolution Approving of the Agreement Between the Hanover Park District and Rec Trac, LLC D/B/A Vermont Systems, as presented. President Elkins confirmed this motion and second for the record.

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

Ayes:	4	Commissioners Grima, Fuentez, Morrison, and President Elkins
Nays:	0	None
Absent:	1	Commissioner Duesing

Motion carried.

**PARKS**

**A. Review Park Inspections**

Executive Director O'Brien informed the Board that he has updated the Park Inspection Report to show when no repairs or issues were found at parks during staff's inspection.

**B. Review 2021 Mowing Services Bid Tabulation, Staff Recommendation, and Mowing Services Agreement with Jaclynn, Inc. d/b/a Gilio Landscape Contractors**

Executive Director O'Brien informed the Board that the District received 5 bids at competitive pricing and that staff is recommending that the Board award the bid and approve a 1 year contract with the lowest bidder, Gilio Landscape Contractors.

**CCAC**

**A. Review Independent Contractor Agreement with Mike Patrick for Tennis Instruction and Coaching Services**

CCAC Manager Kress provided the Board with background on Mike Patrick's credentials for this position, including the information that he will be bringing his own clients to the Club. She added that staff are anticipating an increase in revenues through this new contractor.

CCAC Manager Kress also informed that Board of the differences, similarities, benefits, and concerns of staffing pros with independent contractors instead of hiring pros on as staff. She stated the Club's goal moving forward is to hire on full time tennis pro staff as profits increase.

## **CORRESPONDENCE**

### **A. SLSF Celebrate Ability Gala Sponsor Thank You**

President Elkins noted that a thank you letter was received from the Special Leisure Services Foundation.

## **OTHER**

President Elkins highlighted the following dates and items:

- A.** Next Regular Board Meeting – March 22, 2021 @ 7pm - Zoom
- B.** Next Foundation Meeting – Tuesday, March 23, 2021 @ 6pm - Zoom
- C.** Good Friday, April 2, 2021 – District observed holiday – Community Center closed, CCAC open
- D.** Next Workshop Meeting – April 12, 2021 @ 7pm – Zoom

President Elkins questioned the April 2<sup>nd</sup> holiday, he was under the impression it had been changed to Martin Luther King Jr Day. CCAC Manager Kress explained that it is one of 3 or 4 elective holidays and that there has not been any recent change to the District's observed holidays for full time staff.

## **ADJOURNMENT**

A motion was made by Commissioner Grima and seconded by Commissioner Fuentes to adjourn the March 8, 2021 Board of Commissioners Special Meeting at 8:51pm.

There being no further discussion the following answered:

Ayes:	4	Commissioners Grima, Fuentes, Morrison, and President Elkins
Nays:	0	None
Absent:	1	Commissioner Duesing

Motion carried.

Respectfully submitted,

Bob O'Brien  
Board Secretary  
BO:LAM