

**HANOVER PARK DISTRICT
1919 WALNUT AVENUE
HANOVER PARK, ILLINOIS 60133
BOARD OF COMMISSIONERS WORKSHOP MEETING
ZOOM CONFERENCING APP
MONDAY, SEPTEMBER 14, 2020 7:00 P.M.**

MINUTES

CALL TO ORDER

The Park Board of Commissioners Workshop Meeting of Monday, September 14, 2020 was called to order by President Elkins at 7:06 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	
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:	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 was confirmed by President Elkins.

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

Ayes:	5	Commissioners Duesing, Morrison, Fuentes, 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 informed the Board that DuPage County Board has approved the COVID-19 Relief Grant for Park Districts. Staff is now waiting to confirm with DuPage County, with a meeting to be held later this month. Hanover Park Park District could receive up to the maximum relief amount of \$19,000. Executive Director O'Brien then informed the Board that election petition packets for the Park Board of Commissioners 2021 election are available to be picked up beginning September 15, 2020. Petitions can be circulated beginning September 22, 2020. Lastly, CCAC Manager Kress reported that it is difficult for her to get accurate tennis percentages since the hours of tennis fluctuate, but the racquetball percentages are accurate. She added that Centre Court numbers are ahead of last year. Executive Director O'Brien gave kudos to CCAC Manager Kress for the new equipment installed in the Fitness Center.

LEGISLATIVE UPDATE

Executive Director O'Brien stated that there is no update this month and there will be more information on the Tax Levy in October.

FINANCE / ADMINISTRATION

A. Review DuPage County Coronavirus Relief Fund Intergovernmental Agreement

Executive Director O'Brien stated the agreement is being reviewed by Attorney Mraz. DuPage County staff will meet with Park District staff to discuss how the County wants COVID-19 expenses broken down. President Elkins had questions on the relief amount and how population affects that amount. Executive Director O'Brien stated he was in the process of getting more detailed information on how population was counted from DuPage County.

B. Review the Statement of Cash Receipts and Disbursements and related revenue/projection reports (May 1, 2020 through August 31, 2020)

CPA Howard informed the Board that CCAC indoor tennis lesson numbers are almost on a par with 2019 and over 2018 revenues when the dome was not available. Recreation programming revenue is half of the 2019 revenue, which shows the impact Phase 4 restrictions had on the department. CPA Howard stated that CCAC's net is on track for a good fiscal year. CCAC Manager Kress reported that membership renewal revenue is down because membership renewal dates were extended to reflect the time CCAC was closed. Membership revenue should pick up in January/February 2021. CPA Howard gave projections of the effect of the facility closure regarding revenue and expenses. At the six (6) month point of the fiscal year he will provide projections for the balance of the year.

C. Capital Projects Renovations Update

i. Ahlstrand Fieldhouse

ii. CCAC Front Desk

iii. Community Center Front Desk

Superintendent Cox stated staff met with the flooring contractors and the bidding process has been started for the Ahlstrand Flooring Project. A contract for review and approval should be ready for the October Park Board meetings. CCAC Manager Kress stated that the front desk counter in Centre Court had the necessary holes drilled to allow the computer wiring to be put out of sight. She added that the weight room has new flooring and there are still funds available for the purchase of additional fitness equipment. Superintendent Villar shared that the counter for the front desk in the Community Center has been installed and work will be fully complete in two (2) weeks.

D. Discuss Board Committee Meetings

President Elkins suggested that board committee meetings be held on the night of Board Workshops and are held more regularly than what they have been in the past to help reduce the length of Workshop Meetings and be more involved in the early planning stages of new District programs or classes. Commissioner Grima questioned how this would work with board members who sit on multiple committees and President Elkins responded by saying meetings could be staggered. The Board and District staff held in depth discussion on the purpose and use of board committees, as well as if changing the purpose of Board committees would be considered a stronger influence of day-to-day operations. The Board arrived at the consensus that President Elkins would put together a written proposal regarding his vision for board committee meetings and present it for the Board's review in October. Commissioner Morrison suggested that some of this information on programs and classes being requested by President Elkins could also be communicated through the Executive Director's Friday Update emails.

E. Monthly Progress Report on Executive Director Initiatives

Executive Director O'Brien stated he has two different engagement surveys for reverse review templates; Administration staff will review and decide which will best fit their needs and present their decision at the October Workshop meeting. Executive Director O'Brien then shared that the Mutual Respect Webinar for all Department Heads and supervisory staff will be held on October 29 with mandatory attendance. Further, he has reached out to Foundation members regarding new membership/volunteers and said he has not received any feedback yet. Manager Gomez updated the Board on the Marketing Department's Goals and Objectives, including market plans for CCAC, Business, Recreation, and Parks departments. He and Commissioner Grima discussed how the District may help the Foundation in spreading the word that they are looking to expand Foundation membership.

F. Discuss in-person Board Meetings starting in October

Commissioner Fuentes had asked previously how the Board and staff felt about resuming in-person meetings. Executive Director O'Brien reported that staff was largely uncomfortable with group meetings and there is the lack of an available space in the building that would allow for social distancing of a group of that size. The consensus of the Board was that for September and October meetings would be held through the Zoom Conferencing App.

RECREATION

A. Review Independent Contractor Agreement for e- sports instruction services with GGLeagues,Inc.

Superintendent Cox provided an overview of the concept of e-sports and the contractor the District is looking to work with to facilitate this program, GGLEagues, Inc. She highlighted how the District would start with doing state-wide tournaments, then look into more local ones, and that GGLEagues currently works with fifty (50) park districts across Illinois. There will be four (4) games that will be offered through this program. Commissioner Grima asked if the District has upgraded internet and network systems for hosting this program, to which Superintendent Cox clarified that GGLEagues would be hosting.

PARKS

A. Review Park Inspections

No discussion.

B. Village Code Violations Quarterly Report

Superintendent Villar informed the Board that everything that could be resolved in-house has been completed. The Ranger Park retaining wall has been brought up to date. Staff is maintaining control of the weeds in the parks.

CCAC

A. Dome Update

Manager Kress informed the Board that work to repair the 25 foot foundation wall of the four-court tennis dome will begin next week. This dome is currently operational and being used by members.

CORRESPONDENCE

None

OTHER

President Elkins highlighted the following items:

- A.** Puzzle Palooza-Saturday, September 19, 2020 from 1-3pm @ Community Center (Registration deadline 9/16)
- B.** Next Foundation Meeting - September 28, 2020 @ 6pm-Zoom
- C.** Next Regular Board Meeting - September 28,2020 @7pm-Zoom
- D.** Columbus Day-Monday, October 12, 2020 - All FT staff off, Community Center & CCAC open
- E.** Next Workshop Meeting - October 19, 2020@7pm
- F.** Spooktacular House Decorating Contest – Wednesday, October 21, 2020 from 4-6pm over Facebook (registration deadline 10/19)
- G.** Trunk or Treat – Saturday, October 24, 2020 from 10-11:30am @ Community Center

President Elkins stated board meetings will be held over the Zoom conferencing app moving forward.

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 9/14/20 Workshop Meeting at 8:45pm.

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