**HANOVER PARK PARK DISTRICT**

**1919 WALNUT AVENUE**

**HANOVER PARK, ILLINOIS 60133**

**BOARD OF COMMISSIONERS SPECIAL MEETING**

**BOARD ROOM & ZOOM CONFERENCING APP**

**MONDAY, MARCH 14,2022 @ 7:00 P.M.**

 **MINUTES**

**CALL TO ORDER**

The Park Board of Commissioners Special Meeting of Monday, March 14, 2022, was called to order by President Elkins at 7:00 p.m.

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

Upon the roll being called, the following answered:

CommissionersPresent: 4 Commissioners Fuentez, Reilly, Mustafa, and President Elkins

Commissioners Absent: 1 Commissioner Vences

Staff Present: 6 Executive Director O’Brien, Superintendent of Recreation Cox, Superintendent of Parks and Planning Bessette, Business Manager Santucci, CCAC Manager Kress, and Marketing and Communications Manager Gomez

Staff Absent: 0 None

Guests Present: 1 CPA Howard, Nauman Azeemi

**APPROVAL OF THE AGENDA**

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

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

Ayes: 4 Commissioners Fuentez, Reilly, Mustafa, and President Elkins

Nays: 0 None

Absent: 1 Commissioner Vences

Motion carried.

**MATTERS FROM THE PUBLIC**

Executive Director O’Brien confirmed that there was one member of the public physically present in the Board Room at the start of the meeting, none present virtually through Zoom, and no questions or concerns were received prior to the meeting. Nauman Azeemi addressed the Board with concerns about youth of the community in regards to cricket.

**STAFF REPORT**

**A**. **Administration**

 None

**B. Business Services**

Manager Santucci explained that the contract with Vanguard Energy will expire in July. Manager Santucci will request a proposal from Vanguard with one, two, and three year options.

**C. Marketing & Communication**

Manager Gomez reported that the Spring Playbook is out. He compared costs of printing versus digital and recommends going forward with digital, with postcards then mailed out. He would then allocate printing funds towards promotional marketing.

**D. Parks & Planning**

 Superintendent Bessette reported that the Parks Department will be hiring a full-time Parks Technician by April 1st.

**E. Recreation**

Superintendent Cox gave a recap of upcoming special events. She also discussed upcoming summer programming.

**F. Centre Court Athletic Club**

Manager Kress discussed LYMBiO, a digital training platform. She explained CCAC is in the early stages of gathering information regarding the program.

**LEGISLATIVE UPDATE**

None

**FINANCE/ADMINISTRATION**

**A.** **Review Statement of Cash Receipts & Disbursements & Related Revenue/Projection Reports - May 1, 2021 through February 28, 2022**.

 Manager Santucci and CPA Howard reviewed with the Board the Statement of Cash Receipts & Disbursements and shared with the Board the revenue/projection reports.

**B. Capital Plan Discussion & Capital Projects Renovations Update**

 i. Priority List Update

 ii. Security Camera Project Update

 Superintendent Cox reported camera installation is complete with the exception of the Church Street lot.

 Manager Santucci reported that 31 of 43 projects are now complete with a surplus fund of approximately $141,000.

**RECREATION**

None

**PARKS**

**A. Review Lightitech Agreement – Community Park Lighted Game Field Lighting Upgrades**

Superintendent Bessette reported that by working with Lightitech and ComEd the final out-pf-pocket cost to the District will be $24,665.07. He added the lights will be installed in April.

**B. Review Professional Services Agreement from Upland Design, Inc. for East Harbor Park Pathway Repairs**

Superintendent Bessette explained that $16,200 is the fee Upland Design will charge for the bid, proposal, surveying the property, and other pre-work costs. He is hopeful the pathway will be completed by the end of summer.

**C. Review Park Inspections**

 Superintendent Bessette reported that there was a broken slide in one of the parks.

**D. Village Code Violations Update**

 Superintendent Bessette reported that he is working on the Hollywood demolition and hopes to have bid packets available in April.

**CCAC**

**Review New Tennis Pro Independent Contractor Agreement – Matthew Maloney**

Manager Kress explained that Matthew Maloney has previously worked with Rich Snodgrass in Florida. She noted that the Independent Contractor Agreement with Matthew Maloney is the same as contracts with other CCAC Independent Contractors.

A motion was made by Commissioner Reilly and seconded by Commissioner Fuentez to approve the Independent Contractor Agreement with Matthew Maloney, as presented.

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

Ayes: 4 Commissioners Fuentez, Reilly, Mustafa, and President Elkins

Nays: 0 None

Absent: 1 Commissioner Vences

Motion carried.

**NEW BUSINESS**

**A. Resolution #21-22-29 – A Resolution Approving of the Agreement with Upland Design, Ltd. For Consulting Services for Pathway Repairs at East Harbor Park**

A motion was made by Commissioner Reilly and seconded by Commissioner Fuentez to approve Resolution #21-22-29 - A Resolution Approving of the Agreement with Upland Design, Ltd. For Consulting Services for Pathway Repairs at East Harbor Park, as presented.

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

Ayes: 4 Commissioners Fuentez, Reilly, Mustafa, and President Elkins

Nays: 0 None

Absent: 1 Commissioner Vences

Motion carried.

**B. Resolution #21-22-30 – A Resolution Approving of the Agreement with Lightitech, LLC. For Installation of Lighting Upgrades for Community Park**

A motion was made by President Elkins and seconded by Commissioner Fuentez to approve Resolution #21-22-30 - A Resolution Approving of the Agreement with Lightitech, LLC. For Installation of Lighting Upgrades for Community Park, as presented.

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

Ayes: 4 Commissioners Fuentez, Reilly, Mustafa, and President Elkins

Nays: 0 None

Absent: 1 Commissioner Vences

Motion carried.

**C. Resolution #21-22-31 – A Resolution Approving of the Personnel Policy Manual Change – Travel & Vehicle Use Policy**

A motion was made by Commissioner Reilly and seconded by Commissioner Fuentez to approve Resolution #21-22-31 - A Resolution Approving of the Personnel Policy Manual Change – Travel & Vehicle Use Policy, Section 58, as presented.

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

Ayes: 4 Commissioners Fuentez, Reilly, Mustafa, and President Elkins

Nays: 0 None

Absent: 1 Commissioner Vences

Motion carried.

**CORRESPONDENCE**

None

**FUTURE EVENTS**

1. **Park Business**

~HP Park Foundation Board Meeting – March 22, 2022 @ 7pm – Board Room

~Admin Team Meeting – March 28, 2022 @ 10am – Board Room & Zoom

~Park Board Finance Committee Meeting – March 28, 2022 @ 5pm – Board Room

~Next Regular Board Meeting – March 28, 2022 @ 7pm – Board Room & Zoom

~Admin Team Meeting – April 11, 2022 @1 pm – Board Room & Zoom

~Park Board Recreation Committee Meeting – April 11, 2022 @ 5pm – Board Room

~Park Board Workshop Meeting – April 11, 2022 @ 7pm – Board Room & Zoom

~Admin Team Meeting – April 25, 2022 @10 am – Board Room & Zoom

~Park Board Maintenance Committee Meeting – April 25, 2022 @ 5 pm – Board Room

~Park Board Regular Meeting – April 25, 2022 @ 7pm – Board Room & Zoom

**B. Community Events**

~HPPD Bunny Visits – April 2, 2022 10am-1pm

~HP Village & HPPD Dog Eggstravaganza – April 2, 2022 2-3pm Ontarioville Park

~Lions Club Breakfast with the Bunny & Egg Hunt – April 9, 2022 8am-11am Gym

~Kids at Hope Coalition Health Fair – April 23, 2022 – Gym

~PPD Tapas & Paint – May 6, 2022 @ 6:30pm

**C. Other Events**

~Chamber Meeting – March 16, 2022

~HP Lions Club Meeting – March 16, 2022 @ 7pm

~St. Patrick’s Day – March 17, 2022

~Spring Begins – March 20, 2022

**ADJOURNMENT**

Without further discussion or action required within the public meeting, a motion was made by Commissioner Reilly and seconded by Commissioner Fuentez to adjourn the March 14, 2022 Special Meeting at 9:00pm.

Without further discussion and upon the roll being called, the following answered:

Ayes: 4 Commissioners Fuentez, Reilly, Mustafa, and President Elkins

Nays: 0 None

Absent: 1 Commissioner Vences

Motion carried.

Respectfully submitted,

Bob O’Brien

Board Secretary

BO:SL