

**HANOVER PARK DISTRICT
1919 WALNUT AVENUE
HANOVER PARK, ILLINOIS 60133
BOARD OF COMMISSIONERS REGULAR MEETING
ZOOM CONFERENCING APP VIRTUAL MEETING
MONDAY, MAY 18, 2020**

**MINUTES
7:00 P.M.**

CALL TO ORDER

The Regular Board Meeting of Park Commissioners was called to order on Monday, May 18, 2020 by President Morrison at 7:00pm.

Upon the roll being called, the following answered:

ROLL CALL

Commissioners Present:	4	Commissioners Duesing, Elkins, Fuentez, and President Morrison
Commissioners Absent:	1	Commissioner Grima (entered the zoom meeting at 7:02pm)
Staff Present:	6	Executive Director O'Brien, Superintendent of Recreation Cox, Superintendent of Parks & Planning Villar, CCAC Manager Kress, Business Supervisor Santucci and Executive Assistant & HR Mislevy
Staff Absent:	0	None
Guests Present:	1	Attorney Mraz

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA

A motion was made by Commissioner Duesing and seconded by Commissioner Elkins to approve the agenda, as presented.

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

Ayes	4	Commissioners Duesing, Elkins, Fuentez, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

Commissioner Grima verbally confirmed his attendance within the May 18 Regular Board Meeting at 7:02pm.

ADJOURN TO BINA PUBLIC HEARING concerning the intent of the Board to issue \$1,000,000 Alternate Bonds for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, including but not limited to financing energy efficient lighting upgrades, installing a building automation system, replacing HVAC rooftop units, and replacing gymnasium heaters, and for the payment of the expenses incident thereto.

A motion was made by Commissioner Duesing and seconded by Commissioner Grima to adjourn the 5/18/20 Regular Board Meeting and call to order the 5/18/20 BINA Public Hearing.

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

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

Motion carried.

President Morrison then followed the BINA Public Hearing script verbatim. When asked if there were any questions from members of the Board, Commissioner Duesing confirmed there were none. When asked if there were any members of the public physically or virtually present or any submissions of written testimony, Executive Director O'Brien confirmed there were none. President Morrison confirmed that there was no further discussion regarding the official BINA public hearing of May 18, 2020.

The official BINA Public Hearing minutes of May 18, 2020 were included and signed by Executive Director O'Brien, as Board Secretary, as part of the BINA Public Hearing Order.

RECONVENE 5/18/20 REGULAR BOARD MEETING

A motion was made by Commissioner Duesing and seconded by Commissioner Elkins to adjourn the 5/18/20 BINA Public Hearing and reconvene the 5/18/20 Regular Board Meeting.

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

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

Motion carried.

MATTERS FROM THE PUBLIC

Executive Director O'Brien confirmed that there were no members of the public in attendance during this Zoom meeting.

Executive Assistant & HR Mislevy disconnected from the May 18 Regular Board Meeting at and Executive Director O'Brien began recording the May 18 Regular Board Meeting at approximately 7:10pm.

Attorney Mraz verbally confirmed his attendance within the May 18 Regular Board Meeting at 7:12pm.

APPROVAL OF THE MINUTES

A motion was made by Commissioner Elkins and seconded by Commissioner Duesing to approve the 4-13-20 Special Meeting Minutes, 4-27-20 Regular Board Meeting Minutes, and 4-27-20 Executive Session Minutes, as presented. President Morrison confirmed this motion and second for the record.

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

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

Motion carried.

ATTORNEY'S REPORT

Attorney Mraz asked if there was any members of the public physically or virtually present at the District's earlier BINA public hearing, to which Executive Director O'Brien confirmed there were none and that there were no questions/statements submitted by the public prior to the public hearing.

Attorney Mraz confirmed that there was no new business to discuss regarding the Attorney's Report.

Executive Assistant & HR Mislevy verbally confirmed her attendance within the May 18 Regular Board Meeting at approximately 7:15pm.

TREASURER'S REPORT

A motion was made by Commissioner Elkins and seconded by Commissioner Fuentez to accept the Treasurer's Report for the month ending April 30, 2020, as presented. President Morrison confirmed this motion and second for the record.

Business Supervisor Santucci informed the Board that the District only received approximately \$9,500 in tax revenues over the past month, but did receive over \$2,000 in interest. She also confirmed that there were no changes to the District's debt schedule.

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

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

Motion carried.

COMMITTEE REPORTS

A. Statement of Cash Receipts and Disbursements (May 1, 2019 through April 30, 2020)

A motion was made by Commissioner Elkins and seconded by Commissioner Duesing to accept the Statement of Cash Receipts and Disbursements May 1, 2019 through April 30, 2020, as presented.

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

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

Motion carried.

B. Review Program Revenue and All Funds Summary Reports (as of April 30, 2020)

Business Supervisor Santucci provided the Board with the highlights from the financial reports for March and April of this year. Going into the month of February, Centre Court Athletic Club (CCAC) had a profit of approximately \$13,000. The need for the District to close to the public greatly impacted CCAC's revenues, resulting in a project \$40,000 loss for the month of May and an overall Club Fund deficit of approximately \$62,500. Recreation programming revenues ended with an approximate \$31,800 deficit for the month of April, though the overall Recreation Fund ended the fiscal year with an approximate surplus of \$137,000. This Recreation Fund surplus will cover the remaining minimal maintenance and utilities expenses for Seafari Springs Aquatic Center. Business Supervisor Santucci also informed the Board that she and CPA Howard would be presenting an interfund transfer request for their review and approval within the June board meetings. This interfund transfer request would be a transfer from the Corporate and Recreation Funds into the Centre Court Athletic Club Fund. President Morrison asked that the title of "Program Revenue" be changed to something that would clearly indicate that report is solely reflecting Recreation Department program revenues, and not the revenues from CCAC's programs or rentals.

WARRANT

A motion was made by Commissioner Elkins and seconded by Commissioner Duesing to approve Warrant #19-20-01 covering check numbers 80321-80345 from the Payroll Checking Account in the amount of \$111,397.14 and check numbers 62526-62616 from the General Corporate Checking Account in the amount of \$326,973.78 for a Grand Total Warrant in the amount of \$438,370.92.

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

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

Motion carried.

NEW BUSINESS

A. Resolution #20-21-01 – A Resolution Authorizing the Execution of the Professional Services Agreement Between the Hanover Park District and Bryan E. Mraz & Associates, P.C.

A motion was made by Commissioner Elkins and seconded by Commissioner Duesing to approve Resolution #20-21-01, A Resolution Authorizing the Execution of the Professional Services Agreement Between the Hanover Park Park District and Bryan E. Mraz & Associates, P.C., as presented.

Commissioner Elkins recognized Attorney Mraz's time of service to the District and expressed his gratitude for the excellent work and assistance Attorney Mraz provides the District.

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

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

Motion carried.

B. Resolution #20-21-02 – A Resolution Approving of the Financial Management and Accounting Services Agreement Between the Hanover Park Park District and Governmental Accounting, Inc.

A motion was made by Commissioner Duesing and seconded by Commissioner Elkins to approve Resolution #20-21-02, A Resolution Approving of the Financial Management and Accounting Services Agreement Between the Hanover Park Park District and Governmental Accounting, Inc., as presented.

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

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

Motion carried.

CORRESPONDANCE

None

OTHER

President Morrison highlighted the following dates and items:

- A. "The Office" Trivia Night – Friday, May 22, 2020 @ 7pm – HPPD Facebook
- B. Memorial Day – Monday, May 25, 2020 – Holiday
- C. Family Nickelodeon Trivia Night – Friday, May 29, 2020 @ 7pm – HPPD Facebook
- D. Next Workshop Meeting – June 8, 2020 @ 7pm – Zoom Conferencing App
- E. Next Regular Board Meeting – June 22, 2020 @ 7pm – Zoom Conferencing App

Attorney Mraz took this time to discuss indoor and outdoor tennis operational guidelines from various State of Illinois agencies. CCAC Manager Kress informed the Board that Centre Club Athletic Club would begin outdoor tennis lessons on Friday, following the guidelines issued by the IL Department of Commerce and Economic Opportunity (DCEO), Park District Risk Management Agency (PDRMA), and the Illinois Association of Park Districts (IAPD). She added that Club staff have been working on a plan for when the time came to re-open and that they were prepared. Executive Director O'Brien added that the Hanover Park Police Department would be the ones monitoring and enforcing the executive order mandates issued by Governor Pritzker.

President Morrison asked Executive Director O'Brien to provide the Board with an update regarding some recent incidents that occurred at District facilities, namely the collapse of the four-court tennis dome, flooding to the lower level of the Community Center, and fire within the Maintenance Garage. Executive Director O'Brien provided an overview of these incidents. Superintendent Villar informed the Board that one of the mowers in the Parks Department caught on fire and was a total loss, but that there was no other significant damage to equipment within the garage. The garage itself had minimal smoke and water damage. He submitted a claim to the District's insurance agency, PDRMA, and they confirmed that a replacement mower would be covered under the District's plan. Executive Director O'Brien and Superintendent Villar further discussed their processes in searching for a new comparable mower with Attorney Mraz. Staff further explained to President Morrison the specific procedures they followed regarding this incident. Superintendent Villar then provided the

Board with an update on the flooding incident. Most of the water was within the Facilities Offices, Centre Club Athletic Club, and the hall leading to the gym. He confirmed that a representative from PDRMA did an inspection and report for the District's damage claim as well. ServePro was called to dry out the remaining water. Finally, staff discussed with collapse of the four-court tennis dome with the Board and Attorney Mraz. Superintendent Villar highlighted that staff followed protocol, calling PDRMA immediately to file a claim. He also confirmed that the PDRMA agent who performed the inspection said that the probable cause was a faulty patch, but that the electric back-up system did activate in this situation.

Commissioner Fuentez took this time to request the COVID-19 guidelines Centre Court Athletic Club will be following when they re-open. Executive Director O'Brien and CCAC Manager Kress confirmed they will be provided as soon as possible.

ADJOURNMENT

A motion was made by Commissioner Elkins and seconded by Commissioner Fuentez to adjourn the May 18, 2020 Board of Commissioners Special Meeting at 8:06pm.

There being no further discussion the following answered:

Ayes:	5	All
Nays:	0	None
Abstain:	0	None

Motion carried.

Respectfully submitted,



Bob O'Brien
Board Secretary
BO:LAM