

**SPECIAL HANOVER PARK DISTRICT
1919 WALNUT AVENUE
HANOVER PARK, ILLINOIS 60133
BOARD OF COMMISSIONERS SPECIAL MEETING
ZOOM CONFERENCING APP
MONDAY, July 12, 2021 7:00 P.M.**

MINUTES

CALL TO ORDER

The Park Board of Commissioners Special Meeting of Monday, July 12, 2021 was called to order by President Elkins at 7:19 p.m.

Upon the roll being called, the following answered:

ROLL CALL

Commissioners Present:	4	Commissioners Fuentez, Grima, Mustafa, and Reilly
Commissioners Absent:	1	President Elkins
Staff Present:	7	Executive Director O'Brien, Superintendent of Recreation Cox, CCAC Manager Kress, Superintendent of Parks & Planning Bessette, Business Services Manager Santucci, Marketing & Communications Manager Gomez, and Executive Assistant & HR Mislevy
Staff Absent:	0	None
Guests Present:	1	CPA Howard

MOTION TO APPOINT CHAIR OF THE JULY 12, 2021 SPECIAL MEETING

A motion was made by Commissioner Fuentez and seconded by Commissioner Reilly to appoint Vice President Grima as Chair of the July 12, 2021 Special Meeting.

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

Ayes:	4	Commissioners Fuentez, Grima, Mustafa, and Reilly
Nays:	0	None
Absent:	1	President Elkins

Motion carried.

APPROVAL OF THE AGENDA

A motion was made by Vice President Grima and seconded by Commissioner Reilly to approve the July 12, 2021 agenda as presented.

Vice President Grima asked for the Board to consider moving discussion of Agenda Items 9, 10, and 11 under Item 6, Staff Report.

Ayes:	4	Commissioners Fuentez, Grima, Mustafa, and Reilly
Nays:	0	None
Absent:	1	President Elkins

Motion carried.

A motion was made by Vice President Grima and seconded by Commissioner Reilly to approve the amended motion to move discussion of Agenda Items 9, 10, and 11 under Item 6, to the Staff Report.

Ayes:	4	Commissioners Fuentez, Grima, Mustafa, and Reilly
Nays:	0	None
Absent:	1	President Elkins

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

STAFF REPORT

Superintendent Cox opened discussion on the Recreation Department Staff Report, highlighting upcoming special events and a call for volunteers. She also discussed the following items that were previously under Item 9 on the agenda:

- A. Security Camera Project Update
Superintendent Cox continues to work with Attorney Mraz and Ikon to finalize the bid speculations for this project.
- B. Review Intergovernmental Agreement for the Operation of a Before and After School Care Program with the Board of Education of Keeneyville Elementary School District No 20
Superintendent Cox informed the Board that this is a recurring agreement which allows the District to expand its Before & After School Club program within the community.
- C. Review Independent Contractor Agreement with Clowning Around/Celebration Authority for inflatable rental services
Superintendent Cox explained to the Board that this agreement would allow for there to be a 2-person inflatable slide and slide attendants at the Ahlstrand Grand Re-Opening special event. This special event will also have a petting zoo, balloon artist, and other family-friendly activities.

Vice President Grima recognized Superintendent Cox and Operations/Aquatics Supervisor Panagakis for recruiting enough lifeguard staff to allow for full operations at Seafari Springs Aquatic Center. Pool Coordinator Carolyn Johnson was also recognized for her thorough training of all the lifeguards and for teaching the SSAC team how to prioritize safety.

Superintendent Bessette discussed the following items that were previously under Item 10 on the agenda:

- A. Review Park Inspections
Superintendent Bessette informed the Board of an incident that occurred when a private mowing employee drove through a part of Park District property, but that all damage has since been repaired.
- B. Monarch Butterfly Waystation
Superintendent Bessette informed the Board that members of the community and NWSRA brought some monarch eggs to hatch in the area.
- C. Discuss District pathways and tennis courts
Superintendent Bessette provided the Board with an update on the renovation of District pathways and tennis courts. The quotes that the District received were higher than what is in the budget for the project, so now the District will consider pursuing the RFP process or adjusting the scope of the project itself. One specific aspect of this project is the renovation of the tennis courts to repurpose one into pickleball courts, which are in high demand and could provide a new rental revenue stream. Superintendent Bessette also explained how project quotes can be requested from companies the District has formed a previous relationship with, but that those that the District does not have a previous relationship with would need to be obtained through a formal RFP.

Superintendent Bessette also took this time to inform the Board of two (2) change orders to the Trane Energy Project, both of which are necessary additional repairs needed to heaters at the Community Center. One change order will total approximately \$7,600 and the second will total approximately \$8,600. These change orders will go to the Finance Workgroup for review and approval, then to COMED for final approval before the deadline in order for the District to receive the approximate \$100,000 incentive.

Then, Manager Gomez and Executive Director O'Brien provided the Board with updates regarding the Playbook moving from fully digital to both print and digital, as well as NWSRA's upcoming Sensory Garden Open House at the Community Center.

CCAC Manager Kress discussed CCAC staff report highlights, such as how the Club is rebuilding some classes, recruiting tennis professionals, and participation numbers have increased since 2020. Following what was previously Item 11A. on the agenda, Vice President Grima asked for a motion to approve Resolution #21-22-06 – A Resolution Approving of the Independent Contractor Agreement Between the Hanover Park Park District and Charles Murray for tennis instruction and coaching services).

A motion was made by Commissioner Reilly and seconded by Commissioner Fuentez to approve Resolution #21-22-06 - A Resolution Approving of the Independent Contractor Agreement Between the Hanover Park Park District and Charles Murray for tennis instruction and coaching services).

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

Ayes	4	Commissioners Fuentez, Grima, Mustafa, and Reilly
Nays:	0	None
Absent:	1	President Elkins

Motion carried.

LEGISLATIVE UPDATE

Executive Director O'Brien stated that there was no update.

FINANCE / ADMINISTRATION

A. Review Statement of Cash Receipts & Disbursements & related revenue/projection reports (May 1, 2021 through June 30, 2021)

Manager Santucci highlighted that the "Contractual expenses" line item of the Aquatics Fund previously showed a check that was issued to Ellis Management, but now shows that this check was voided. CPA Howard interpreted the revenue reports for the Board, highlighting the major impact the pandemic had on the Recreation Department and how the relaxation of restrictions have led to a growth closer to typical revenues. He additionally highlighted that CCAC's indoor lessons had a positive start to the current fiscal year and continue to improve.

B. Review revisions to the 2021-2022 Tentative Operating Budget

CPA Howard reminded the Board that the capital project budgets and bond revenues are not included in the District's operations budget. CPA Howard then highlighted the major revision to the 2021-2022 tentative operating budget which was due to the unanticipated break of the Jeff Ellis contract requiring an emergency adjustment to the District's overall operating budget to account for delays in the pool opening, unexpected personnel and training expenses, and supplies/utilities. He then reiterated that this budget accounted for an interfund transfer of approximately \$56,000 from the Corporate Fund and \$44,000 from the Recreation Fund in order to offset the \$75,823 deficit incurred by the CCAC Fund. CPA Howard then discussed standard operating budget items reflected in the 2021-2022 tentative operating budget, such as how the deficit seen in the Aquatics Fund would be offset by profits from the Recreation Fund, as well as the purpose of the District's special-purpose funds such as the Audit Fund and Museum Fund. Lastly, CPA Howard detailed the CCAC Fund, highlighting how indoor lessons bring in a majority of overall CCAC revenues, as well as how this budget was created to assist the Club in maintaining a positive overall balance through the interfund transfer. Additionally, bonuses have been budgeted for in the event CCAC was to meet or exceed their budgeted revenue goals. The total budget for the 2022 fiscal year is approximately \$5.3 million and the increase in budget is 11%, primarily due to re-opening Seafari Springs Aquatic Center.

Vice President Grima asked what contributes to the increased CCAC Fund budgeted revenues, to which CCAC Manager Kress responded this would be from staffing top talent in tennis and pickleball instructors. Vice President Grima then asked how the District will balance the Aquatic Fund deficit, to which CPA Howard responded with conservative budget numbers for the Recreation Fund and Aquatic Fund.

C. Capital Plan Discussion and Capital Projects Renovations Update:

i. By Priority Report

ii. Ahlstrand Renovation Project Report

Manager Santucci updated the Board with the information that the final payments were made on the Ahlstrand and Liberty playground replacement projects, which each came in under budget by approximately \$21,000 and \$23,000 respectively. The grand total for years 1 and 2 is currently under budget by approximately \$101,000, which will be held to offset any future expense overages. Then, Superintendent Cox updated the Board with the information that staff is working on recoating the Ahlstrand parking lot and backyard blacktop. Safety Town has been disassembled and lines for various blacktop sports/games will be added.

D. Discuss Board Committee Meetings Schedule for 2021

Executive Director O'Brien informed the Board that he will create a tentative Committee Meetings Schedule for 2021, prioritizing by current District needs, and will present this to the Board for their consideration at the next Park Board meeting. With the passing of the Standing Advisory Committees Ordinance last month the tentative Committee Meetings Schedule for 2021 will show committee meetings twice a year.

E. Discuss scheduling a Parks Tour Special Meeting

Executive Director O'Brien asked the Board to inform him of their August, September, and October availabilities to schedule one (1) or more Parks Tours Special Meetings.

F. Review Tentative Amended Budget and Appropriations Ordinance for Fiscal Year 2020-2021 (for transfer of funds from the General & Recreation Funds to the Centre Court Athletic Club Fund)

CPA Howard explained to the Board the processes of amending a previous budget, which requires an amended budget Ordinance. This amended Ordinance will approve for an interfund transfer from the Corporate Fund and Recreation Fund into the CCAC Fund to offset the existing deficit.

RECREATION

A. Security Cameras Project Update

Discussed under the "Staff Report" section of these minutes.

B. Review Intergovernmental Agreement for the Operation of a Before and After School Care Program with the Board of Education of Keeneyville Elementary School District No. 20

Discussed under the "Staff Report" section of these minutes.

C. Review Independent Contractor Agreement with Clowning Around/Celebration Authority for inflatable rental services

Discussed under the "Staff Report" section of these minutes.

PARKS

A. Review Park Inspections

Discussed under the "Staff Report" section of these minutes.

B. Monarch Waystation Update

Discussed under the "Staff Report" section of these minutes.

C. Discuss District pathways and tennis courts

Discussed under the "Staff Report" section of these minutes.

CCAC

A. Review and motion to approve Resolution #21-22-06 – A Resolution Approving of the Independent Contractor Agreement Between the Hanover Park District and Charles Murray (for tennis instruction and coaching services)

Discussed under the "Staff Report" section of these minutes.

VISION FOR THE DISTRICT

Vice President Grima asked for staff and commissioners to raise their hand if they have a new idea, to which Commissioner Reilly pitched the concept of winning a party rental raffle through Facebook to increase social media exposure. It was decided that this idea would be discussed in further detail at the next Recreation Board Committee meeting. The Board and staff also discussed plans for fall events, such as Trunk-or-Treat and Dia de los Muertes.

CORRESPONDENCE

None

OTHER

- A. Budget & Appropriations Ordinance 2021-2022 Public Hearing – July 26, 2021 @7pm – Board Room & Zoom
- B. Next Regular Board Meeting – Monday, July 26, 2021 @7pm – Board Room & Zoom
- C. Next Workshop Meeting – August 9, 2021 @7pm – Board Room & Zoom

ADJOURNMENT

Without further discussion or action required within the public meeting, a motion was made by Commissioner Grima and seconded by Commissioner Reilly to adjourn the July 12, 2021 Special Meeting at 9:16pm.

Ayes:	4	Commissioners Fuentez, Grima, Mustafa, and Reilly
Nays:	0	None
Absent:	1	President Elkins

Motion carried.

Respectfully submitted



Bob O'Brien
Board Secretary
BO:LAM