

**HANOVER PARK PARK DISTRICT
1919 WALNUT AVENUE
HANOVER PARK, ILLINOIS 60133
BOARD OF COMMISSIONERS SPECIAL MEETING
COMMUNITY CENTER BOARDROOM
MONDAY, JUNE 11, 2018 7:00 P.M.**

MINUTES

CALL TO ORDER

The Park Board of Commissioners Special Meeting of Monday, June 11, 2018 was called to order by President Morrison at 7:00 p.m.
Upon the roll being called, the following answered:

ROLL CALL

Commissioners Present:	5	Commissioner Andrews, Duesing, Elkins, Morgan, and President Morrison
Commissioners Absent:	0	None
Staff Present:	6	Executive Director O'Brien, Superintendent of Recreation Cox, CCAC Manager Kress, Business Supervisor Santucci, CPA Howard, and Administrative Secretary Mislevy
Staff Absent:	1	Superintendent of Parks & Planning Villar
Guests Present:	0	None

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA

A motion was made by Commissioner Morgan and seconded by Commissioner Andrews to approve the Agenda as presented.
There being no further discussion the following answered:

Ayes:	4	Commissioners Andrews, Duesing, Morgan, and President Morrison
Nays:	1	Commissioner Elkins
Abstain:	0	None

Motion carried.

MATTERS FROM THE PUBLIC

None

PUBLIC POLICY PROGRAM UPDATE

President Morrison and Executive Director O'Brien provided the Board with a synopsis of the findings from the Community Opinion Survey that was sent out to Hanover Park Park District residents in order to get the public's opinion on a potential limiting tax rate increase funding proposal. The comprehensive findings report will be reviewed by the Citizen Task Force at their June 12 meeting and will be very influential in the Citizen Task Force's decision on what to recommend to the Board of Commissioners moving forward. President Morrison asked Executive Director O'Brien if the Task Force would be appointing a spokesperson who'll present the Board with their recommendation, to which Executive Director O'Brien said this wouldn't be the case. Commissioner Duesing asked about the average age of the District's likely voter. Staff responded that according to the completed surveys they received, a large majority came back from those in a middle-age demographic, but Commissioner Elkins pointed out that this may not be a true representation of who will be going to the polls in November. It was also confirmed that Marty McAlpin, the District Director for Senator Laura Murphy, and Village Trustee Porter would be attending the next Task Force meeting.

STAFF REPORT

President Morrison highlighted how the Park Foundation received two new sponsors for this year's 5K Dash n' Splash and that with the current 37 registrations, they were on track to surpass last year's registration total. Superintendent of Recreation Cox distributed an updated table of Before and After School Club numbers to the Board and staff. CCAC Manager Kress informed the Board that today was the new Director of Tennis and Member Services, Chris Thompson's, first day with Centre Court. She also informed the Board that she confirmed with USTA representatives that they would be available to present their wheelchair volunteer service award to her at the June 25 Regular Board Meeting, to which the Board agreed it should be added to that meeting's agenda. Executive Director O'Brien provided an overview of the annual PDRMA benefits report. President Morrison inquired about the \$3,000.00 this report showed the District receiving from PDRMA. Executive Director O'Brien explained to President Morrison that this was the collective financial incentive of the District receiving high scores on their last two Loss Control Reviews. Executive Director O'Brien concluded discussion on the Staff Report with updating the Board on the status of the District's inspection into the most recent deflation of the four-court tennis dome. The three parts that were identified as the most likely potential causes of the deflation will be sent to their original manufacturers for testing this week.

LEGISLATIVE UPDATE

Staff and Commissioners discussed the State's passed budget and Executive Director O'Brien made a point to note the State's appropriation of \$29 million in OSLAD grant funds, as well as the new qualification requirements for OSLAD grants.

FINANCE / ADMINISTRATION

A. Review the Statement of Cash Receipts and Disbursements (May 1 2018 through May 31, 2018)

Executive Director O'Brien informed the Board that this was the first Statement of Cash Receipts and Disbursements for the District's 2018-2019 fiscal year.

B. Review 2017-18 Board Committee Assignments/Officers and discuss 2018-19 Assignments/Officers

After reviewing the current Board Committee Assignments/Officers document, the Board agreed that including Bob O'Brien as the Park Board Secretary and as a member of the Park Foundation were the only changes they'd like to see made before their final review and direction at the June 25 Regular Board Meeting.

C. Review Ordinance #18-19-02 – An Ordinance Ascertaining Prevailing Wages in the Hanover Park Park District, and related reports

Executive Director O'Brien informed the Board that this was an Ordinance approved by the Board and filed with both Cook and DuPage Counties on an annual basis. Administrative Secretary Mislevy informed the Board that although the effective date on the prevailing wages reports is September 2017, there have been revisions since then, which have been highlighted on these reports. The most recent revisions to the prevailing wages for Cook and DuPage Counties were made May of this year.

D. Review revisions made to Ordinance #18-19-01 – The Combined Budget and Appropriation Ordinance of the Hanover Park Park District, Cook and DuPage Counties, Illinois for its Fiscal Year: May 1, 2018 through April 30, 2018

CPA Howard informed the Board of the one revision made to the District's proposed budget for the 2018-19 fiscal year, which was in the form of a reclassification of salaries from the Liability Insurance Fund to the Museum Fund. He confirmed that this revision was to reflect the changes the District made to the responsibilities of a number of positions. CPA Howard also informed the Board that the proposed 2018-19 budget was a 1.4% increase from the District's previous budget and was still a balanced budget after revision. He then took a moment to review the District's quarter Funds with the Board and answer any outstanding questions. Commissioner Andrews and Commissioner Elkins further discussed the reasons why the Capital Fund and rollover bonds aren't included in the District's budget, the primary reason being that they require different financial processes than what's required of the District's Operating Funds. Commissioner Elkins asked if the District should try to make do with what they collect in taxes and not issue bonds. CPA Howard explained how the law prohibits park districts from levying taxes for capital projects, but by law the District can levy taxes to pay off bond payments. Therefore, in order to fund capital projects, the District must issue bonds. Commissioner Elkins and CPA Howard further discussed the laws and regulations of park district finance and how it differs from forest preserve district finance and village finance.

UNFINISHED BUSINESS

A. Board Direction – Review and approve amended annual NWSRA Member District Representative Letter

A motion was made by Commissioner Duesing and seconded by Commissioner Andrews to review and approve the amended annual NWSRA Member District Representative letter, as presented.

President Morrison informed the Board that this letter was amended to include the Board's approval of an Alternate NWSRA Member District Representative, as well as the Representative themselves. Executive Director O'Brien had already been approved to be the District's Representative and will continue to act as such, but if there's a time when he is unable to attend an NWSRA Member District meeting, it was decided by the Board that Superintendent Cox would act as the Alternate and attend the meeting in his place.

There being no further discussion the following answered:

Ayes:	5	Commissioners Andrews, Duesing, Elkins, Morgan, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

B. Board Direction – Review and approve amended Seldon Fox Engagement Letter

A motion was made by Commissioner Duesing and seconded by Commissioner Elkins to review and approve the amended Seldon Fox Engagement Letter, as presented.

Executive Director O'Brien reminded the Board how last month Commissioner Elkins asked the District to approach Seldon Fox regarding keeping fees the same as they were the previous year. He confirmed that after discussing this request, Seldon Fox agreed to hold the line and not increase their fees for this year. The Board expressed their gratitude to Executive Director O'Brien and to Seldon Fox.

There being no further discussion the following answered:

Ayes:	5	Commissioners Andrews, Duesing, Elkins, Morgan, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

PARKS

A. Review Park Inspections and Related Reports

Executive Director O'Brien informed the Board that the District's parks have seen steady amounts of activity due to the nice weather.

B. Code Violation Notices Update

Executive Director O'Brien informed the Board that the District was still at 83% completion of the Village's code violations, but that the Village stated they would be issuing another regarding the removal of a dead tree. He added that it was a priority of the District to continue with the maintenance of their parks and facilities, within their financial means.

C. Review Clauss Brothers mowing report (5/2-5/31)

Executive Director O'Brien informed the Board that this was the first mowing report for this season and that Clauss Brothers is doing a fantastic job.

RECREATION

None

CCAC

None

CORRESPONDENCE

None

OTHER

President Morrison highlighted the following items:

- A. Citizens Task Force Meeting – Tuesday, June 12, 2018 @ 6:30pm – Community Center
- B. Next Foundation Meeting – June 25, 2018 @ 6pm
- C. Budget & Appropriations Public Hearing – June 25, 2018 @ 7pm
- D. Next Regular Board Meeting – June 25, 2018 @ 7pm
- E. Independence Day – Wednesday, July 4, 2018 – Community Center & CCAC closed
- F. Bartlett's 4th of July parade – Sunday, July 8, 2018
- G. Next Workshop Meeting – July 9, 2018 @ 7pm
- H. 5K Dash n' Splash Run/Walk – Sunday, July 15, 2018 @ 7:30am

President Morrison added that the Village's next Movie Night will be Friday, July 13 at Heritage Park.

Executive Director O'Brien added that the Village's Pedal in the Preserve will be Saturday, June 23 at 9am.

ADJOURNMENT

A motion was made by Commissioner Duesing and seconded by Commissioner Andrews to adjourn the Board of Commissioners Special Meeting, June 11, 2018 at 7:47pm.

There being no further discussion the following answered:

Ayes:	4	All
Nays:	0	None
Abstain:	0	None

Motion carried.

Respectfully submitted,

Robert J. O'Brien
Board Secretary
RJO:LAM