

**HANOVER PARK PARK DISTRICT  
1919 WALNUT AVENUE  
HANOVER PARK, ILLINOIS 60133**

**BOARD OF COMMISSIONERS WORKSHOP MEETING  
COMMUNITY CENTER BOARDROOM  
MONDAY, MARCH 12, 2018      7:00 P.M.**

**MINUTES**

**CALL TO ORDER**

The Park Board of Commissioners Workshop Meeting of Monday, March 12, 2018 was called to order by President Morrison at 7:01 p.m.

Upon the roll being called, the following answered:

**ROLL CALL**

Commissioners Present:	3	Commissioner Andrews, Morgan, and President Morrison
Commissioners Absent:	2	Commissioner Duesing and Commissioner Elkins (arrived at 7:03pm)
Staff Present:	5	Acting Executive Director O'Brien, Superintendent of Recreation Cox, Acting Superintendent of Parks & Planning Villar, Business Supervisor Santucci, and Administrative Secretary Mislevy
Staff Absent:	1	CCAC Manager Kress
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 to the Board.

Acting Executive Director O'Brien advised the Board that he just received an email from CCAC Manager Kress with information regarding USTA's \$10,000 grant, which had been award to Centre Court Athletic Club, and asked that the agenda be amended in order to discuss this under the CCAC portion of the meeting.

There being no further discussion the following answered:

Ayes:	3	Commissioners Andrews, Morgan, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

Commissioner Elkins entered the Workshop Meeting of Monday, March 12, 2018 at 7:03pm.

**MATTERS FROM THE PUBLIC**

None

**STAFF REPORT**

Department Heads provided the Board with the highlights of the Staff Report, which included the 2018-2019 fiscal year budget preparations, updated needs assessment, reformatting the Staff Report itself, the Recreation Department's book drive being held for Bernie's Books, growth in the District's soccer divisions, data on the District's social media marketing, updates on the bid process for

the pool boiler repairs needed at Seafari Springs, and an overview of the pipe repairs that were made at Seafari Springs. The Board asked staff to try a new formatting for the April Workshop Meeting's Staff Report and that they would discuss reformatting then. Commissioner Andrews asked staff if the District's Job Fair was successful, which Superintendent Cox confirmed this first-time event did bring in some new applications and that hopefully Job Fairs in the future will bring in even more. President Morrison asked if April's Regular Board Meeting would be rescheduled due to the fact that it would be occurring at the same time as IAPD's Legislative Conference in Springfield, which staff and commissioners usually attend. Acting Executive Director O'Brien replied that once attendance to this event was finalized this week, they would be informing the Board on if/when April's Regular Board Meeting should be rescheduled. President Morrison also asked if there would be a scheduling conflict with Breakfast with the Bunny and the All-Star matches on Saturday, March 24. Superintendent Cox confirmed that there shouldn't be, but that she'd reconfirm.

## **STRATEGIC PLAN UPDATE**

None

## **PUBLIC POLICY PROGRAM UPDATE**

Acting Executive Director O'Brien informed the Board and staff that he and President Morrison met with Mayor Craig. The purpose of this meeting was to update the Village on the District's referendum pursuit. President Morrison also relayed to fellow commissioners that Mayor Craig apologized for some of the more heated comments that were made during the September 2017 Board-to-Board meeting. The Board expressed their appreciation of the Mayor's gesture and optimism of a positive relationship between the Village and District looking forward. Acting Executive Director O'Brien informed that the time of the next Public Policy Program meeting has changed to 2pm.

## **LEGISLATIVE UPDATE**

Acting Executive Director O'Brien provided the Board with more information on the Public Funds Investment Act bill and the tackle football legislation which were currently on the floor to be discussed by state legislators. Commissioners Andrews gave the Board and staff an overview of the legislative breakfasts she attended with staff and made a point to recognize Acting Executive Director O'Brien for speaking about the District's referendum initiative with each of the legislators present.

## **FINANCE / ADMINISTRATION**

### **A. Review the Statement of Cash Receipts and Disbursements (May 1 2017 through February 28, 2018)**

Acting Executive Director O'Brien reminded the Board that there were only two months left in the 2017-18 fiscal year. He also informed the Board that Centre Court's Athletic Club revenues were down a bit, but that this would improve by the end of the fiscal year since college and university rental monies would be collected by then. Business Supervisor Santucci told the Board that the District received some of Cook County's tax revenues, with roughly \$263,000 remaining which would be collected within the next two months.

### **B. Review Midco voicemail software and equipment/hardware agreements**

Administrative Secretary Mislevy informed the Board that the rate of Midco's voicemail software agreement had gone down from the previous year. The rate of the hardware agreement remained the same. She also made a point to point out the changes made to Midco's Terms and Conditions for these agreements. The agreements and Terms and Conditions were currently under review by Attorney Mraz, who would be making any necessary revisions in time for the Board to review at the March 26 Regular Board Meeting. Commissioner Elkins asked what specifically Midco was providing the District with the agreements in question. Staff confirmed that when the District first entered into an agreement with Midco they purchased physical phones from them, as well as the software needed for the phones to have voicemail capabilities. Acting Executive Director O'Brien ensured Commissioner Elkins that staff would collect additional information on the District's business with Midco and would make it available for his review.

### **C. Review Snoezelen sensory room remodeling quotes**

Acting Superintendent Villar provided the Board with an overview of the four quotes that the District received regarding the remodeling of a portion of the NWSRA Pursuit 2 space so it would be ready for construction of the Snoezelen Multi-Sensory Room. He also explained that American Heritage Development IL provided the second lowest bid and had the most experience in relation to the work that would be needed for this project. The Board discussed their thoughts and suggestions on the quotes under consideration, specifically in regards to grammatical errors that were present in some. Acting Executive Director O'Brien assured the Board that those errors would be revised for their approval of a quote at the March 26 Regular Board Meeting.

## **PARKS**

### **A. Review Park Inspections and Related Reports**

President Morrison asked for staff to clarify what the “No report” meant on the February Accident Review Committee (ARC) minutes. Superintendent Cox explained that the February ARC meeting had been postponed to March, as opposed to the Committee meeting and there being nothing that was discussed. President Morrison asked that in the future this be clarified in the minutes, suggesting that they should read “No meeting” or “No minutes” as opposed to “No report”.

### **B. Code Violation Notices Update**

Acting Executive Director O'Brien told the Board that the District had received an extension on the resolution timeline for the code violations. The new due date for these is May 15, 2018. He confirmed that he is still updating the Village every couple of weeks on the District's progress on resolving the outstanding violations.

### **C. Review Village of Hanover Park Annual Graffiti Waiver**

Staff confirmed that there were no changes made to the Village's annual Graffiti Removal Waiver from the previous year.

### **D. Review Deotek agreement**

Acting Superintendent Villar confirmed that there were no changes made to Deo-Tek's Staffing and Recruiting Service Agreement from the previous year.

### **E. Review Clauss Brothers mowing contract**

Administrative Secretary Mislevy stated that she remembered previous discussion regarding the District expanding on their contract with Clauss Brothers and asked if this had been done. Acting Executive Director O'Brien confirmed that since the rates were the same for this year's contract, nothing had been added or changed in the scope of this contract. He said that he was looking forward to another successful year working with Clauss Brothers.

## **RECREATION**

### **A. Review annual Schaumburg Prairie Center for the Arts rental agreement**

Superintendent Cox informed the Board that the venue name had been changed to Al Larson Prairie Center for the Arts and that the estimated rate total was dependent on the length of the District's dance recital. The dance recital is scheduled for Friday, April 27 at 7pm and that if tickets were cut in time, they would be made available to commissioners by the April 9 Special Meeting or could be picked up by them at the event.

## **CCAC**

### **A. \$10,000 USTA Award granted to Centre Court Athletic Club**

Acting Executive Director O'Brien summarized the email that CCAC Manager Kress received from USTA. The email was a confirmation of the \$10,000 grant award to CCAC and stated that the District should receive the check in about six to eight weeks. Business Supervisor Santucci reminded the Board that the grant was for CCAC's resurfacing of their indoor courts, the funding for which came out of the District's Capital Fund. For this reason, she recommended that the \$10,000 check be deposited back into the Capital Fund to be used toward some of the other projects the District was looking to fund. The Board and staff again congratulated CCAC Manager Kress and the rest of Centre Court's staff for the hard work they put in to receive this award.

## **CORRESPONDENCE**

### **A. PDRMA Loss Control Review 2018 award plaque**

The Board congratulated staff for a job well done on PDRMA's 2018 Loss Control Review. Acting Executive Director O'Brien and Superintendent Cox confirmed that the award jackets for commissioners and Department Heads would be delivered sometime in April.

## **OTHER**

President Morrison highlighted the following items:

- A. Breakfast with the Bunny – Saturday, March 24, 2018 from 8-11am @ Community Center Gym
- B. Next Foundation Meeting – March 26, 2018 @ 6pm
- C. Next Regular Board Meeting – March 26, 2018 @ 7pm
- D. Good Friday – March 30, 2018 – All full-time staff off (floating holiday)

Acting Executive Director O'Brien informed the Board that Good Friday was actually not one of the District's floating holidays and confirmed that the Community Center front desk would be open for part of the day, along with Centre Court.

- E. Family Nerf Battle – Friday, April 4, 2018 from 5:30-8pm @ Community Center Gym
- F. Next Special Meeting – April 9, 2018 @ 7pm

Acting Executive Director O'Brien reminded commissioners that the April 9 Workshop Meeting had been changed to a Special Meeting so that they could review and approve the quotes and proposals within the necessary timeframe for the repairs to the pool boilers at Seafari Springs.

President Morrison then asked Commissioner Elkins and Commissioner Andrews to schedule their Park Board photos with Marketing Supervisor Gomez. It was decided that if Marketing Supervisor Gomez was available, the photos would be taken immediately before or after the March 26 Regular Board Meeting.

Lastly, Administrative Secretary Mislevy informed the Board of changes to the timeline for the Board review and approval of the District's 2018-19 budget. She confirmed that she would be emailing each commissioner this year's budget timeline so they could update their Important Board Decisions documents accordingly.

## **ADJOURNMENT**

A motion was made by Commissioner Elkins and seconded by Commissioner Andrews to adjourn the Board of Commissioners Workshop Meeting, March 12, 2018 at 7:58pm.

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