

**HANOVER PARK PARK DISTRICT  
1919 WALNUT AVENUE  
HANOVER PARK, ILLINOIS 60133  
BOARD OF COMMISSIONERS REGULAR MEETING  
COMMUNITY CENTER BOARDROOM  
MONDAY, MAY 21, 2018**

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

**CALL TO ORDER**

The Regular Board Meeting of Park Commissioners was called to order at 7:00 p.m. on Monday, May 21, 2018 by President Morrison.  
Upon the roll being called, the following answered:

**ROLL CALL**

Commissioners Present:	5	Commissioners Andrews, Duesing, Elkins, Morgan, and President Morrison
Commissioners Absent:	0	None
Staff Present:	6	Acting Executive Director O'Brien, Acting Superintendent of Parks & Planning Villar, CCAC Manager Kress, Superintendent of Recreation Cox, Business Supervisor Santucci, and Administrative Secretary 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 Morgan to approve the agenda as presented.  
With no further discussion and upon the roll being called, the following answered:

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

Motion carried.

**APPROVAL OF THE MINUTES**

A motion was made by Commissioner Duesing and seconded by Commissioner Morgan to approve the 4-9-18 Special Meeting Minutes, 4-30-18 Special Meeting Minutes, and 4-30-18 Executive Session Minutes, as presented.

Commissioner Elkins stated that the Board's approval of the agenda for that night's meeting didn't include the revision that was made correctly naming the 4-30-18 Regular Board Meeting Minutes as Special Meeting Minutes. Commissioner Duesing and Administrative Secretary Mislevy confirmed that the revised agenda had been posted throughout the District's Community Center, as well as on the Public Meetings page on their website.

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

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

Motion carried.

## **MATTERS FROM THE PUBLIC**

None

## **PUBLIC POLICY PROGRAM UPDATE**

Acting Executive Director O'Brien updated the Board on the District's progress on their public policy program. Last Saturday the District hosted their final Community Information Meeting, which had a turnout of roughly 5 people, and the last Citizens Task Force Parks Tour occurred last Sunday. The District is currently waiting for the results of the mail survey to come in, the deadline for which is Friday, June 8. Commissioners and staff further discussed Citizens Task Force member responses to the Parks Tour, one of the main topics being how to repurpose Hollywood. Acting Executive Director O'Brien informed the Board of a Citizens Task Force member's suggestion to seek assistance from Habitat for Humanity in order to make the needed renovations to Hollywood that would bring it up to code, which he'd be looking further into in the following week. The Board and staff then continued discussion with Attorney Mraz regarding the potential complications that could come from the District not owning the Hollywood property. Acting Executive Director O'Brien reminded the Board that the final Citizens Task Force meeting would be on Tuesday, June 12, at 6:00 p.m. He also informed that all of the District's state legislators had been invited to attend this meeting as well.

## **ATTORNEY'S REPORT**

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

## **TREASURER'S REPORT**

A motion was made by Commissioner Morgan and seconded by Commissioner Andrews to accept the Treasurer's Report for the month ending April 30, 2018, as presented.

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

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

Motion carried.

## **COMMITTEE REPORTS**

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

A motion was made by Commissioner Morgan and seconded by Commissioner Elkins to accept the Statement of Cash Receipts and Disbursements May 1, 2017 through April 30, 2018, as presented.

Acting Executive Director O'Brien informed the Board that this was the 2017-2018 fiscal year's final Statement of Cash Receipts and Disbursements. Business Supervisor Santucci told the Board that Administrative Secretary Mislevy had made the appropriate revisions to the headings on each page of this report, which had been discussed during that month's Workshop meeting.

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

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

Motion carried.

## **WARRANT**

A motion was made by Commissioner Morgan and seconded by Commissioner Duesing to approve Warrant #18-19-01 covering check numbers 79176-79220 from the Payroll Checking Account in the amount of \$118,647.42 and check numbers 60157-60246 from the General Corporate Checking Account in the amount of \$116,400.57 for a Grand Total Warrant in the amount of \$235,047.99.

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

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

Motion carried.

## **NEW BUSINESS**

**A. Resolution #18-19-01** – 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 Morgan and seconded by Commissioner Elkins to approve Resolution #18-19-01, A Resolution Approving of the Financial Management and Accounting Services Agreement Between the Hanover Park Park District and Governmental Accounting, Inc., as presented.

Acting Executive Director O'Brien reminded the Board that the agreement under consideration is with Governmental Accounting, Inc, which is CPA Howard's accounting and finance firm.

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

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

Motion carried.

**B. Resolution #18-19-02** – A Resolution Authorizing the Execution of the Professional Services Agreement Between the Hanover Park Park District and Bryan E. Mraz & Associates, P.C.

A motion was made by Commissioner Duesing and seconded by Commissioner Morgan to approve Resolution #18-19-02, 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.

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

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

Motion carried.

**C. Resolution #18-19-03** – A Resolution Approving of the Vehicle Lease Agreement Between the Hanover Park Park District and First Student, Inc.

A motion was made by Commissioner Andrews and seconded by Commissioner Duesing to approve Resolution #18-19-03, A Resolution Approving of the Vehicle Lease Agreement Between the Hanover Park Park District and First Student, Inc., as presented.

President Morrison thanked Superintendent Cox for working with First Student, Inc. in order to revise the agreement to read "Hanover Park Park District" instead of "Hanover Park District".

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

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

Motion carried.

**D. Resolution #18-19-04** – A Resolution Approving of the Independent Contractor Agreement Between the Hanover Park Park District and Sylvia Jascob

A motion was made by Commissioner Andrews and seconded by Commissioner Elkins to approve Resolution #18-19-04, A Resolution Approving of the Independent Contractor Agreement Between the Hanover Park Park District and Sylvia Jascob, as presented.

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

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

Motion carried.

**E. Board Direction – Approve 2018 Audit Engagement Letter from Seldon Fox, Ltd.**

A motion was made by Commissioner Duesing and seconded by Commissioner Andrews to approve the 2018 Audit Engagement Letter from Seldon Fox, Ltd., as presented.

Acting Executive Director O'Brien reminded the Board that Commissioner Elkins had requested staff discuss lowering the service fee by \$500 with Seldon Fox, Ltd. so that there wouldn't be an increase from the previous year. He relayed that Ed Tracey of Seldon Fox was out of the office until Wednesday, so there was no update on whether or not Seldon Fox would agree to lower their fees for the current year. President Morrison suggested that board action on this agenda item be tabled until staff is able to discuss the matter with Ed Tracey directly.

A motion was made by Commissioner Elkins and seconded by Commissioner Morgan to table approval of the 2018 Audit Engagement Letter from Seldon Fox, Ltd. until the next Regular or Special Board Meeting.

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

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

Motion carried.

**F. Review NWSRA Member District Representative Letter**

Administrative Secretary Mislevy informed the Board that this was an annual letter sent by NWSRA in order to get official confirmation on the current representatives from their member park districts. These representatives are responsible for attending NWSRA board meetings. Typically the Board Secretary, or Executive Director, is appointed as the NWSRA representative. It was also confirmed that the timing NWSRA needed these letters to be submitted by was why the June Workshop Meeting had been changed to a Special Meeting, so the Board has time to review and approve the letter before the due date.

A motion was made by Commissioner Elkins and seconded by Commissioner Andrews to approve the NWSRA Member District Representative Letter, as presented.

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

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

Motion carried.

**G. Discuss 6-6-18 Board-to-Board Meeting Agenda**

President Morrison asked commissioners and staff if they had any discussion items to add to the June 6, 2018 Special Meeting between the Hanover Park Park District Board of Commissioners and the Village of Hanover Park Board of Trustees. Acting Executive Director O'Brien confirmed that he'd be presenting a similar PowerPoint that was presented at the Community Information Meetings. In addition to discussing the District's Public Policy Program progress, they'd also be giving the Village a status update on their code violations. President Morrison invited all commissioners, Department Heads, and Business Office staff to attend this meeting.

Acting Executive Director then provided the Board with a brief status update of Mission Church's inquiry into utilizing space at Longmeadow. At this time the church was looking into purchasing a building large enough to hold services for their entire congregation, which Longmeadow would be unable to accommodate.

**CORRESPONDANCE**

None

**OTHER**

President Morrison highlighted the following dates and items:

- A.** Preschool Graduation – Wednesday, May 23, 2018 @ 6:30pm – Community Center Gym
- B.** Memorial Day – Monday, May 28, 2018 – Community Center and CCAC closed
- C.** Summer Camp – May 29-August 17, 2018 – Registration open now

**D. Seafari Springs Opening Day – Friday, June 1, 2018**

President Morrison asked staff for a status update on pool preparations at Seafari Springs. Acting Superintendent of Parks Villar confirmed the pool boilers were operating. Commissioner Andrews asked Superintendent Cox if her keyfob from last season would work for this season. Superintendent Cox confirmed that last season's keyfobs do work for this season, but only if the resident comes in early to sign the waiver. She also confirmed that this information had been communicated with all pool members.

**E. Board-to-Board Special Meeting – Wednesday, June 6, 2018 @ 5:30pm – Community Center PURSUIT 2 Room**

**F. Movie in the Park – Friday, June 8, 2018 @ 8pm – East Harbors Park**

**G. Next Special Meeting – June 11, 2018 @ 7pm**

**H. Next Foundation Meeting – June 25, 2018 @ 6pm**

**I. Budget & Appropriations Ordinance Public Hearing – June 25, 2018 @ 7pm**

**J. Next Regular Board Meeting – June 25, 2018 @ 7pm**

Attorney Mraz reminded commissioners and staff that the District must publish a notice in the Daily Herald for the Budget & Appropriations Ordinance Public Hearing. This notice must be published at least seven days prior to the public hearing itself. Administrative Secretary Mislevy assured that she would send Attorney Mraz a draft of the public notice for his review and approval before publication.

**EXECUTIVE SESSION – SECTION 5 ILCS 120/2 (c)(1) – PERSONNEL**

A motion was made by Commissioner Duesing and seconded by Commissioner Andrews to enter into Executive Session under Section 5 ILCS 120/2(c)(1), Personnel, at 7:40pm.

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

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

Motion carried.

A motion was made by Commissioner Duesing and seconded by Commissioner Andrews to adjourn the Executive Session under Section 5 ILCS 120/2(c)(1), Personnel, at 7:51pm.

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

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

Motion carried.

A motion was made by Commissioner Elkins and seconded by Commissioner Duesing to enter back into the 5/21/18 Board of Commissioners Regular Board Meeting at 7:52pm.

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

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

Motion carried.

**RESOLUTION #18-19-05 – A Resolution Authorizing the Execution of the Employment Contract Between Robert J. O'Brien and the Hanover Park Park District**

A motion was made by Commissioner Duesing and seconded by Commissioner Morgan to approve Resolution #18-19-05, A Resolution Authorizing the Execution of the Employment Contract Between Robert J. O'Brien and the Hanover Park Park District, as presented.

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

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

Motion carried.

### **ADJOURNMENT**

A motion was made by Commissioner Duesing and seconded by Commissioner Andrews to adjourn the Board of Commissioners Regular Board Meeting of May 21, 2018 at 7:54pm.

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