

**HANOVER PARK PARK DISTRICT  
1919 WALNUT AVENUE  
HANOVER PARK, ILLINOIS 60133  
BOARD OF COMMISSIONERS SPECIAL MEETING  
COMMUNITY CENTER BOARDROOM  
MONDAY, FEBRUARY 12, 2018      7:00 P.M.**

**MINUTES**

**CALL TO ORDER**

The Park Board of Commissioners Special Meeting of Monday, February 12, 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:	4	Commissioner Andrews, Elkins, Morgan, and President Morrison
Commissioners Absent:	1	Commissioner Duesing
Staff Present:	5	Acting Executive Director O'Brien, Acting Superintendent of Parks & Planning Villar, CCAC Manager Kress, Superintendent of Recreation Cox, and Administrative Secretary Mislevy
Staff Absent:	0	None
Guests Present:	2	Jan O'Brien and Megan O'Brien

**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.

There being no further discussion the following answered:

Ayes:	3	Commissioners Andrews, Morgan, and President Morrison
Nays:	1	Commissioner Elkins
Abstain:	0	None

Motion carried.

**MATTERS FROM THE PUBLIC**

None

**STRATEGIC PLAN UPDATE**

Superintendent of Recreation Cox informed the Board that the strategic plan groups (made up of District staff, Department heads, and commissioners) had been finalized and that meetings would begin this month or next month. Acting Executive Director O'Brien asked the Board how they liked the formatting of the strategic plan document. The Board expressed their belief that the formatting was fine as is and didn't need any changes. Superintendent Cox informed the Board that they would be getting updates on the strategic plan the month after each quarter (January, April, July, October).

**PUBLIC POLICY PROGRAM UPDATE**

The Board and staff discussed updates regarding the replies the District received to the invitations they sent out to potential Citizen Task Force members. Currently 20 District residents have confirmed they would be Task Force members. The first Citizen Task Force meeting is scheduled for February 22, 2018 from 6-8:30pm at the Community Center. The next Public Policy Program Committee meeting is scheduled for Tuesday, February 13, at 1pm in the Board Room.

## **ORDINANCE, RULES, & REGULATIONS COMMITTEE UPDATE**

### **A. Review 1-8-18 meeting notes**

Administrative Secretary Mislevy informed the Board that the Ordinance, Rules, and Regulations Committee is chaired by Commissioner Duesing, sub-chaired by Commissioner Andrews, and that Acting Executive Director O'Brien, Acting Superintendent of Parks and Planning Village, Superintendent of Recreation Cox and she met with this committee to discuss a recent request by a resident to extend park hours for late-night walkers. She went on to provide the Board with an overview of what was discussed during this committee meeting.

### **B. Review amendments made to Section 14 of Ordinance #03-04-02, Hanover Park Park District 2003 Park and Park Facility Rules and Regulations Ordinance**

Administrative Secretary Mislevy explained to the Board that Item A of Section 14 (Park Hours) of the Park and Park Facility Rules and Regulations Ordinance was amended to show the updated facilities hours that the District is currently operating under. Also, she informed that, based on committee discussion, Item C of Section 14 was added to show an extension of park hours to 11pm for residents using the lighted pathways only, not for other areas of the park. Commissioner Elkins suggested that Item C of Section 14 be further revised to show that residents could use lighted pathways as long as the path lights were on, allowing residents who work late into the night to pass through the park on their way home. The Board was in agreement with this suggestion and asked that the language in Item C be revised to show this before they make their final decision on passing this amendment at the February Regular Board meeting.

## **STAFF REPORT**

President Morrison asked to be added to the list of people who were interested in touring NWSRA's Snoezelen Room in Rolling Meadows. Acting Executive Director O'Brien let the Board know that staff was still working out transportation details for this trip, but that they'd be updating anyone who was interested in attending. He also informed the Board that construction would start on PURSUIT 2's Snoezelen Room during the spring and would be completed by June of this year. Additionally, with NWSRA bringing their STAR Academy program to the District, there will be activity in the PURSUIT 2 from 9am-6pm every day. CCAC Manager Kress asked Acting Executive Director O'Brien if the additional NWSRA program would affect their lease with the District, to which he assured he would look into and make the Board aware if there were any conflicts.

President Morrison then reminded commissioners to double check their schedules and RSVP to the following upcoming events: Schaumburg Park District's Legislative Breakfast, Carol Stream Park District's Legislative Breakfast, and to the Staff Appreciation Dinner. Other Staff Report items that the Board and staff discussed were the completion of removing all the dead trees from District property, the potential cost of repairs needed to frozen pipes at Seafari Springs Aquatic Center, positive feedback regarding District birthday parties on a community Facebook page facilitated by the Village, updates to the Community Outreach sign-up form, the potential addition of a third cricket rental, and the scheduling of Board and Department Head pictures. Commissioner Elkins took a moment to educate the Board and staff on a brand new social media platform called Myopolis that might be beneficial for the District to look into for free marketing.

Commissioner Morgan asked for an explanation of what the DuPage Consortium entailed and how it would help the Hanover Park community. Acting Executive Director O'Brien explained that this consortium meeting would be to allow the public's review of the allocation of five million dollars of federal funding received in order to assist lower-income residents of DuPage County with improved living conditions and economic opportunities. This measure would help low-income residents of Hanover Park who are within the DuPage County boundaries.

## **LEGISLATIVE UPDATE**

Acting Executive Director O'Brien informed the Board that state legislators were back in Springfield for their winter session and that the state Supreme Court struck down a portion of the recent concealed carrying law. It remains prohibited to carry guns anywhere on Park District properties and Acting Executive Director O'Brien confirmed that signage for this is still posted at every entrance to the District's properties and facilities.

## **FINANCE/ADMINISTRATION**

### **A. Review Statement of Cash Receipts and Disbursements (May 1, 2017 through January 31, 2018)**

Acting Executive Director O'Brien informed the Board that there were only three (3) months left of the current fiscal year and that the remaining share of Cook County property taxes would be coming in at the end of March. He also highlighted that the District was in the negative for the legal fees line item due to the legal consultation necessary for the recent emergency repair agreements and new NWSRA projects. Acting Executive Director O'Brien also let the Board know that staff was currently working on the first draft of the

budget for the 2018-2019 fiscal year. President Morrison inquired about the difference between the Recreation Department's expense and revenue bottom lines. Superintendent of Recreation Cox explained that expenses were higher due to January being a three-payroll month and that this data was consistent with where the Recreation Department was at last year. Acting Executive Director O'Brien also made a point to recognize how the Recreation Department's year-to-date bottom line has greatly improved from the previous year. The Board and staff also discussed alternative ways the District could continue to collect the monies from the Museum Fund with their recent decision to repurpose the Community Center's Art Gallery.

## **B. Review Capital Plan 2018 Draft**

Acting Executive Director O'Brien explained to the Board that what was provided in their board packets was the current draft of the District's Needs Assessment, which would later be transferred to the Capital Plan once it was finalized. He informed that this document would be attached to the District's financial response letter to the Village. Next steps for this document would be to generally prioritize items based on need, categorizing them into Section A (urgent needs) through Section C (less urgent needs), and then to prioritize each section accordingly.

## **UNFINISHED BUSINESS**

### **A. Board Direction – Review and approve amended IPRA/IAPD State Conference 2018 Travel Vouchers for Commissioner Andrews and Commissioner Elkins**

A motion was made by Commissioner Andrews and seconded by Commissioner Morgan to approve the amended IPRA/IAPD State Conference 2018 Travel Vouchers for Commissioner Andrews and Commissioner Elkins, as presented.

President Morrison reminded the Board of the amendments to these travel vouchers, being the inclusion of taxes in the room rates on both travel vouchers and the addition of the correct discounted parking fee on Commissioner Elkins's travel voucher.

There being no further discussion the following answered:

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

Motion carried.

### **B. Board Direction – Review and approve, pending attorney approval, the Village of Hanover Park's revised 60<sup>th</sup> Anniversary Fest application and request to waive rental fees**

A motion was made by Commissioner Andrews and seconded by Commissioner Elkins to review and approve, pending attorney approval, the Village of Hanover Park's revised 60<sup>th</sup> Anniversary Fest application and request to waive rental fees, as presented.

Acting Executive Director O'Brien clarified that the Board had previously approved the waiving of rental fees for the Village's summer Movie in the Park events, but that the request to waive rental fees for the 60<sup>th</sup> Fest hadn't been approved due to the need for more details on the scope of this event before a well-informed decision could be made. He informed that the only other direct cost the District would take on would be to provide a staff member to monitor the Walnut Street parking lot which the Community Center and Club are open. It was discussed that this expense wasn't significant enough for the District to charge back to the Village.

There being no further discussion the following answered:

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

Motion carried.

### **C. Discuss Board-to-Board Meeting 2018 date change**

President Morrison informed the Board and staff that due to construction at the Village, they asked if the District could host the June Board-to-Board meeting and schedule it for Wednesday, June 6, instead of Tuesday, June 5. Acting Executive Director O'Brien explained that Wednesday nights are the District's busiest nights and that karate's last class was occurring in the upstairs activity rooms on June 6, so staff was looking into the availability of the PURSUIT 2 room to host the Board-to-Board meeting that night.

## **NEW BUSINESS**

### **A. Resolution 17-18-18 – A Resolution Recognizing Acting Executive Director Bob O'Brien's 10 Years of Park District Service**

A motion was made by Commissioner Morgan and seconded by Commissioner Andrews to approve Resolution 17-18-18, A Resolution Recognizing Acting Executive Director Bob O'Brien's 10 Years of Park District Service, as presented.

Acting Superintendent of Parks and Planning Villar read aloud Resolution 17-18-18 and commissioners, staff, and guests present congratulated Acting Executive Director O'Brien for his hard work and dedication to the District.

There being no further discussion the following answered:

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

Motion carried.

## **PARKS**

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

Acting Superintendent of Parks and Planning Villar confirmed that due to the winter weather there was very little to no activity in the District's parks. Superintendent of Recreation Cox informed the Board that there was no Accident Review Committee minutes included since they were combining their January and February meetings.

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

Acting Executive Director O'Brien informed the Board that other than the removal of all the dead trees, thanks to the Village's assistance, there was no other work that can be done toward resolving outstanding code violations until the spring.

## **RECREATION**

None

## **CCAC**

None

## **CORRESPONDENCE**

### **A. Schaumburg Park District Legislative Breakfast Invitation and Agenda**

President Morrison reminded commissioners to RSVP to Administrative Secretary Mislevy for this event and that the deadline is February 16. Commissioner Andrews confirmed that she would be attending Schaumburg's Legislative Breakfast.

### **B. Carol Stream Park District Legislative Breakfast Invitation and Agenda**

President Morrison reminded commissioners to RSVP to Administrative Secretary Mislevy for this event, which would be held in March.

Before discussion moved to Item C under Correspondence, Commissioner Andrews asked for details on IAPD's Legislative Conference and Parks Day at the Capital in Springfield. Acting Executive Director O'Brien informed that this is scheduled for April 23-25 and that Department Heads were still discussing who would be attending and for how long. He assured the Board that he would be relaying any new information they receive regarding IAPD's Legislative Conference and Parks Day at the Capital.

### **C. HPPD Financial Response Letter to the Village of Hanover Park**

President Morrison clarified for the Board that this was the District's response letter to the Village's assessment letter of the District's financial state. This response letter was drafted by Lee with contributions from the whole Business Department and provides a more in depth view of the District's financial operations and overall financial standing.

## **OTHER**

President Morrison highlighted the following items:

- A.** Board and Department Head pictures – February 26, 2018 @ 6:30pm
- B.** Next Regular Board Meeting – February 26, 2018 @ 7pm

- C. President's Day – Monday, February 19, 2018 – All full-time staff off
- D. Staff Appreciation Dinner – Friday, February 23, 2018 @ 6pm – Dave & Buster's in Addison

President Morrison again asked commissioners to RSVP to Superintendent of Recreation Cox as soon as possible so that she could provide Dave & Buster's with an accurate headcount.

- E. Foundation Casino Night Fundraiser – Saturday, February 24, 2018 from 1pm-1am @ Galaxy Banquets in Schiller Park

President Morrison shared with the Board and staff that this venue likes working with the Foundation on these events and so offered them the opportunity for a Saturday night Casino Night fundraiser, which has potential of yielding a greater amount of donations than previous Casino Night events.

- F. Next Workshop Meeting – March 12, 2018 @ 7pm

#### **EXECUTIVE SESSION – SECTION 5 ILCS 120/2 (c) (21) – Review Executive Session Minutes for Possible Release**

A motion was made by Commissioner Andrews and seconded by Commissioner Morgan to enter into Executive Session under 5 ILCS 120/2(c)(21), Review Executive Session Minutes for Possible Release, at 8:17pm.

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

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

Motion carried.

A motion was made by Commissioner Morgan and seconded by Commissioner Andrews to enter back into the 2/12/18 Park Board of Commissioners Special Meeting at 8:19pm.

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

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

Motion carried.

#### **ADJOURNMENT**

A motion was made by Commissioner Elkins and seconded by Commissioner Andrews to adjourn the Board of Commissioners Special Meeting, February 12, 2018 at 8:20pm.

There being no further discussion the following answered:

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

Motion carried.

Respectfully submitted,

Bob O'Brien  
Board Secretary  
BO:LAM