

**HANOVER PARK DISTRICT
1919 WALNUT AVENUE
HANOVER PARK, ILLINOIS 60133
BOARD OF COMMISSIONERS SPECIAL MEETING
COMMUNITY CENTER BOARD ROOM
MONDAY, MARCH 16, 2020 6:00 P.M.**

MINUTES

CALL TO ORDER

The Park Board of Commissioners Special Meeting of Monday, March 16, 2020 was called to order by President Morrison at 6:01 p.m.

Upon the roll being called, the following answered:

ROLL CALL

Commissioners Present:	4	Commissioner Duesing, Fuentez, Grima, and President Morrison
Commissioners Absent:	1	Commissioner Elkins
Staff Present:	6	Executive Director O'Brien, Superintendent of Recreation Cox, Superintendent of Parks & Planning Villar, CCAC Manager Kress (present by phone), Business Supervisory Santucci, and Executive Assistant & HR Mislevy
Staff Absent:	0	None
Guests Present:	0	None

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA

A motion was made by Commissioner Duesing and seconded by Commissioner Fuentez to approve the Agenda as presented.

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

Ayes:	4	Commissioners Duesing, Fuentez, Grima, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

MATTERS FROM THE PUBLIC

None.

NEW BUSINESS

- A. Discuss District's response and role in helping to contain the spread of COVID-19 coronavirus and discussion regarding the possible closure of District facilities and the possible cancellation, deferral, or rescheduling of various District programs and activities**

Executive Director O'Brien informed the Board that the District's supervisory team held two (2) meetings this afternoon in order to review the developments with the COVID-19 pandemic and come to a consensus on their recommendation to the Board to close all District facilities to the public from March 17, 2020 through March 30, 2020. Moving forward, the supervisory team will continue to meet regularly to discuss further updates in this rapidly changing situation; recommendations from these meetings will be brought to the Board either during board meetings or through Executive Director O'Brien. President Morrison asked if Executive Director O'Brien had reviewed the recent Executive Order issued by Governor Pritzker which amended the electronic attendance guidelines set out in the Open Meetings

Act and recommend the Board consider cancelling their March Regular Board Meeting. Executive Director O'Brien assured President Morrison that he will review with Department Heads if there are any urgent board action items and will contact her to discuss potentially cancelling the March Regular Board Meeting. Executive Director O'Brien then defined what essential operations and essential staff for the present time. Essential staff will include those responsible for payroll; buildings inspection, sanitation, and maintenance; parks maintenance, upkeep, and inspection; board meeting preparations and post-meeting tasks; and IT, among other tasks related to future operations after re-opening. It was clarified that all essential staff would continue to work, but that compensation for those non-essential roles would have to be discussed during the meeting. The Board and staff continued discussion regarding the logistics of shutting down District facilities to the public, including remote work capabilities, how the District will protect staff who must physically be in the buildings to perform their job duties, guidelines from other agencies and greater government bodies, what other area park districts are doing, compensation for staff who won't be working at this time, whether or not to allow staff to work remotely, personnel matters related to COVID-19, availability of personnel protective equipment, new temporary protocols for staff working in the Community Center, and new temporary personnel policies regarding sick leave, among other related considerations. After discussion, there was consensus on the following: all District facilities will be closed to the public starting March 17 through March 29, essential staff will continue to work, supervisors will have the authority to approve remote work as requested by those that can reasonably complete their responsibilities remotely, staff who are temporarily without work (non-essential staff) will be compensated, an automated voicemail directing patrons to the District's website will be set up, staff who exhibit any signs of illness will be sent home and sick leave will be used, if essential staff are refusing to work due to unprecedented fears they will not be compensated for time not worked, staff will reconvene on March 26 regarding next steps, and social distancing will be practiced at all further board meetings.

B. Board Direction – Approval to shut down all Park District facilities and programs starting Tuesday, March 17, 2020 through Monday, March 30, 2020

A motion was made by Commissioner Duesing and seconded by Commissioner Fuentez to approve the shutdown of all Park District facilities and programs starting Tuesday, March 17, 2020 through Monday, March 29, 2020 to the public, except for the voting public during voting hours.

President Morrison reiterated that all Park District facilities will be shut down to the general public through March 29, except for those coming to the Community Center in order to vote.

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

Ayes:	4	Commissioners Duesing, Fuentez, Grima, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

C. Resolution #19-20-45 – A Resolution Approving of the OSLAD Grant Services Proposal Between the Hanover Park Park District and Upland Design, Ltd.

A motion was made by Commissioner Duesing and seconded by Commissioner Fuentez to approve Resolution #19-20-45, A Resolution Approving of the OSLAD Grant Services Proposal Between the Hanover Park Park District and Upland Design, Ltd., as presented.

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

Ayes:	4	Commissioners Duesing, Fuentez, Grima, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

D. Resolution #19-20-46 – A Resolution Approving of the Seafari Springs Fencing Project Agreement between the Hanover Park Park District and Action Fence Contractors, Inc.

A motion was made by Commissioner Duesing and seconded by Commissioner Fuentez to approve Resolution #19-20-46, A Resolution Approving of the Seafari Springs Fencing Project Agreement between the Hanover Park Park District and Action Fence Contractors, Inc., as presented.

President Morrison asked if the District could inform the contractor of their bid award as early as tomorrow, to which Executive Director O'Brien confirmed this would be done.

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

Ayes: 4 Commissioners Duesing, Fuentez, Grima, and President Morrison
Nays: 0 None
Abstain: 0 None

Motion carried.

E. Resolution #19-20-47 – A Resolution Approving of the Seafari Springs Rope/Net Fencing Project Agreement between the Hanover Park Park District and Misfits Construction Company

A motion was made by Commissioner Duesing and seconded by Commissioner Fuentez to approve Resolution #19-20-47, A Resolution Approving of the Seafari Springs Rope/Net Fencing Project Agreement between the Hanover Park Park District and Misfits Construction Company, as presented.

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

Ayes: 4 Commissioners Duesing, Fuentez, Grima, and President Morrison
Nays: 0 None
Abstain: 0 None

Motion carried.

F. Resolution #19-20-48 – A Resolution Approving of the Purchase of one 2020 Ford T350 Transit Passenger Wagon from Landmark Ford, Inc. of Springfield, IL

A motion was made by Commissioner Duesing and seconded by Commissioner Fuentez to approve Resolution #19-20-48, A Resolution Approving of one 2020 Ford T350 Transit Passenger Wagon from Landmark Ford, Inc. of Springfield, IL, as presented.

Executive Director O'Brien confirmed that once this Resolution is approved, the District will submit the order for purchase.

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

Ayes: 4 Commissioners Duesing, Fuentez, Grima, and President Morrison
Nays: 0 None
Abstain: 0 None

Motion carried.

ADJOURNMENT

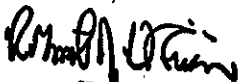
A motion was made by Commissioner Duesing and seconded by Commissioner Fuentez to adjourn the March 16, 2020 Board of Commissioners Special Meeting at 7:22pm.

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