

**HANOVER PARK DISTRICT
1919 WALNUT AVENUE
HANOVER PARK, ILLINOIS 60133
BOARD OF COMMISSIONERS REGULAR MEETING
COMMUNITY CENTER BOARD ROOM
MONDAY, FEBRUARY 24, 2020**

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

CALL TO ORDER

The Regular Board Meeting of Park Commissioners was called to order on Monday, February 24, 2020 by President Morrison at 7:05pm.

Upon the roll being called, the following answered:

ROLL CALL

Commissioners Present:	5	Commissioners Duesing, Elkins, Fuentez, Grima, and President Morrison
Commissioners Absent:	0	None
Staff Present:	5	Executive Director O'Brien, Superintendent of Recreation Cox, Superintendent of Parks & Planning Villar, CCAC Manager Kress, and Executive Assistant & HR Mislevy
Staff Absent:	1	Business Supervisor Santucci
Guests Present:	1	Attorney Mraz

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA

A motion was made by Commissioner Duesing and seconded by Commissioner Elkins to approve the agenda, as presented.

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

Ayes	5	Commissioners Duesing, Elkins, Fuentez, Grima, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

MATTERS FROM THE PUBLIC

None.

APPROVAL OF THE MINUTES

A motion was made by Commissioner Elkins and seconded by Commissioner Fuentez to approve the 1-13-20 Special Meeting Minutes and 1-27-20 Regular Board Meeting Minutes, as presented.

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

Ayes	5	Commissioners Duesing, Elkins, Fuentez, Grima, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

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 Elkins and seconded by Commissioner Duesing to accept the Treasurer's Report for the month ending January 31, 2020, as presented.

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

Ayes	5	Commissioners Duesing, Elkins, Fuentez, Grima, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

COMMITTEE REPORTS

A. Statement of Cash Receipts and Disbursements (May 1, 2019 through January 31, 2020)

A motion was made by Commissioner Elkins and seconded by Commissioner Duesing to accept the Statement of Cash Receipts and Disbursements May 1, 2019 through December 31, 2019, as presented.

Commissioner Grima asked what the District did with excess revenues. Executive Director O'Brien informed that the District is currently 75% of the way through the 2019-2020 fiscal year. If there is a surplus in revenues at the end of the fiscal year, it doesn't carry over to the next fiscal year. Executive Director O'Brien also informed the Board that staff is well underway in creating the 2020-2021 budget.

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

Ayes	5	Commissioners Duesing, Elkins, Fuentez, Grima, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

B. Review Program Revenue and All Funds Summary Reports (as of January 31, 2020)

Executive Director O'Brien provided the Board with highlights from this report, including that the District collected 89% of their projected revenues and only spent 60% of projected expenses at this point of the fiscal year. He further detailed increases in Recreation Department program revenues and positive signs of recovery for Centre Court Athletic Club revenues and indoor tennis class revenues. President Morrison asked why there is a difference in percentages for revenues between the Recreation and Centre Court Athletic Club funds, to which Executive Director O'Brien assured he would consult CPA Howard and let the Board know his response.

WARRANT

A motion was made by Commissioner Elkins and seconded by Commissioner Duesing to approve Warrant #19-20-10 covering check numbers 80216-80252 from the Payroll Checking Account in the amount of \$126,028.99 and check numbers 62249-62349 from the General Corporate Checking Account in the amount of \$231,136.22 for a Grand Total Warrant in the amount of \$357,165.21.

Commissioner Elkins asked if the District's Sam's Club account was a net 30 account, to which CCAC Manager Kress responded that this was correct. The Board also asked about the bill for "Reasonable Suspicion" from PDRMA, to which staff clarified that this was Reasonable Suspicion training that PDRMA offers to help supervisors manage and respond to potential situations of drug use or impairment of staff at work. The District's goal is to send all supervisory staff to this training by the end of the calendar year, especially since this training had been updated to coincide with Illinois' legalization of recreational marijuana. President Morrison asked staff when the employee appreciation event would take place this year. Executive Director O'Brien and Superintendent Cox responded that the District is looking to switch up their employee appreciation event by moving it to the spring or summer and researching outdoor events and activities, such as attending a Kane County Cougars baseball game. President Morrison also asked for more information

on other specific line items on this report, such as Segal Consulting professional services, major repairs to one of the PSP trucks, and Ultimate Printer Solution front desk uniforms. Superintendent Villar informed that the PSP truck repairs were for the replacement of tires, rotors, and brakes, some of which were original to the vehicle. Executive Director O'Brien responded that he would confirm the Segal Consulting professional services expense with the Business Office and explained that the front desk uniforms were to be for recognition and professionalism.

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

Ayes	5	Commissioners Duesing, Elkins, Fuentez, Grima, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

NEW BUSINESS

A. Resolution #19-20-41 – A Resolution Recognizing CCAC Manager Melissa Kress's 20 Years of Park District Service

A motion was made by Commissioner Duesing and seconded by Commissioner Elkins to approve Resolution #19-20-41, A Resolution Recognizing CCAC Manager Melissa Kress's 20 Years of Park District Service, as presented.

Executive Director O'Brien read aloud Resolution #19-20-41 in its entirety, thanking CCAC Manager Kress for her dedication to the Hanover Park Park District. Executive Assistant & HR Mislevy presented CCAC Manager Kress with her recognition award while the Board congratulated CCAC Manager Kress.

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

Ayes	5	Commissioners Duesing, Elkins, Fuentez, Grima, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

B. Resolution #19-20-42 – A Resolution Approving of Executive Session Minutes and Determining Which Minutes to Release or Hold

A motion was made by Commissioner Duesing and seconded by Commissioner Elkins to approve Resolution #19-20-42, A Resolution Approving of Executive Session Minutes and Determining Which Minutes to Release or Hold, as presented.

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

Ayes	5	Commissioners Duesing, Elkins, Fuentez, Grima, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

C. Resolution #19-20-43 – A Resolution Approving of Agreements for the Lease and Maintenance of a Copier and Printers for the Hanover Park Park District

A motion was made by Commissioner Duesing and seconded by Commissioner Elkins to approve Resolution #19-20-43, A Resolution Approving of Agreements for the Lease and Maintenance of a Copier and Printers for the Hanover Park Park District, as presented.

Executive Director O'Brien explained to the Board that there was a last minute update to the Maintenance Agreement, which was distributed to the Board at the start of the meeting. The revised Maintenance Agreement included a list of the specific equipment that would be covered under this agreement; there were no other changes to this agreement.

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

Ayes	5	Commissioners Duesing, Elkins, Fuentez, Grima, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

D. Resolution #19-20-44 – A Resolution Approving of the Proposal Between the Hanover Park District and Upland Design, Ltd.

A motion was made by Commissioner Elkins and seconded by Commissioner Duesing to approve Resolution #19-20-44, A Resolution Approving of the Proposal Between the Hanover Park District and Upland Design, Ltd., as presented.

Executive Director O'Brien reminded the Board that this proposal was for the renovation of the playgrounds at Ahlstrand Park and Liberty Park. Commissioner Elkins asked if staff had discovered any information through researching availability of TIF funds that could contribute to cover these renovation expenses. Executive Director O'Brien responded that it was his belief that Liberty Park may not be included in the TIF District. Attorney Mraz provided the Board with more detailed information regarding the stipulations and requirements revolving around TIF funding and eligibility. Executive Director O'Brien assured Commissioner Elkins that he would do further research on this and let him know what he discovers.

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

Ayes	5	Commissioners Duesing, Elkins, Fuentez, Grima, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

E. Board Direction – Approve December 2020 Board Workshop date change from Monday, December 14, 2020 to Monday, December 7, 2020

A motion was made by Commissioner Elkins and seconded by Commissioner Duesing to approve the December 2020 Board Workshop date change from Monday, December 14, 2020 to Monday, December 7, 2020, as presented.

President Morrison reminded the Board that both the December Board Meeting dates were being reschedule in order to prevent complications in meeting quorum if the December Regular Board Meeting remains scheduled between the Christmas and New Years holidays.

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

Ayes	5	Commissioners Duesing, Elkins, Fuentez, Grima, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

F. Board Direction – Approve December 2020 Regular Board Meeting date change from Monday, December 28, 2020 to Monday, December 14, 2020

A motion was made by Commissioner Elkins and seconded by Commissioner Grima to approve the December 2020 Regular Board Meeting date change from Monday, December 28, 2020 to Monday, December 14, 2020, as presented.

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

Ayes	5	Commissioners Duesing, Elkins, Fuentez, Grima, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

G. Discussion regarding purchasing a third bus

President Morrison asked for staff and Attorney Mraz to explain how the process of purchasing a pre-owned bus is different from bus purchases in the past. Attorney Mraz explained the process staff had to pursue to look into comparable options and how purchasing a pre-owned bus would be significantly more cost efficient than purchasing new. He further explained how purchasing a pre-owned bus

may be exempt from bidding, but that more information would need to be collected before that could be determined. Attorney Mraz confirmed that the Board would approve of this purchase through the approval of a Resolution. Superintendent Cox provided the Board with more information on the bus staff is interested in, which is actually a 15-passenger van, which would be easier for staff to drive and park, as well as being a safe mode of transportation for participants. The Board, District staff, and Attorney Mraz further discussed the the vehicles staff were researching and the process of purchasing one of these vehicles.

H. Discussion regarding building security system

President Morrison asked Attorney Mraz to confirm if the District's purchase of an updated and improved building security situation could be considered an emergency purchase that would exempt it from the bidding process. Attorney Mraz provided the Board with more information regarding the emergency exemption for bidding. He also provided the Board with more information on how staff will need to consult a professional in the industry for purchase/project specs, whether or not this endeavor is bid out or if it would be exempt from bidding. The Board, District staff, and Attorney Mraz further discussed general safety and security, as well as creating specs and requesting proposals for the bid process and how that may or may not disqualify a potential bidder.

CORRESPONDANCE

None

OTHER

President Morrison highlighted the following dates and items:

- A. Seafari Springs Season Pass Early-Bird Sale -- Starting now to Memorial Day (May 25, 2020)
- B. Next Workshop Meeting -- March 9, 2020 @ 7pm
- C. Clover Hunt -- Saturday, March 14, 2020 starting at noon @ Community Center Main Floor Hallway
- D. Next Foundation Meeting -- March 23, 2020 @ 6pm
- E. Next Regular Board Meeting -- March 23, 2020 @ 7pm
- F. Xbox Fortnite Party -- Saturday, March 28, 2020 from 5-8pm @ Community Center Gym

Commissioner Grima asked staff for more information on this event. Superintendent Cox responded that this was a Recreation Department special event, that the District would be providing the gaming consoles, and that there is a registration maximum of 30 participants. Participants will learn Fortnite dances and have the opportunity to play the game during this event.

- G. Good Friday -- April 10, 2020 -- All full-time staff off, Community Center Front Desk & Admin Offices closed, CCAC open
- H. Breakfast with the Bunny -- Saturday, April 10, 2020 starting at 8am @ Community Center Gym

President Morrison added that the Park District of DuPage County was hosting a Legislative Awareness Breakfast on Friday, March 6, 2020 at 7:30am. She asked that commissioners interested in attending RSVP to Executive Director O'Brien.

ADJOURNMENT

A motion was made by Commissioner Elkins and seconded by Commissioner Duesing to adjourn the February 24, 2020 Board of Commissioners Regular Board Meeting at 8:01pm.

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

CONFERENCE

1991

Other

President's Office - 1991-1992 (1991-1992)

A. General - 1991-1992 (1991-1992)

B. New York - 1991-1992 (1991-1992)

C. New York - 1991-1992 (1991-1992)

D. New York - 1991-1992 (1991-1992)

E. New York - 1991-1992 (1991-1992)

F. New York - 1991-1992 (1991-1992)

G. New York - 1991-1992 (1991-1992)

H. New York - 1991-1992 (1991-1992)

I. New York - 1991-1992 (1991-1992)

J. New York - 1991-1992 (1991-1992)

K. New York - 1991-1992 (1991-1992)

L. New York - 1991-1992 (1991-1992)

M. New York - 1991-1992 (1991-1992)

ADJUTANT

N. New York - 1991-1992 (1991-1992)

O. New York - 1991-1992 (1991-1992)

P. New York - 1991-1992 (1991-1992)

Q. New York - 1991-1992 (1991-1992)

R. New York - 1991-1992 (1991-1992)

S. New York - 1991-1992 (1991-1992)

T. New York - 1991-1992 (1991-1992)

U. New York - 1991-1992 (1991-1992)