

**HANOVER PARK DISTRICT  
1919 WALNUT AVENUE  
HANOVER PARK, ILLINOIS 60133  
BOARD OF COMMISSIONERS REGULAR MEETING  
ZOOM CONFERENCING APP VIRTUAL MEETING  
MONDAY, DECEMBER 14, 2020**

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

**CALL TO ORDER**

The Regular Board Meeting of Park Commissioners was called to order on Monday, December 14, 2020 by President Elkins at 7:00pm. Upon the roll being called, the following answered:

**ROLL CALL**

Commissioners Present:	5	Commissioners Duesing, Morrison, Fuentez, Grima, and President Elkins
Commissioners Absent:	0	None
Staff Present:	7	Executive Director O'Brien, Superintendent of Parks & Planning Villar, CCAC Manager Kress, Superintendent of Recreation Cox, Business Services Manager Santucci, Marketing & Communications Manager Gomez, and Executive Assistant & HR Mislevy
Staff Absent:	0	None
Guests Present:	11	Gilda Ross (DuPage County Health Department), Rabia Mukhtar (DuPage County Health Department), and 8 students, Attorney Mraz

**APPROVAL OF THE AGENDA**

A motion was made by Commissioner Duesing and seconded by Commissioner Fuentez to approve the agenda, as presented. President Elkins confirmed this motion and second for the record.

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

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

Motion carried.

**MATTERS FROM THE PUBLIC**

**A. DuPage County Health Department Smoking Prevention Presentation – Gilda Ross and Rabia Mukhtar**

The DuPage County Health Department Smoking Prevention Presentation is designed to promote a healthy environment through advocating for smoke-free parks.

The student guests shared in presenting facts about how smoking is unhealthy and detrimental to community parks and their park participants. They further explained how smoking and other forms of tobacco use cause litter and can be harmful to humans and wildlife.

Commissioner Grima questioned what else the District should do, since the Park District has a smoke-free policy for the parks in place. President Elkins stated the current policy could be amended to include all tobacco.

Attorney Mraz entered the meeting through the Zoom Conferencing App at 7:16pm.

Attorney Mraz stated that the current policy can be amended through an ordinance.

## **LEGISLATIVE UPDATE**

Executive Director O'Brien stated that Tier 3 Mitigation is still in effect.

## **APPROVAL OF THE MINUTES**

A motion was made by Commissioner Duesing and seconded by Commissioner Grima to approve the 11-9-20 Workshop Meeting Minutes, and 11-23-20 Regular Board Meeting Minutes, as presented. President Elkins confirmed this motion and second for the record.

Executive Director O'Brien confirmed that tonight's Regular Board Meeting has workshop items included.

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

Ayes	5	Commissioners Duesing, Morrison, Fuentez, Grima, and President Elkins
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.

President Elkins asked Executive Director O'Brien to look into the issues Attorney Mraz is having with Zoom and to report back to Attorney Mraz.

## **TREASURER'S REPORT**

A motion was made by Commissioner Fuentes and seconded by Commissioner Duesing to accept the Treasurer's Report for the month ending November 30, 2020, as presented. President Elkins confirmed the motion and second.

Manager Santucci reported that the District has received approximately \$530 in interest for the month, also that 76% of tax revenues are received with the next influx in March. She further reported that the 2020B and 2020C Bond debt schedules have been added to the long-term debt schedule.

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

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

Motion carried.

## **COMMITTEE REPORTS**

### **A. Finance – Statement of Cash Receipts and Disbursements (May 1, 2020 through November 30, 2020)**

A motion was made by Commissioner Fuentes and seconded by Commissioner Duesing to accept the Statement of Cash Receipts and Disbursements May 1, 2020 through November 30, 2020, as presented. President Elkins confirmed this motion and second for the record.

Manager Santucci reported that at 7 months into the fiscal year the Corporate Fund has 71% of budget and 49% of expenses in, the Rec Fund has 59% of revenues and 43% of budgeted expenditures in, CCAC Fund has 48% of revenues and an expenditure deficit. CCAC indoor tennis lessons and CCAC revenues continue to exceed revenue goals. Rec continues to be heavily impacted by COVID-19 restrictions in Mitigation Tier 3. She concluded by reporting that the District has budgeted through the pandemic and the actuals are as expected under the circumstances.

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

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

Motion carried.

## **WARRANT**

A motion was made by Commissioner Fuentes and seconded by Commissioner Duesing to approve Warrant #20-21-08 for the month ending November 30, 2020 covering check numbers 80471-80497 from the Payroll Checking Account in the amount of \$117,787.15 and check numbers 63131-63216 from the General Corporate Checking Account in the amount of \$358,457.31 for a Grand Total Warrant in the amount of \$476,244.46. President Elkins confirmed this motion and second for the record.

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

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

Motion carried.

## **UNFINISHED BUSINESS**

### **A. Review December 2020 Staff Report**

Executive Director O'Brien reminded the Commissioners attending the State Conference to let him know what packages they would like by January 8. President Elkins confirmed he will attend the full conference. President Elkins asked how CCAC programs are running and CCAC Manager Kress explained they do 1-on-1's across the courts.

### **B. Review Park Inspections**

Superintendent Villar stated there was nothing to report.

### **C. Capitol Projects Renovations and Updates**

Manager Santucci explained the Priority and Location Reports are exactly the same, so included only the Priority Report in the Board packet. In the report there are some updates to the Ahlstrand Renovation Project. Commissioner Duesing asked if a small extension of East Harbor Park, from the park to County Farm Road, is Park District property. Executive Director O'Brien confirmed that it is and is included in the renovation specs.

Superintendent Cox gave an update on the status of the Ahlstrand renovations. She reported that the flooring has been started, bathrooms and kitchen are completed, with everything expected to be finished this week. She added that staff has seen children at play on the new playground.

### **D. Monthly progress report on Executive Director initiatives**

Executive Director O'Brien gave a brief overview of each of the initiatives; reverse review template is completed and will be implemented in 2021, performance appraisal template is currently being updated with goals & objectives to be incorporated, organization chart has been completed, working on expanding the Foundation membership, identified 4 staff interested in promotion within the District and researching enrolling them in executive leadership coaching sessions.

### **E. Dome Update**

CCAC Manager Kress reported that the Dome has some divots in the courts, but the courts are still playable. Insurance will cover the repairs to be made sometime in 2021.

## **NEW BUSINESS**

### **A. Review and Motion to approve Ordinance #20-21-05 – An Ordinance Levying the Taxes of the Hanover Park District for its Fiscal Year Beginning May 1, 2020 and Ending on April 30, 2021**

A motion was made by Commissioner Duesing and seconded by Commissioner Fuentes to approve Ordinance #20-21-05, An Ordinance Levying the Taxes of the Hanover Park District for its Fiscal Year Beginning May 1, 2020 and Ending on April 30, 2021, as presented. President Elkins confirmed this motion and second for the record.

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

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

Motion carried.

- B.** Review and Motion to approve Ordinance #20-21-06 – Ordinance Abating the Tax Hereto Levied for the Year 2020 to Pay the Principal of and Interest on General Obligation Park Bonds (Alternate Revenue Source), Series 2019B, of the Hanover Park Park District, DuPage and Cook Counties, Illinois

A motion was made by Commissioner Duesing and seconded by Commissioner Grima to approve Ordinance #20-21-06, An Ordinance Abating the Tax Hereto Levied for the Year 2020 to Pay the Principal of and Interest on General Obligation Park Bonds (Alternate Revenue Source), Series 2019B, of the Hanover Park Park District, DuPage and Cook Counties, Illinois as presented. President Elkins confirmed this motion and second for the record.

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

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

Motion carried.

- C.** Review and Motion to approve Resolution #20-21-24 – A Resolution in Recognition of Pearl Harbor Day and Honoring All Who Have Served in the United States Armed Forces

A motion was made by Commissioner Duesing and seconded by Commissioner Grima to approve Resolution #20-21-24, A Resolution in Recognition of Pearl Harbor Day and Honoring All Who Have Served in the United States Armed Forces, as presented. President Elkins confirmed this motion and second for the record.

Executive Director O'Brien read the Resolution verbatim. The District then thanked Superintendent Villar for his service.

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

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

Motion carried.

- D.** Review Independent Contractor Agreement with Wesley Buhr for tennis instruction and coaching services and motion to approve Resolution #20-21-25 – A Resolution Approving of the Independent Contractor Agreement Between the Hanover Park Park District and Wesley Buhr

A motion was made by Commissioner Duesing and seconded by Commissioner Grima to approve Resolution #20-21-25, A Resolution Approving of the Independent Contractor Agreement Between the Hanover Park Park District and Wesley Buhr. President Elkins confirmed this motion and second for the record.

CCAC Manager Kress thanked the Board for their pre-emptive approval allowing Wesley Buhr to begin tennis racquet re-stringing. He will begin teaching as soon as COVID-19 restrictions allow.

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

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

Motion carried.

## **CORRESPONDANCE**

The Board received a sponsor thank you letter from the SLSF Celebrate Ability Gala for their donation and support.

## **OTHER**

President Elkins highlighted the following dates and items:

- A.** Park Board Commission Election Petition Filing Period – Monday, December 14, 2020 until Monday, December 21, 2020 @5pm

- B. Next Foundation Meeting – Tuesday, December 15,2020 @ 7pm – Zoom Conferencing App
- C. Christmas Holiday Schedule: Community Center Administration Offices closed December 24-25 and CCAC open until 2pm on December 24 and closed December 25
- D. New Year's Holiday Schedule: Community Center Administration Offices closed December 31- January 1 and CCAC open until 2pm on December 31and closed January 1
- E. Ordinance, Rules. And Regulations Board Committee Meeting – January 11,2021 – Cancelled
- F. Next Workshop Meeting – January 11,2021 - Zoom Conferencing App

President Elkins noted that the Foundation meeting time has been changed to 6pm.

CCAC Manager Kress stated that CCAC will be open only until 11am on Christmas Eve and New Year's Eve.

Commissioner Morrison and Commissioner Duesing announced they will not be running for re-election in 2021.

Superintendent Villar announced he will be retiring April 2, 2021.

The District thanked Commissioner Morrison, Commissioner Duesing, and Superintendent Villar for their service.

### **ADJOURNMENT**

A motion was made by Commissioner Duesing and seconded by Commissioner Grima to adjourn the December 14, 2020 Board of Commissioners Regular Board Meeting at 8:06pm.

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