

**HANOVER PARK DISTRICT
1919 WALNUT AVENUE
HANOVER PARK, ILLINOIS 60133
BOARD OF COMMISSIONERS WORKSHOP MEETING
ZOOM CONFERENCING APP
MONDAY, January 11, 2021 7:00 P.M.**

MINUTES

CALL TO ORDER

The Park Board of Commissioners Workshop Meeting of Monday, January 11, 2021 was called to order by President Elkins at 7:00 p.m.

Upon the roll being called, the following answered:

ROLL CALL

Commissioners Present:	5	Commissioner Duesing, Morrison, Fuentes, Grima, and President Elkins
Commissioners Absent:	0	None
Staff Present:	7	Superintendent of Recreation Cox (acting Executive Director), Superintendent of Parks & Planning Villar, CCAC Manager Kress, Business Services Manager Santucci, Marketing & Communications Manager Gomez, and Executive Assistant & HR Mislevy
Staff Absent:	1	Executive Director O'Brien
Guests Present:	1	CPA Howard

Commissioner Grima entered the meeting at 7:03pm.

APPROVAL OF THE AGENDA

A motion was made by Commissioner Duesing and seconded by Commissioner Fuentez to approve the Agenda as presented. Motion and second were confirmed by President Elkins.

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

Ayes:	4	Commissioners Duesing, Morrison, Fuentez, and President Elkins
Nays:	0	None
Absent:	1	Commissioner Grima

Motion carried.

MATTERS FROM THE PUBLIC

Superintendent of Recreation Cox confirmed for the record that no members of the public were present during this meeting and that he received no emails with questions or concerns for discussion during this portion of the meeting.

STAFF REPORT

Superintendent of Recreation Cox provided the Board with an update on COVID-19 stating that the current Cook County statistics wouldn't allow a move to Tier 2 at this point, but things are expected to improve. President Elkins congratulated the Rec Dept on the success of the Holiday Craft Boxes that were able to be offered free to the public through cooperation with the Hanover Park Park Foundation. The Board and staff discussed Executive Director O'Brien's medical leave status and notification of that status to the Board. The Board and staff discussed write-in processes for community members who may be interested in joining the Park Board and how more information can be found on the Cook and DuPage counties election websites.

LEGISLATIVE UPDATE

Superintendent of Recreation Cox stated that there was no report.

FINANCE / ADMINISTRATION

A. Review Statement of Cash Receipts & Disbursements & related revenue/projection reports (May 1, 2020 through December 31, 2020)

CPA Howard reported that the Park District is 2/3 of the way through the fiscal year with 77% of property taxes received and the remaining taxes and replacement taxes coming in according to plan. He stated that the Corporate Fund and Recreation Fund both have a surplus and Capital projects are proceeding according to plan. CPA Howard also presented the Revenue Reports to the Board. CCAC is overall exceeding budget revenues with indoor tennis lessons doing very well. Rec programs are still limited due to the restrictions imposed by COVID-19. President Elkins and CPA Howard continued to discuss how the budget allows for sustaining the District through these difficult times.

B. Monthly Progress Report on Executive Director Initiatives

President Elkins recommended that questions be tabled until next month as Executive Director O'Brien is absent. There was no objection from the Board.

C. Review 2021 Annual Board Action Items List

Superintendent Cox informed the Board that this is a list that Executive Assistant Mislevy provides to the Board for their information and tracking of major financial ordinances.

D. Review 2020 IAPD Annual Report

Superintendent Cox provided a brief overview of the report, which focused on how IAPD worked through the Pandemic.

E. Review DOT Anti-Drug Third Party Administrator (TPA) Agreement with Figment Group, Inc.

Superintendent Cox explained to the Board that Amita, who the District previously used for their occupational health screenings and DOT drug testing consortium needs, was recently bought out by Physician's Immediate Care. Executive Assistant & HR Mislevy summarized the reason for this agreement is due to the fact that the District doesn't meet the minimum threshold for joining Physician's Immediate Care's consortium, but must be a part of a consortium, and Figment Group was recommended by Physician's Immediate Care's as a company they work with in these circumstances. Commissioner Morrison brought to the Board's attention several typos and questions in the agreement. President Elkins assured her staff would bring this to Attorney Mraz's attention and provide an update before the Board takes action on this item.

RECREATION

A. Review License Agreement with Roselle Rampage Softball Association for the Purpose of Baseball Practice and Games

Superintendent Cox reported that the Roselle Rampage Softball Association would be using the fields at Community Park four (4) to five (5) days a week, with the possibility of some tournaments, and would also provide some field maintenance. The agreement would be a three-year contract. She clarified that this is boys' baseball, pre-school age to middle school age. President Elkins asked if the fields were the correct size to accommodate baseball and Superintendent Cox responded that the Rampage Association confirmed that they were large enough for their needs. Commissioner Morrison had questions regarding the contract and starting dates for play, to which Superintendent Cox assured would be confirmed for the next board meeting.

B. Review Services Agreement with Jeff Ellis Management, LLC for the Purpose of Staffing and Training Operations at the Seafari Springs Aquatic Center

Superintendent Cox provided an explanation of the services included in the agreement with Jeff Ellis Management, LLC. These include providing lifeguard staffing and training, providing pool opening and closing maintenance (further explaining this would free up Parks staff for their other duties) and pool upkeep. She added that the agreement is for 2021, if things go smoothly the agreement would be extended to 3 years. The Board and staff discussed at length how this \$250,000 expense would impact the District's overall budget, as well as the struggles the District is anticipating in staffing the pool for the 2021 season. Commissioner Morrison asked that the Board be provided be updated earlier on about the District's pursuit of agreements of this size as well as be provided more financial information in the form of a cost comparison report.

PARKS

A. Review Park Inspections

Commissioner Fuentez asked what "no report" means when written in this report. President Elkins and Superintendent Villar explained it means there were no incidents or damage to report. It was decided further objections to the way reports are given will be discussed at a later date.

B. Review Resolution #20-21-26 – A Resolution Approving of the Purchase of one 2021 Ford F-250 4X4 Super Cab Pick Up Truck from Currie Motors Fleet Pursuant to the Suburban Purchasing Cooperative

Superintendent Cox informed the Board that this purchase is included on the Capital Plan Short List and came in under budget. Superintendent Villar confirmed that this truck is for the general use of outdoor maintenance staff.

C. Review Proposal for Birdair Project No. 7539 Fabric Roof System Inspection Agreement for Inspections of the Fabric Roof Installed at the Community Center Gym and Center Court Athletic Club Tennis Wing

Superintendent Villar explained that inspection of the tennis dome roof and gym roof has not been done in approximately 40 years. He stated this is necessary maintenance and expected to be done in April 2021.

CCAC

A. Dome Update

Manager Kress stated that the tennis dome is up and all bills are paid

B. Review Ordinance #20-21-07 – An Ordinance Authorizing the Sale and/or Conveyance of Certain Personal Property of the Hanover Park District

Manager Kress stated that CCAC received new fitness equipment through the Capital Plan. The purpose of this Ordinance is to authorize the sale of old fitness equipment that was recently replaced by new equipment through the District's Capital Plan. Manager Kress confirmed the sale process and how this equipment would go to auction if it doesn't sell.

CORRESPONDENCE

None.

OTHER

President Elkins highlighted the following items:

- A. Finance Committee Meeting – Monday, January 25, 2021 @ 6pm - Zoom
- B. Next Regular Board Meeting – Monday January 25, 2021 – @7pm - Zoom
- C. Recreation Committee Meeting – Monday, February 8, 2021 @6pm – Cancelled
- D. Next Workshop Meeting – Monday, February 8, 2021 @ 7pm – Zoom
- E. President's Day – Full-time staff holiday, Community Center and CCAC open for programming/classes

Commissioner Morrison informed the Board that the Recreation Board Committee met this evening immediately before the Board Meeting. Present were Commissioner Morrison, Commissioner Grima, Superintendent Cox, and Village of Hanover Park Trustee Rick Roberts. Trustee Roberts provided the committee with information regarding a property that may become available for purchase. Also discussed was a possibility of re-purposing a park property adjacent to Seafari Springs.

Superintendent Villar informed the Board that mowing bids went out this week for the next two-year contract period.

Executive Assistant Mislevy added information about the District's DOT Drug and Alcohol Testing Policy is currently under review with labor counsel so it can be updated and provided to the Third Party Administrator if the agreement is executed.

ADJOURNMENT

Without further discussion or action required within the public meeting, a motion was made by Commissioner Grima and seconded by Commissioner Duesing to adjourn the January 11, 2021 Workshop Meeting at 8:50pm.

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

Ayes:	5	All
Nays:	0	None
Abstain:	0	None

Motion carried.

Respectfully submitted,

Bob O'Brien
Board Secretary
BO:LAM