

**HANOVER PARK PARK DISTRICT
1919 WALNUT AVENUE
HANOVER PARK, ILLINOIS 60133
BOARD OF COMMISSIONERS REGULAR MEETING
COMMUNITY CENTER BOARDROOM
MONDAY, MARCH 26, 2018**

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

CALL TO ORDER

The Regular Board Meeting of Park Commissioners was called to order at 7:04 p.m. on Monday, March 26, 2018 by President Morrison.

Upon the roll being called, the following answered:

ROLL CALL

Commissioners Present:	5	Commissioners Andrews, Duesing, Elkins, Morgan, and President Morrison
Commissioners Absent:	0	None
Staff Present:	6	Acting Executive Director O'Brien, Acting Superintendent of Parks & Planning Villar, CCAC Manager Kress, Superintendent of Recreation Cox, Business Supervisor Santucci, and Administrative Secretary Mislevy
Staff Absent:	0	None
Guests Present:	1	Attorney Mraz

PLEDGE OF ALLEGIANCE

APPROVAL OF THE AGENDA

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

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

Ayes	4	Commissioners Andrews, Duesing, Morgan, and President Morrison
Nays:	1	Commissioner Elkins
Abstain:	0	None

Motion carried.

APPROVAL OF THE MINUTES

A motion was made by Commissioner Morgan and seconded by Commissioner Duesing to approve the 2-12-18 Special Meeting Minutes, 2-12-18 Executive Session Minutes, and 2-26-18 Regular Board Meeting Minutes as presented.

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

Ayes	4	Commissioners Andrews, Duesing, Morgan, and President Morrison
Nays:	0	None
Abstain:	1	Commissioner Elkins

Motion carried.

MATTERS FROM THE PUBLIC

None

PUBLIC POLICY PROGRAM UPDATE

Acting Executive Director O'Brien provided the Board with an overview of the District's second Citizens Task Force meeting which was held on Thursday, March 22. In order to accommodate the Task Force's active discussion, it was decided that there would be an additional meeting that would occur before their final meeting in June. The additional Citizens Task Force meeting is scheduled for Thursday, April 12. Acting Executive Director O'Brien also informed the Board of the District's next steps, which were to schedule and hold Community Information Meetings throughout the month of May. These would be the start of a more formal discussion with the Hanover Park Park District community regarding the current state of the District and educational information on the limiting tax rate referendum pursuit. Staff and commissioners then had further discussion with Attorney Mraz regarding the Task Force's proposed suggestions and questions.

ATTORNEY'S REPORT

Attorney Mraz confirmed that there was no new business to discuss regarding the Attorney's Report. Staff and commissioners continued discussion with Attorney Mraz in specific regards to the District's tax cap amount and how that will affect the limiting tax rate amount increase proposed in the ballot question.

TREASURER'S REPORT

A motion was made by Commissioner Morgan and seconded by Commissioner Andrews to accept the Treasurer's Report for the month ending February 28, 2018, as presented to the Board.

Business Supervisor Santucci addressed a typo in this report that Commissioner Morgan pointed out to her before the meeting. She explained this typo was in a date under the 2017 Series General Obligation Limited Tax Park Bond section and would be corrected after the meeting.

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

Ayes	5	Commissioners Andrews, Duesing, Elkins, Morgan, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

COMMITTEE REPORTS

A. Statement of Cash Receipts and Disbursements (May 1, 2017 through February 28, 2018)

A motion was made by Commissioner Morgan and seconded by Commissioner Duesing to accept the Statement of Cash Receipts and Disbursements May 1, 2017 through February 28, 2018, as presented to the Board.

Commissioner Elkins asked for staff to clarify why the District had both a Computer Support staff member and a Website Technician. Business Supervisor Santucci explained that these were two separate jobs being done by two separate individuals, namely CCAC Manager Kress and Marketing Supervisor Gomez. Commissioner Elkins said this answered his question; his concern was that these jobs were being outsourced to third-party professionals when they could be done in-house.

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

Ayes	5	Commissioners Andrews, Duesing, Elkins, Morgan, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

WARRANT

A motion was made by Commissioner Morgan and seconded by Commissioner Duesing to approve Warrant #17-18-11 covering check numbers 79079-79129 from the Payroll Checking Account in the amount of \$130,766.67 and check numbers 60007-60095 from the General Corporate Checking Account in the amount of \$149,223.24 for a Grand Total Warrant in the amount of \$279,989.91.

President Morrison and Commissioner Andrews inquired about how long the District was required to pay health insurance premiums for past employees. The length of time for these premium payments for three previous employees (Rick Wulbecker, Randy Russell, and Gina Mastro-Strickler) was discussed between commissioners and Business Supervisor Santucci. Additionally, Attorney Mraz provided

more information regarding the District's contractual payments for Rick Wulbecker's salary. President Morrison then asked about the line item of the Warrant showing that the District spent \$500 on staff apparel. Superintendent Cox responded that this expense was high due to the increase in staff for Preschool and After School Club. It was clarified that the apparel in question was for uniforms and not general Hanover Park Park District items.

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

Ayes	5	Commissioners Andrews, Duesing, Elkins, Morgan, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

NEW BUSINESS

A. Resolution #17-18-21 – A Resolution Approving of the Maintenance Renewal and Software Assurance Agreements Between Midco, Inc. and the Hanover Park Park District

A motion was made by Commissioner Andrews and seconded by Commissioner Morgan to approve Resolution #17-18-21, A Resolution Approving of the Maintenance Renewal and Software Assurance Agreements Between Midco, Inc. and the Hanover Park Park District, as presented to the Board.

Administrative Secretary Mislevy explained the revisions made to these contracts, including the Terms and Conditions. Attorney Mraz confirmed that he has reviewed and approved these revisions.

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

Ayes	5	Commissioners Andrews, Duesing, Elkins, Morgan, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

B. Resolution #17-18-22 – A Resolution Approving of the Staffing and Recruiting Service Agreement Between the Hanover Park Park District and Deo-Tek, Inc.

A motion was made by Commissioner Duesing and seconded by Commissioner Morgan to approve Resolution #17-18-22, A Resolution Approving of the Staffing and Recruiting Service Agreement Between the Hanover Park Park District and Deo-Tek, Inc., as presented to the Board.

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

Ayes	5	Commissioners Andrews, Duesing, Elkins, Morgan, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

C. Resolution #17-18-23 – A Resolution Approving of the Proposal Between Clauss Brothers, Inc. and the Hanover Park Park District

A motion was made by Commissioner Morgan and seconded by Commissioner Elkins to approve Resolution #17-18-23, A Resolution Approving of the Proposal Between Clauss Brothers, Inc. and the Hanover Park Park District, as presented to the Board.

Acting Executive Director O'Brien reminded the Board that there were no changes made to the scope and rate for this agreement.

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

Ayes	5	Commissioners Andrews, Duesing, Elkins, Morgan, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

D. Resolution #17-18-24 – A Resolution Approving of the Al Larson Prairie Center for the Arts Rental Agreement Between the Village of Schaumburg and the Hanover Park Park District

A motion was made by Commissioner Duesing and seconded by Commissioner Elkins to approve Resolution #17-18-24, A Resolution Approving of the Al Larson Prairie Center for the Arts Rental Agreement Between the Village of Schaumburg and the Hanover Park Park District, as presented to the Board.

President Morrison asked why the event information sheet, which is a portion of the rental agreement, was blank. Superintendent Cox responded that this sheet is typical filled out closer to the event date once more information can be finalized.

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

Ayes	5	Commissioners Andrews, Duesing, Elkins, Morgan, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

E. Resolution #17-18-25 – A Resolution Approving of the Proposal for the Construction Labor and Materials at the Hanover Park Park District Community Center in Relation to the Building of the NWSRA Snoezelen Multi-Sensory Room Between American Heritage Development IL, LLC and the Hanover Park Park District

A motion was made by Commissioner Elkins and seconded by Commissioner Andrews to approve Resolution #17-18-25, A Resolution Approving of the Proposal for the Construction Labor and Materials at the Hanover Park Park District Community Center in Relation to the Building of the NWSRA Snoezelen Multi-Sensory Room Between American Heritage Development IL, LLC and the Hanover Park Park District, as presented to the Board.

Acting Superintendent Villar reminded the Board of the details regarding the four bids he'd received for this project, with American Heritage Development IL being the second to the lowest bid.

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

Ayes	5	Commissioners Andrews, Duesing, Elkins, Morgan, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

F. Board Direction – Approve the Village of Hanover Park's annual Graffiti Removal Waiver

A motion was made by Commissioner Morgan and seconded by Commissioner Elkins to approve the Village of Hanover Park's annual Graffiti Removal Waiver, as presented to the Board.

It was confirmed that no changes had been made to the scope and rate for this annual waiver.

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

Ayes	5	Commissioners Andrews, Duesing, Elkins, Morgan, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

G. Review Family Festival Intergovernmental Agreement 2018 with the Village of Hanover Park.

Acting Executive Director O'Brien reminded the Board that they had previously waived the rental fees associated with this event in February of this year, but that at that time Attorney Mraz was still working on revising the intergovernmental agreement that would be used between the Village of Hanover Park and the Park District for this event. The agreement they were reviewing tonight is the finalized version of this agreement and Attorney Mraz confirmed that it had his approval. Commissioner Andrews asked about how the District would prevent damage done to the grounds. Acting Executive Director O'Brien confirmed that staff would do inspections immediately before and after in order to monitor any damages, then work with the Village regarding fixing any damages.

H. Resolution #17-18-26 – A Resolution Approving of the Family Festival Intergovernmental Agreement 2018 Between the Village of Hanover Park and the Hanover Park Park District

A motion was made by Commissioner Andrews and seconded by Commissioner Duesing to approve Resolution #17-18-26, a Resolution Approving of the Family Festival Intergovernmental Agreement 2018 Between the Village of Hanover Park and the Hanover Park Park District, as presented to the Board.

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

Ayes	5	Commissioners Andrews, Duesing, Elkins, Morgan, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

I. Discuss rescheduling the April 23, 2018 Regular Board meeting to avoid confliction with IAPD's Legislative Conference and Parks Day at the Capitol.

After commissioners and staff discussion of the logistics of this out of town event, it was confirmed that Commissioner Duesing would be attending this event, so would need to be registered, and that the April Regular Board Meeting would be rescheduled for Monday, April 30.

A motion was made by Commissioner Morgan and seconded by Commissioner Andrews to reschedule the Board of Commissioners Regular Board Meeting of Monday, April 23, 2018 to Monday, April 30, 2018, as presented to the Board.

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

Ayes	5	Commissioners Andrews, Duesing, Elkins, Morgan, and President Morrison
Nays:	0	None
Abstain:	0	None

Motion carried.

CORRESPONDANCE

A. SLSF 2018 Gold Medal Fashion Show thank-you letter

President Morrison thanked staff who attended this charitable event and showed their support for NWSRA and SLSF.

At this time CCAC Manager Kress took a moment to show the Board the grant certificate that CCAC received from USTA.

Before discussion under Correspondence concluded, Acting Executive Director O'Brien provided the Board with more information on IAPD's Leadership Institute. This year the District has budgeted for one staff member (Acting Executive Director O'Brien) and one commissioner to attend this conference. Acting Executive Director O'Brien asked that each commissioner look into their schedules and let him know if they'd be interested in attending.

OTHER

President Morrison highlighted the following dates and items:

- A.** Good Friday – Friday, March 30, 2018 – All full-time staff off and Community Center front desk closed
President Morrison also invited any interested staff or commissioners to attend St. Ansgar Catholic Church's Good Friday parade.
- B.** Family Nerf Battle – Friday, April 6, 2018 from 5:30-8pm @ Community Center Gym
- C.** Next Special Meeting – April 9, 2018 @ 7pm
Acting Executive Director O'Brien reminded the Board that April 9th would be a Special Meeting since they would need to make a motion to approve action on either the replacement or repair of the pool boilers at Seafari Springs Aquatic Center.
- D.** Youth Benefit Ball – Friday, April 13, 2018 @ 6pm – The Seville
- E.** Next Regular Board Meeting – April 23, 2018 @ 7pm

It was reconfirmed that the April Regular Board Meeting has now been officially rescheduled to April 30, 2018 at 7pm.

- F. IAPD Legislative Reception & Conference – Monday, April 23, 2018
- G. IAPD Parks Day at the Capital – Tuesday, April 24, 2018
- H. Parks Tour – Saturday, April 28, 2018 @ 9am – Community Center

Commissioners and staff took a moment to discuss if the date for the Parks Tour still worked for everyone. Administrative Secretary Mislevy confirmed with Attorney Mraz that for the Parks Tour, since this was a special meeting, she would take notes and transcribe them into minutes, but that it wouldn't be feasible to record such a meeting.

ADJOURNMENT

A motion was made by Commissioner Elkins and seconded by Commissioner Andrews to adjourn the Board of Commissioners Regular Board Meeting of March 26, 2018 at 7:44pm.

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