

**MINUTES OF THE
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
March 16, 2020 – 6:30 p.m.**

Village Hall Upper Level Conference Room

1. CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL

President Knitter called the Regular Meeting of the Oak Brook Park District to order at 6:30 p.m. Commissioners Truedson, Suleiman, Trombetta, Tan, and President Knitter answered, “present”. Also present were Laure Kosey, Executive Director

2. CONSENT AGENDA

- a. APPROVAL OF MARCH 16, 2020 AGENDA
- b. APPROVAL OF MINUTES
 - i. February 17, 2020 Regular Meeting Minutes
 - ii. February 17, 2020 Special Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING FEBRUARY 29, 2020
- d. Approval of Warrant No. 633

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve taking a single omnibus vote on the Consent Agenda, as presented.

There was no discussion, and the motion passed by roll call vote.

Ayes: Commissioners Truedson, Suleiman, Trombetta, Tan and President Knitter.

Nays: None

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve the consent agenda, as presented.

There was no discussion, and the motion passed by roll call vote.

Ayes: Commissioners Truedson, Suleiman, Trombetta, Tan and President Knitter.

Nays: None

3. COMMUNICATIONS/PROCLAMATIONS

- Board of Commissioners to share communications.

Laure Kosey provided an update to the Board regarding the recent facilities closure due to the Covid-19 virus. She said staff met today to prepare for the next two weeks and possibly longer. She said staff discussed strategic planning, the master vision, and work that can be performed remotely at home. She said Zoom conferencing will also be utilized during the closure.

The Board discussed procedures for re-opening facilities if there is a user limit of 50 at a time.

Commissioner Trombetta said the situation is changing so rapidly that it is difficult to properly prepare a plan. He said if we are limited to only having 50 users at one time, we should stay closed.

The Board and Ms. Kosey discussed staffing and payroll issues. It was noted that the federal government will most likely reimburse the Park District for two weeks of payroll which amounts to \$100,000 per week.

Steve Adams entered the meeting at 6:34 p.m.

Commissioner Suleiman discussed the issue of how there are some members who want to be reimbursed for the closure time period. Ms. Kosey said she and staff are discussing this matter now and will most likely have memberships extended for the lost amount of time.

It was also noted that staff is working on stopping EFT membership payments for the closure period.

There was discussion regarding projects that could be delayed due to the crisis, specifically the lights project.

Mr. Adams said the lights are already being paid for with bond money so the money must be used exclusively for this project and it must move forward.

Commissioner Tan said the Park District has at least six months of cash reserves which will help the Park District to keep going.

Mr. Adams noted that property tax revenue will still be coming in June.

Ms. Kosey said the finance department is closely tracking all expenses and revenue.

President Knitter said staff must arrange contingency planning.

President Knitter questioned whether merit increases should be given. Ms. Kosey said she would not like to make that decision until we know what is going on.

Ms. Kosey said the Governor has now allowed public meetings to be held without physical presence and will allow the use of Zoom conferencing instead.

Ms. Kosey said the Village President will be declaring a national disaster for Oak Brook which will allow the Village to receive federal funding.

President Knitter asked Mr. Adams to check if the Park District needs to also declare a national disaster.

Commissioner Tan said the bright side is that this provides a great opportunity to complete maintenance. Ms. Kosey said maintenance projects are underway.

4. STAFF RECOGNITION

- a. Mike Contreras, new Superintendent of Recreation

The staff recognition was tabled.

5. REPORTS:

- a. Administrative, IT, and Marketing Report

Laura Kosey presented her report, which can be found in the Park District records.

There were no questions or comments regarding Ms. Kosey's report.

- b. Finance & Human Resources Report

In the absence of Marco Salinas, Ms. Kosey presented his report, which can be found in the Park District records.

There were no questions or comments regarding Mr. Salinas's report.

- c. Recreation & Facilities Report

In the absence of Dave Thommes, Ms. Kosey presented his report, which can be found in the Park District records.

There were no further questions or comments regarding Mr. Thommes's report.

- d. Parks & Planning Report

In the absence of Bob Johnson, Ms. Kosey presented his report, which can be found in the Park District records.

There were no questions or comments regarding Mr. Johnson's report.

6. UNFINISHED BUSINESS

- a. Revisions to the Personnel Policy Manual (Approved 3/20/2017 and Amended)

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve the Revisions to the Personnel Policy Manual.

There was no discussion, and the motion passed by roll call vote.

Ayes: Commissioners Truedson, Suleiman, Trombetta, Tan and President Knitter.
Nays: None

b. Apparel Screen Printing and Embroidery Bid

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to accept the quoted prices for apparel items as stated in the bid submittal form and to approve an Agreement between the Oak Brook Park District and Next Generation Screen Printing and Embroidery, Inc., in accordance with the quoted prices not to exceed the cost of \$26,000.

There was no discussion, and the motion pass by roll call vote.

Ayes: Commissioners Truedson, Suleiman, Trombetta, Tan and President Knitter.

Nays: None

c. Ordinance 20-0316: An Ordinance Declaring Surplus Personal Property and Authorizing the Sale or Conveyance Thereof

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to Approve Ordinance 20-0316: An Ordinance Declaring Surplus Personal Property and Authorizing the Sale or Conveyance Thereof.

There was no discussion, and the motion pass by roll call vote.

Ayes: Commissioners Truedson, Suleiman, Trombetta, Tan and President Knitter.

Nays: None

d. Fitness Equipment Lease

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve the Government Obligation Contract with National Cooperative Leasing for the lease-purchase of fitness equipment in the principal amount of \$108,650.00, which the Board finds in the best interest of the Park District and to authorize President Knitter and Secretary Kosey to execute the same, subject to final review and approval of legal counsel, and all related documents.

Ms. Kosey said this is a 3-year lease for fitness center equipment and breaks down as being a \$35,000 yearly expense for the for next three years.

There was no discussion, and the motion pass by roll call vote.

Ayes: Commissioners Truedson, Suleiman, Trombetta, Tan and President Knitter.

Nays: None

e. Central Park West Door and Windows Bid

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to accept the Base Bid and Alternate Bid #1, and to reject Alternate Bid #2, from Hargrave Builders, Inc. and to approve an agreement between the Oak Brook Park District and Hargrave Builders, Inc., for a not to exceed cost of \$64,135.

Ms. Kosey said this is a budgeted project and is funded in part by a grant.

There was no discussion, and the motion pass by roll call vote.

Ayes: Commissioners Truedson, Suleiman, Trombetta, Tan and President Knitter.

Nays: None

There was discussion regarding remote activities for children during the Covid-19 closure. Ms. Kosey said soccer goals have been placed on the fields, tennis nets have been installed, and online activities are being offered on the Park District website for children.

7. NEW BUSINESS

a. Budget for Fiscal Year 2020- 2021

The tentative Budget and Appropriation Ordinance 20-0420 for Fiscal Year May 1, 2020– April 30, 2021 has been placed on public display for thirty days following the publication notice in the Doings – Oak Brook Newspaper on March 19, 2020. The Budget and Appropriation Ordinance encompasses all previous reviews by the Board of Commissioners. The Public Hearing is scheduled to occur at the April 20, 2020 regular meeting of the Board of Commissioners for the purpose of receiving public comment on the Budget and Appropriation Ordinance. A Legal Notice of the Public Hearing will be published in the Doings – Oak Brook Newspaper on April 9, 2020.

This issue was presented for review and discussion only.

Ms. Kosey said Mr. Salinas has been making changes as needed to the proposed budget. She also noted that adjustments can still be made at next month's meeting, if needed.

There were no questions or comments regarding this matter.

b. Renewal of the Intergovernmental Agreement Dated January 18, 2016, by and between the Board of Education of Butler School District #53 and the Oak Brook Park District for a Before and After School Program at Brook Forest Elementary School for school year 2020-2021

This issue was presented for review and discussion only.

Ms. Kosey said this concerns the before and after school program and said it is well attended. It was noted that the program is currently shut down due to the pandemic crisis.

There were no questions or comments regarding this matter.

c. Ordinance 20-0421: Supplemental Appropriation Ordinance of the Oak Brook Park District for the Fiscal Year Beginning May 1, 2019 and ending April 30, 2020

This issue was presented for review and discussion only.

Ms. Kosey said this is done annually and is required.

There were no questions or comments regarding this matter.

- d. Ordinance 20-0422: An Ordinance for Transferring Anticipated Unexpended Funds from Certain Appropriation Items to Other Items of Appropriation

This issue was presented for review and discussion only.

Ms. Kosey said this is a requirement when the Park District receives new money from sources such as grants.

There were no questions or comments regarding this matter.

- e. Resolution 20-0317: A Resolution Authorizing and Approving a Change Order Involving a Decrease in the Contract Price with MG Mechanical Contracting, Inc. for the Central Park West Mechanical Renovations Project (***)Requires Waiving the Board Rules to Approve at this Meeting.)

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to waive the Board's Rules to approve at this meeting, Resolution 20-0317: A Resolution authorizing and approving a change order involving a decrease in the contract price with MG Mechanical Contracting, Inc. for the Central Park West Mechanical Renovation Project, in the Amount of \$16,874, for a new-not-to-exceed total project cost of \$111,326.00.

There was no discussion, and the motion pass by roll call vote.

Ayes: Commissioners Truedson, Suleiman, Trombetta, Tan and President Knitter.

Nays: None

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve at this meeting, Resolution 20-0317: A Resolution authorizing and approving a change order involving a decrease in the contract price with MG Mechanical Contracting, Inc. for the Central Park West Mechanical Renovation Project, in the amount of \$16,874, for a new-not-to-exceed total project cost of \$111,326.00.

There was no discussion, and the motion pass by roll call vote.

Ayes: Commissioners Truedson, Suleiman, Trombetta, Tan and President Knitter.

Nays: None

8. ADJOURN TO CLOSED SESSION: For the purpose of discussing and approving Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and for the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District, or Legal Counsel for the District pursuant to 5 ILCS 120/2(c)(1) of the Open Meetings Act

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to adjourn the Open Session of the Regular Board Meeting and convene to the Closed Session at the hour of 7:08 p.m., for the purpose of discussing and approving Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and for the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District, or Legal Counsel for the District pursuant to 5 ILCS 120/2(c)(1) of the Open Meetings Act.

There was no discussion, and the motion pass by roll call vote.

Ayes: Commissioners Truedson, Suleiman, Trombetta, Tan and President Knitter.
Nays: None

9. CLOSED SESSION

Discussion and Approval of Closed Meeting Minutes, January 20, 2020
Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific
Employees of the District or Legal Counsel for the District

10. RECONVENE TO OPEN SESSION

Motion: Commissioner Truedson made a motion, seconded by Commissioner Suleiman, to adjourn the Closed Session and reconvene to the Open Session of the March 16, 2020 Regular Meeting at the hour of 7:21 p.m.

There was no discussion, and the motion pass by roll call vote.

Ayes: Commissioners Truedson, Suleiman, Trombetta, Tan and President Knitter.
Nays: None

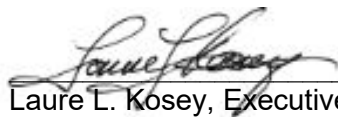
11. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON APRIL 20, 2020

President Knitter announced the next Regular Meeting of The Oak Brook Park District Board of Park Commissioners will be held on April 20, 2020.

12. ADJOURNMENT

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to adjourn the March 16, 2020, regular meeting at the hour of 7:21 p.m.

There was no discussion, and the motion pass by voice vote.



Laure L. Kosey, Executive Director