

**MINUTES OF THE
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
April 20, 2020 – 6:30 p.m.**

Due to the shut-down of all Park District facilities in response to COVID-19, the Oak Brook Park District used Zoom conferencing for the Public Hearing and Regular Meeting (“Meeting”) of the Oak Brook Park District Board of Park Commissioners. The Meeting was held by video conference as permitted by the Gubernatorial Disaster Proclamation in Response to COVID-19 (COVID-19 Executive Order 5) exempting the requirement of the Open Meetings Act for the physical presence of the Commissioners at the meeting and permitting Commissioner attendance by video, audio, or telephone access. The public was invited and provided instructions to attend the meeting through participation in the Zoom Meeting.

1. PUBLIC HEARING- FOR THE PROPOSED BUDGET AND APPROPRIATION ORDINANCE FOR FISCAL YEAR MAY 1, 2020 – APRIL 30, 2021 (*Notice of the Public Hearing was published in the Doings-Oak Brook Newspaper – April 9, 2020*)

a. Call to Order and Roll Call

President Knitter called the Public Hearing of the Oak Brook Park District to order at 6:31 p.m. via Zoom conferencing. Commissioners Suleiman, Truedson, Tan, Trombetta and President Knitter answered, “present”. Also present were Laure Kosey, Executive Director, Steven Adams, Park District Attorney, Marco Salinas, Chief Financial Officer, Dave Thommes, Deputy Director, and Bob Johnson, Director of Parks and Planning.

b. Public Hearing for the Proposed Budget and Appropriation Ordinance for Fiscal Year May 1, 2020 – April 30, 2021

President Knitter announced that in accordance with state statute, notice of today’s public hearing was published in The Doings Oak Brook Elmhurst newspaper on Thursday April 9, 2020. A copy of our proposed budget and related budget ordinance has been available for public inspection in hard copy form the Park District’s Administration Office as well as in electronic form on our website for at least 30 days prior to today’s hearing.

President Knitter asked if there were any public comments on the Proposed Budget and Appropriation Ordinance.

As there were no public comments, President Knitter asked the Board Commissioners if they wished to comment on the Proposed Budget or Ordinance.

There were no comments and President Knitter requested a motion to adjourn the Public Hearing.

c. Adjournment of Public Hearing

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to adjourn the public hearing at the hour of 6:33 p.m.

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

2. 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 6:33 p.m. via Zoom conferencing. Commissioners Suleiman, Truedson, Tan, Trombetta, and President Knitter answered, "present". Also present were Laure Kosey, Executive Director, Steven Adams, Park District Attorney, Marco Salinas, Chief Financial Officer, Dave Thommes, Deputy Director, and Bob Johnson, Director of Parks and Planning.

3. OPEN FORUM

President Knitter asked if there was anyone in the audience who wished to address the Board.

No one addressed the Board.

4. CONSENT AGENDA

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 pass by roll call vote.

Ayes: Commissioners Suleiman, Truedson, 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

a. APPROVAL OF APRIL 20, 2020 AGENDA

b. APPROVAL OF MINUTES

i. March 12, 2020 Special Meeting Minutes

ii. March 16, 2020 Regular Meeting Minutes

iii. March 25, 2020 Special Meeting Minutes

c. APPROVAL OF FINANCIAL STATEMENT ENDING MARCH 31, 2020

i. Approval of Warrant No. 634

5. COMMUNICATIONS/PROCLAMATIONS

a. Board of Commissioners to share communications

President Knitter asked the Board Commissioners whether they wished to share any communications.

There were no communications.

6. STAFF RECOGNITION

- a. None

7. REPORTS:

- a. Administrative, IT, and Marketing Report

Laure Kosey presented her report, which can be found in the Park District records. Ms. Kosey thanked the Board members for participating in the Village meeting on April 14th wherein the Village approved the lights for the North Fields. She said the bidding process for the work was performed virtually and she is pleased with the winning bid which was lower than expected. She said work is slated to begin this summer.

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

- b. Finance & Human Resources Report

Marco Salinas presented his report, which can be found in the Park District records.

Mr. Salinas reviewed the various Park District funds and said even though there is currently no income being generated, expenditures have substantially decreased and therefore, the Park District's financial health remains in good shape. He did note that there will be some big payments due soon for the lighting work and fiscal end accruals. He said he does not anticipate as much of a deficit as he initially expected.

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

- c. Recreation & Facilities Report

Dave Thommes presented his report, which can be found in the Park District records.

Mr. Thommes said he and his staff have been very busy with completing several maintenance projects throughout the facilities including the refinishing of the gym and studio floors, and maintenance to the pool and splash pad. He said the new fitness equipment should be coming in the first half of May and the fitness center will also be re-painted and new televisions will be installed.

There was a lengthy discussion regarding the procedures for re-opening the facilities once the COVID-19 Shelter in Place order has been lifted. Possibilities discussed included no access to locker rooms, limited aerobic machine availability in order to create social distancing, and sign-ups for access to the facilities in order to limit the amount of people in the facilities at one time. Another method discussed to create social distancing was to move some of the aerobic equipment into gym 3.

President Knitter said we must wait and see what guidelines the State will provide.

The Board and staff concurred that there will be a significant need for scheduling and suggested that a system like what is used at Orange Theory be used.

Commissioner Truedson suggested having staff assigned to continually wipe down equipment, lockers, etc.

Ms. Kosey said our leadership team has been meeting daily to discuss these issues.

President Knitter noted that we will probably not be able to offer all our programs right away and will only offer those that are doable.

Mr. Adams said once re-opening begins, it will be slow and conservative, and it is important to remain flexible in what can and cannot be offered.

President Knitter said there are already corporations in Oak Brook that are making their employees wear masks and undergo regular temperature checks.

President Knitter asked Ms. Kosey whether she has been receiving any guidance from PDRMA. Ms. Kosey said she is in contact with PDRMA but ultimately it comes down to waiting for the next steps the State will take in the next few days.

Ms. Kosey said staff is currently re-purposing old, out-of-date t-shirts into masks which will be given to staff. She said staff will also be required to wear gloves.

Mr. Thommes said the Fitness Center is switching from paper towels and spray bottles to wipe down machines to a gym wipe product. It was noted that Phase 1 of re-opening the facilities will require patrons to wear masks.

President Knitter said masks can be made available for purchase for patrons.

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

d. Parks & Planning Report

Bob Johnson presented his report, which can be found in the Park District records.

Mr. Johnson reviewed the maintenance projects currently underway at the parks.

Mr. Johnson said the Central Park field light retrofit project has begun. He said the contractor has started with the synthetic turf field lights and will move on to the ball fields next.

Mr. Johnson noted that all volleyball, tennis and soccer nets have been removed in order to adhere to the Shelter in Place order.

Mr. Johnson said the bidding process is complete for the Central Park North project and the low bid came in at \$1,600,000, which was better than expected. He said the work is slated to begin in June.

President Knitter confirmed that we must move forward with this project and the field lighting project because they are funded with OSLAD grants and/or bonds.

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

8. UNFINISHED BUSINESS

- a. Ordinance 20-0420: An Ordinance Setting Forth the Budget and Making Appropriations of Sums of Money for all of the Necessary Expenditures of the Oak Brook Park District of Cook and DuPage Counties, Illinois, for the Corporate Purpose for the Fiscal Year Beginning May 1, 2020 and Ending April 30, 2021

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta to approve Ordinance 20-0420: An Ordinance Setting Forth The Budget And Making Appropriations Of Sums Of Money For All Of The Necessary Expenditures Of The Oak Brook Park District Of Cook and DuPage Counties, Illinois for the Corporate Purpose for the Fiscal Year Beginning May 1, 2020 and ending April 30, 2021.

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

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

Nays: None

- 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

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Truedson to approve the 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.

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

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

Nays: None

- 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

Motion: Commissioner Tan made a motion, seconded by Commissioner Trombetta to approve Ordinance 20-0421: Supplemental Appropriation Ordinance of the Oak Brook Park District for Fiscal Year beginning May 1,2019 and ending April 30, 2020.

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

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

Nays: None

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

Motion: Commissioner Tan made a motion, seconded by Commissioner Suleiman to approve Ordinance 20-0422: An Ordinance for Transferring Anticipated Unexpended Funds from Certain Appropriation Items to Other Items of Appropriation.

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

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

e. Central Park North Project Bid

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to accept the base bid from Integral Construction, Inc. in the amount of \$1,643,200.00, to reject the bid submittal for the Alternate 1 and Alternate 2 bids, and to approve an agreement between the Park District and Integral Construction, Inc. for a total cost not-to-exceed \$1,643,200.00 t

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

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

f. 2020 Amendment to the Oak Brook Park District Executive Director Employment Agreement

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve the 2020 Amendment to the Oak Brook Park District Executive Director Employment Agreement.

President Knitter said Ms. Kosey has requested that her bonus be deferred to July because of the current COVID-19 situation.

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

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

9. NEW BUSINESS

a. New Administrative Policy: Section 5.7 Personal Training

This matter was presented for review and discussion only.

Mr. Thommes said personal training services and procedures are long-standing but have never been written policies.

Ms. Kosey noted that Commissioner Suleiman found a typo which will be corrected before next month's meeting wherein the drafted policy will be presented for Board approval.

There was no further discussion.

- b. Staffing from May 1, 2020 – May 31, 2020 for Full Time Employees and Certified Professional Instructors (***)Requires Waiving the Board Rules to Approve at this Meeting.)

Motion: Commissioner Truedson made a motion, seconded by Commissioner Suleiman to waive the Board Rules to approve at this meeting the staffing from May 1, 2020 – May 31, 2020 for full time employees and certified professional instructors.

Ms. Kosey said full-time employees and certified professional instructors are being asked to use their vacation and personal time in the month of May.

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

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

Nays: None

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve the staffing from May 1, 2020 – May 31, 2020 for full time employees and certified professional instructors.

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

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

Nays: None

- c. Staffing from May 1, 2020 – May 31, 2020 for Part Time Employees (***)Requires Waiving the Board Rules to Approve at this Meeting.)

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to waive the Board Rules to approve at this meeting the staffing from May 1, 2020 – May 31, 2020 for part time employees.

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

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

Nays: None

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve the staffing from May 1, 2020 – May 31, 2020 for part time employees.

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

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

Nays: None

- d. Resolution 20-0423: A Resolution to Allow IMRF Benefit Protection Leave (***)Requires Waiving the Board Rules to Approve at this Meeting.)

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to waive the Board Rules to approve at this meeting, Resolution 20-0423: A Resolution to allow IMRF Benefit Protection Leave

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

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

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve Resolution 20-0423: A Resolution to allow IMRF Benefit Protection Leave

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

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

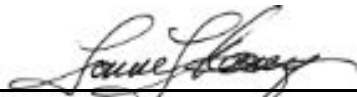
10. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON MAY 18, 2020

President Knitter announced the next Regular Meeting of The Oak Brook Park District Board of Park Commissioners will be held on May 18, 2020, 6:30 P.M.

11. ADJOURNMENT

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to adjourn the April 20, 2020, regular meeting at the hour of 7:05 p.m.

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



Laure L. Kosey, Executive Director