

**MINUTES**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**May18, 2020 – 6:30 p.m.**  
**Zoom Meeting**

Please Note: 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 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. Instructions for Public attendance through the Zoom Meeting Audio Conference application was provided. (Zoom Meeting ID 842 7354 6764 <https://us02web.zoom.us/j/84273546764>)

1. CALL TO ORDER THE REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL President Sharon Knitter called the May 18, 2020 Regular Meeting to order at the hour of 6:30 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.

2. OPEN FORUM

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

No one addressed the Board or had sent an email to Executive Director Laure Kosey to be read during Open Forum.

3. CONSENT AGENDA

- a. APPROVAL OF MAY 18, 2020 AGENDA

- b. APPROVAL OF MINUTES

- i. April 20, 2020 Regular Meeting Minutes

- c. APPROVAL OF FINANCIAL STATEMENT ENDING April 30, 2020

- i. Approval of Warrant No. 635

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 Suleiman, Trombetta, 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 Suleiman, Trombetta, Truedson, Tan and President Knitter.

Nays: None

#### 4. ANNUAL MEETING

##### a. Election of Park Board President and Vice President

President Knitter asked for nominations for Board President.

Motion: Commissioner Trombetta made a motion to nominate Commissioner Sharon Knitter as Board President. Commissioner Tan seconded the motion.

There was no discussion and the motion passed by voice vote.

President Knitter asked for nomination for Board Vice President.

Motion: Commissioner Trombetta made a motion to nominate Commissioner Tom Truedson as Vice President. Commissioner Tan seconded the motion.

There was no additional discussion and the motion passed by voice vote.

##### b. Appointment of Board Secretary and Treasurer

President Knitter stated the current Board Secretary is Executive Director Laure Kosey. The President proposes that since the Board's Secretary has traditionally been the Executive Director, Laure Kosey should be reappointed to serve as Secretary unless any Board member has an objection.

There were no objections.

Motion: President Knitter made a motion, seconded by Frank Trombetta to appoint Laure Kosey as the Board Secretary.

There was no additional discussion and the motion passed by voice vote.

President Knitter requested nominations for Treasurer.

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tom Truedson to nominate Commissioner Kevin Tan as Treasurer.

There was no additional discussion and the motion passed by voice vote.

#### 5. COMMUNICATIONS/PROCLAMATIONS

##### a. Board of Commissioners to share communications

President Knitter said she has been getting questions about the park district's plans in regards to the current COVID 19 status requiring the park district to close its facilities and playgrounds due to the COVID19 Pandemic. Commissioner Suleiman said she hasn't been getting any negative feedback, but more inquiry as to when we are going to open.

##### b. Oak Brook Park District Strategic Plan 2020-2024 –

Executive Director Laure Kosey introduced the Strategic Plan, explaining that it was only in the draft form, but that it was based on the District's Master Vision and the identified short-term goals derived from Board input at the March 12, 2020 Board Meeting. When approved, it will provide the strategic planning for the next 4 years.

Ms. Kosey explained the Strategic Plan has been changed from a SWAT analyses to a SWOC analysis for Strengths, Weaknesses, Opportunities and Challenges.

Sharon Knitter said she has reviewed the listed weaknesses as she did not agree with all of them and is concerned that the list was not strategic. Based on current impact caused by COVID 19, she does not think the world is going to go back to the way it was prior to the pandemic all too soon. She said she thinks that overall, we have been meeting the needs of the community.

After lengthy conversation, the commissioners made the following determinations for review:

- Revisit impacts on the budget including health insurance.
- Evaluate the Human Resources new hire process, onboarding processes, providing career growth and opportunities for staff.
- Including more inclusion throughout the District to welcome people with special needs and marketing the availability of the inclusive programs.
- Through marketing, highlight the District's accomplishments of "meeting the needs of everyone in the community."
- Link with organizations that are providing specialized programming for individuals with special needs, but also have programs offering inclusion.
- Create more programs for inclusion for young adults with special needs.
- Consider the possibility of a tight economy and how the District should prepare.

Ms. Kosey thanked the Board for all the input and that she has heard all of the points presented. She said the strategic plan is important and will be used over the next 4 years. She will work with staff over the next month to see what can be developed.

## 6. STAFF RECOGNITION

c. None

## 7. REPORTS:

### a. Communications IT, and Administration Report

Ms. Kosey presented this report. She is hopeful the district will be in Phase 3 for the month of June and we can begin to offer personal training one on one, group programs with groups of no more than 10 and held outdoors. Staff has been doing great job creating the plans and programs effective for June 1, which is in a couple of weeks. There are many great programs planned, including summer camp pods, which will be with 8 kids and 2 adults. We have 25 staff that have the ability to work from home. There are many moving parts to help the District move ahead safely.

President Knitter inquired further on the summer camp pods, questioning if we can have 8 kids and 2 adults – how many of the pods can we offer? Are we assuming that people will want to participate?

Ms. Kosey said she has received confirmation of people's interest. Camp will be held from 9-3, Monday – Friday. The focus will be on therapeutic recreation which will form a major part of the curriculum.

President Knitter commented there is such a pent-up need – we may get more people to register than we can accommodate. We need to be very cognizant that there is so much need.

Ms. Kosey said the park district did a survey and from the responders to the survey, 50% had indicated they are not willing to send their kids yet.

Ms. Kosey said we are planning pods of 10 and need to make sure we have a place for the pods to meet inside in case of inclement weather. The aquatic center and fitness center can not open until we go to the next phase – perhaps July 1, 2020.

Commissioner Tan noted because of the social distancing there are going to be more parents at home off of work. We also need to be aware of the concern for the expense to families.

Ms. Kosey said the Tennis Center is looking at offering an outdoor tennis program June 1, 2020.

Ms. Kosey said the District is looking to hire back 20 – 30 part time staff – still sorting out, to help with the program.

Fields will be starting June 1 and we are dividing the fields so that only 10 can play on a field.

The Board thanked Ms. Kosey for the report.

b. **Finance & Human Resources Report**

Marco Salinas presented the 2019-2020 financials. General fund shows a deficit of \$37,000. He noted we still have to pick up one additional pay period and we still need to go through the audit so there may still be some adjustments. Expenditures are very favorable to the budget.

President Knitter said she would like to know the status of the fund balances and how much we have in reserves.

Commissioner Tan noted on page two of the summarized report that we ended the year at pretty much at a break even. That is good. He is concerned for the Tennis Center as it is an enterprise fund, noting we may have to fund that.

Mr. Salinas said he will prepare the fund balance reports.

Mr. Salinas also noted from his report under Human Resources of the need to process the many unemployment claims.

The Board thanked Mr. Salinas for his report.

c. **Recreation and Facilities Report**

Dave Thommes reported 50 people have signed up for the 50K for Universal Play with 50% of the proceeds going to the Oak Brook Park District Foundation for to support universal play.

The Bath & Tennis Center will open June 1, however, there are some repairs needed to the clay courts because of the rain.

250 people have signed up to participate in the virtual programming classes.

The return air units in the gym are being completed this week.

The Fitness Center has been painted and has 6 new TVs.

The project to replace the doors and windows at Central Park West will be started in the next two weeks. This project is partially funded by a grant.

The Board thanked Mr. Thommes for his report.

d. Parks & Planning Report

Bob Johnson reported the Dean Nature Sanctuary bees are doing well and is anticipating a nice harvest of honey.

Fertilizer and weed prevention have been applied in all parks.

Unfortunately, the ongoing rain is holding up the LED lights project

Residents appreciated the free tree saplings program in which 400 trees were given to residents

The OSLAD grant agreement is being signed by the IDNR and the District will be able to begin the project.

The Board thanked Mr. Johnson for his report.

8. UNFINISHED BUSINESS

a. New Administrative Policy: Section 5.7 Private and Group Instruction and Training Policy

This topic was presented during the April Board Meeting and the policy was developed to codify the District's standing policy.

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan to approve the New Administrative Policy: Section 5.7 Private and Group Instruction and Training Policy.

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

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

9. NEW BUSINESS

a. Natural Areas Stewardship Bid

This topic was presented for discussion only. Bob Johnson, Director of Parks and Planning, said that the District is seeking bids for the Natural Areas Stewardship as the current contract has reached the end of its term and does not provide for any more additional extensions to the term.

b. Safety Standards for Workplace Infectious Disease Outbreaks

For discussion only. Ms. Kosey said she is starting to put policies and procedures in place for when we are able to open.

c. Upland Design Group Contract Amendment

This topic is for discussion only. Bob Johnson said regarding the finances for the Central Park project, the District had received \$2.1 million in bond funding and \$400,000 from the OSLAD grant. The bids received for this project were very well priced. The District has all together \$2.5 million for the project; therefore, we are under budget \$216,000. We have the opportunity to tackle some of the other projects originally scheduled for Phase 2, such as expanding the parking lot. We will probably never have a better opportunity to get the parking lot completed. The estimated cost for the Phase 2 parking lot is \$166,000. The District has reached out to Upland Design Group to assist with the development of the plans for the Phase 2 Parking Lot. The cost for additional design for the Phase 2 parking lot, requires the architects to include the utilities needed for future restroom facilities. Keeping the spoils on site will enable us to save considerable money.

d. Integral Construction, Inc. Change Order

This topic was for discussion only. Bob Johnson said that with the plans for the Phase 2 parking lot, Integral Construction will then be able to give us a cost to include the Phase 2 Parking Lot with the work for Phase 1 Parking Lot. Phase 1 Parking Lot is included in Upland's awarded bid and contract

Commissioner Tan commented that we need to be careful as projects tend to have additional costs incur.

Mr. Johnson confirmed there is a contingency fund for the project.

10. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON JUNE 15, 2020.

President Knitter announced the next Regular Board Meeting of the Oak Brook Park District Board of Commissioners will be held on June 15, 2020, 6:30 p.m.

Ms. Kosey noted the next meeting will probably require participation by Zoom Conferencing, or a hybrid of Zoom and in-person, because of the 10-person limit.

11. ADJOURNMENT

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to adjourn the May 18, 2020 Regular Meeting of the Oak Brook Park District Board of Commissioners at the hour of 7:34 p.m.

There was no additional discussion and the motion passed by voice vote.

  
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Laure L. Kosey, Executive Director