

MINUTES
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
June 15, 2020 – 6:30 p.m.
Zoom Video Teleconference Meeting

Please Note: As the State of Illinois and our community are in Phase 3 of the Restore Illinois Plan, the Oak Brook Park District's focus is to provide for the safety of staff, park commissioners, our constituents, and the public at large from possible exposure to the COVID 19 virus. Restore Illinois Phase 3 limits gatherings to 10 people or less, requires the continued wearing of masks, and maintaining 6' of social distancing. The Oak Brook Park District Board of Park Commissioners had determined that it was not practical and prudent to conduct the June 15, 2020 Board Meeting in person because of the continued risks of COVID-19. Therefore the June 15, 2020 Board Meeting was conducted by teleconference using Zoom Video Teleconferencing and as permitted by the Gubernatorial Disaster Proclamation in Response to COVID-19 (Executive Orders 2020-7 and 2020-39) 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 as well as instructions on how to submit statements to be read during the open forum if the individual could not participate in the Zoom Meeting. (Zoom Meeting ID 934 5814 0046)

Before the commencement of the meeting, President Sharon Knitter read the following statement: "As President of the Oak Brook Park District Board of Park Commissioners, I have determined that it is not practical or prudent to conduct the June 15, 2020 meeting of the Board of Park Commissioners in-person due to the health risks associated with the COVID-19 pandemic as described in May 29, 2020 Gubernatorial Disaster Proclamation issued by Governor Pritzker ("Proclamation"). I further determine that attendance at the regular meeting location is not feasible due to the disaster described in Proclamation. I hereby direct staff to make alternative arrangements in a manner that will allow any interested member of the public access to contemporaneously hear all discussion, testimony and roll call votes via telephone number or web-based link."

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

President Knitter called to order the regular meeting of the Oak Brook Park District Board of Commissioners at the hour of 6:32 p.m. Commissioners Suleiman, Truedson, Tan, Trombetta, and President Knitter answered "present" through Zoom Conferencing. Also present at the Oak Brook Park District Family Recreation Center, Autumn Oaks Room, were Laure Kosey, Executive Director, Marco Salinas Chief Financial Officer, Dave Thommes, Deputy Director, and Bob Johnson, Director of Parks and Planning. Steven Adams, Park District Attorney, attended through Zoom Conference.

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 JUNE 15, 2020 AGENDA
- b. APPROVAL OF MINUTES
 - i. May 18, 2020 Regular Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING MAY 31, 2020
 - i. Warrant 636

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Truedson 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, Tan, Truedson and President Knitter.

Nays: None

Motion: Commissioner Tan made a motion, seconded by Commissioner Truedson to Approve the Consent Agenda as presented.

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

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

Nays: None

4. COMMUNICATIONS/PROCLAMATIONS

- a. Board of Commissioners to share communications
President Knitter said she had taken two outdoor yoga classes and that the classes were really terrific.

Commissioner Suleiman said she participated in the 5k for Moms and is also participating in the 50K right now. She enjoys this type of program as it helps keep everyone motivated to stay active and to have those miles count towards fundraising for the Park District. She thought it was great seeing the beautiful work in the park district while she goes on her walks.

- b. Proclamation "July is Park and Recreation Month" President Knitter announced the proclamation.
- c. Oak Brook Park District Protocols and Procedures to Minimize the Spread of COVID-19
Executive Director Laure Kosey said that she was sharing the protocols as to the operations of the programs, classes, and camps.

President Knitter said that the protocols are very good. The program instructor of the class she took had read the instructions to the participants and it helped everyone to know the safety requirements. The use of masks will be required when we open the buildings.

5. STAFF RECOGNITION

- a. None

6. REPORTS:

a. Communications IT, and Administration Report

Ms. Kosey presented her report. The Strategic Plan 2020-2024 is being presented later on the agenda for possible Board approval. Ms. Kosey said she had reviewed all the comments received from the Board during the Strategic Plan discussion at the May 18, 2020 Board Meeting and included the recommendations. The Strategic Plan will be presented for approval later on in this meeting.

b. Finance & Human Resources Report

Mr. Salinas presented his report. The General Fund for this past fiscal year '19 - '20 shows a \$153,000 deficit and the Recreation fund with a surplus of \$39,000. Tennis Center shows a \$74,000 surplus.

Proceeding with the current fiscal year, the General fund has a deficit of 69,000 which has been impacted because of the mandated closings for the COVID 19. The Recreation Fund is taking a huge hit resulting in the year to date net surplus of \$7,386; which is a decrease of approximately \$400,000 over prior year's year to date net surplus of \$405,790. This fund is being negatively impacted by the closure of our facilities and the suspension of our programming.

All of this is being compensated by the reduction in the expenses, such as payroll expenses due to the reduction in personnel.

President Knitter asked if the District has fixed expenses that prohibit the District from realizing a reduction in expenses.

Mr. Salinas said that some of the expenses are due to the District performing capital projects, and moved up some of the maintenance project schedule, to take advantage of the time when the facilities are closed.

Tennis Center has a year to date deficit of \$27,283; which is a decrease of \$245,240 when compared to last year's YTD net surplus of \$217,956. This is also caused by the closure of the Tennis Center due to the COVID 19.

President Knitter said that it makes it hard when you can't open the tennis courts.

President Knitter said she is assuming we are putting expenditures on hold for the Tennis Center as much as possible but understands that the District is also trying to get projects done while the facilities are closed.

Ms. Kosey said that is correct and she is looking forward to the June report for the Tennis Center as it has been getting a lot of participants for both indoor and outdoor programming.

Mr. Salinas said the District has received notification from the Village regarding the health insurance premiums which will have a 4% increase for HMO and a 8% increase for PPO plans effective July 1, 2020. The District had budgeted for a 10% increase, so we are well within the District's budget.

The Board thanked Mr. Salinas for his report.

c. Recreation & Facilities Report

Mr. Thommes presented his report. Last Wednesday the aquatic center is up and running. We have developed a reservation system where a lap lane can be rented for one hour at \$10/\$12 a use. This has been very popular. This week alone we have 178 people registered for a lap lane from Monday through Sunday. We have been selling out with people on waitlists. People are ready to get back into the pool and do some lap-swimming. Summer camp "Summer Hangouts" started today. We have 17 participants in the camp. It is a start and should increase as the summer goes on. Field rentals, outdoor rentals, field rentals, and gym rentals have picked up. Sports Core Membership currently has 56 members. Things are picking up.

The Board thanked Mr. Thommes for his report.

d. Parks & Planning Report

Mr. Johnson presented his report. He noted the crane will be onsite tomorrow to complete the retro fit of the LED lights and an initial light test with our lighting consultant and Musco to make sure that everything is in working order and is compliant with the light ordinance before we have the official test in November.

Mr. Johnson noted the completion of asphalt projects in Central Park, including trails, parking lot, and driving lane replacement.

Staff has set up the fencing on the fields, mid field, to promote social distancing is maintained and preventing games taking place at this time.

The park district is still waiting to receive the signed OSLAD contract from Illinois Department of Natural Resources. The project for the Central Park North Improvements can't begin until we have that agreement in place. This is not affecting the schedule as the District is planning to have the project commence in early July 2020.

Listed on this Board Meeting agenda is the Surplus Personal Property Ordinance, which is being presented for possible Board approval. This ordinance would declare the removed metal halide lights which were previously installed on the synthetic soccer fields in Central Park, as surplus property. The District will offer the metal halide lights for sale to municipalities, school districts and park districts.

The Dean Nature Sanctuary honey bees are doing well.

The Board thanked Mr. Johnson for his report.

7. UNFINISHED BUSINESS

a. Oak Brook Park District Strategic Plan 2020-2024

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Suleiman to approve the Oak Brook Park District Strategic Plan 2020-2024.

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

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

Nays: None

President Knitter thanked Ms. Kosey for taking the Board's review and comments from the May 18, 2020 Board Meeting into consideration for the Strategic Plan.

b. Natural Areas Stewardship Bid

Motion: Commissioner Tan made a motion, seconded by Commissioner Truedson, to accept the bid from Davey Resource Group for Natural Areas Stewardship and to approve an agreement between the Oak Brook Park District and Davey Resource Group for the fees outlined in the bid for a not to exceed cost of \$25,000.

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

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

c. Upland Design Group Contract Amendment

Motion: Commissioner Truedson made a motion seconded by Commissioner Tan to approve the Upland Design Group Contract Amendment.

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

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

d. Policy and Safety Standards for the Workplace to Minimize the Spread of COVID-19

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve the Policy and Safety Standards for the Workplace to Minimize the Spread of COVID-19.

Sharon Knitter asked if there has been any push back as the District implements the Policy and Safety Standards.

Ms. Kosey said that we have not received push-back but questions, a little apprehension, not knowing what to expect. When we explain the protocols that we have put into place they were grateful to come back.

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

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

8. NEW BUSINESS

- a. Resolution 20-0616: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price with MG Mechanical Contracting, Inc., for the Central Park West Mechanical Renovation Project (**Requires Waiving the Board Rules to Approve at this Meeting.)

Motion: Commissioner Tan made a motion, seconded by Commissioner Suleiman, to waive the Board Rule to approve at this meeting Resolution 20-0616: A Resolution

Authorizing and Approving a Change Order Involving an Increase in the Contract Price with MG Mechanical Contracting, Inc., for the Central Park West Mechanical Renovation Project.

The motion passed by roll call vote:

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

Motion: Commissioner Tan made a motion, seconded by Commissioner Truedson, to approve Resolution 20-0616: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price with MG Mechanical Contracting, Inc., for the Central Park West Mechanical Renovation Project.

President asked Mr. Thommes for a quick summary:

Mr. Thommes said back in March this contract was initially approved for \$128,000. However, the District decided to do some of the work in house, and the contract was reduced by \$16,000. During the project, it was discovered that the District needed to have additional equipment for two areas, that did not come with the package that we bought, so that resulted in a \$1,700.00 increase. We are well under the original approved contract cost and should close the project out at \$113,000.

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

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

- b. Ordinance 20-0617 An Ordinance Declaring Surplus Personal Property and Authorizing the Conveyance or Sale Thereof (***) 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 Ordinance 20-0617: An Ordinance Declaring Surplus Personal Property and Authorizing the Conveyance of Sale Thereof.

The motion passed by roll call vote:

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

Motion: Commissioner Tan made a motion, seconded by Commissioner Truedson to approve Ordinance 20-0617: An Ordinance Declaring Surplus Property and Authorizing the Conveyance or Sale Thereof.

Ms. Kosey clarified that the ordinance includes not only the old Musco lights but also the old televisions previously used in the Fitness Center.

The motion passed by roll call vote:

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

9. ENTER CLOSED SESSION: For the purpose of discussing and approving Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21); for the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District pursuant to 5 ILCS 120/2(c)(1), and for Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives or Deliberations Concerning Salary Schedules for One or More Classes of Employees; Pursuant to 5 ILCS 120/2(c)(2).

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan to enter Closed Session at the hour of 7:02 p.m. for the purpose of discussing and approving Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21); discussing the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District pursuant to 5 ILCS 120/2(c)(1), and for Collective Negotiating Matters Between the Public Body and its Employees or Their Representatives or Deliberations Concerning Salary Schedules for One or More Classes of Employees; Pursuant to 5 ILCS 120/2(c)(2).

The motion passed by roll call vote:

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

10. CLOSED SESSION

- a. Discussion and Approval of Closed Meeting Minutes, March 16, 2020
- b. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District
- c. Collective Negotiating Matters Between the Public Body, and its Employees or Their Representatives or Deliberations Concerning Salary Schedules for One or More Classes of Employees

11. ARISE FROM CLOSED SESSION AND RESUME TO OPEN SESSION

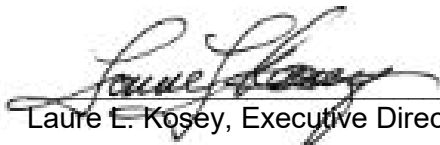
12. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON JULY 20, 2020.

President Knitter announced the next Regular Meeting of the Oak Brook Park District Board of Commissioners will be held on July 20, 2020, 6:30 p.m.

13. ADJOURNMENT

Motion: Commissioner Tan made a motion, seconded by Commissioner Trombetta to adjourn the meeting at hour of 7:37 p.m.

The motion passed by voice vote.



Laure E. Kosey, Executive Director