

MINUTES
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
JULY 20, 2020 – 6:30 P.M.
Zoom Video Conference

Please Note: As the State of Illinois and our community enter into Restore Illinois Plan Phase 4, 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. The President of the Oak Brook Park District Board of Park Commissioners has determined that it was not practical and prudent to conduct the July 20, 2020 Board Meeting in person because of the continued risks of COVID19. Therefore, the July 20, 2020 Board Meeting was conducted by teleconference using Zoom Video Teleconferencing and as permitted by the Gubernatorial Disaster Proclamation in Response to COVID19 (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 was not able to participate in the Zoom Meeting. (Zoom Meeting ID 890 8076 0490)

Before the commencement of the meeting, President 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 July 20, 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 the 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 Trombetta, Suleiman, Tan, Truedson, 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 and Dave Thommes, Deputy Director. Marco Salinas, Chief Financial Officer, Bob Johnson, Director of Parks and Planning, and Steven Adams, Park District Attorney, attended through Zoom Conferencing.

2. OPEN FORUM

President Knitter asked if there was anyone in the audience who wished to address the Board. She reminded everyone of the Rules of the Board of Commissioners which limits the length of comments to 5 minutes during Open Forum.

Jim DePhillips addressed the Board, stating that he has been a resident of Oak Brook for ten years. He said he had emailed Ms. Kosey and had heard back from both herself and some commissioners, but he still would like to know how the concerts went from being a free concert series to costing \$40 or \$30 for a reserved space. He had looked at the guidelines issued by the State of Illinois and he did not see anything mentioning the necessity of fees and chairs. He realized that the Park District may receive more complete guidelines. From the picture that was on Facebook and from a

friend that had attended the concert, it was poorly attended. The capacity of that field is huge. How was the fee determined? To just put a fee on something, because of COVID 19, is not right.

President Knitter said the Board of Commissioners will respond to his question during the communications section of the Board Meeting Agenda.

3. CONSENT AGENDA

- a. APPROVAL OF July 20, 2020 AGENDA
- b. APPROVAL OF MINUTES
 - i. June 15, 2020 Regular Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING JUNE 30, 2020
 - i. Warrant 637

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan to Approve taking a Single Omnibus Vote on the Consent Agenda as presented.

There was no additional discussion and 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 the Consent Agenda as presented.

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

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

Nays: None

d. COMMUNICATIONS/PROCLAMATIONS

Board of Commissioners to share communications.

President Knitter said she received comments from at least four residents that they love the system of making reservations for the pool. They felt very safe and clean and they are going to miss it when we return back to regular operations.

President Knitter said we will address the concerts now. We have received positive comments, as well as, the question from Jim about the concert. We also have our legal situation with what we can do.

President Knitter invited Ms. Kosey to address the questions about the concerts.

Ms. Kosey said the first option for the Park District was to not have the concerts and to cancel them, but staff did a great job of thinking of a way that the District could have the concerts. Whenever we have a situation when we need to make a decision during this uncertain time, we go by these three parameters. "Is it legal? Is it insurable? Is it reasonable?"

Ms. Kosey said after we had talked with our attorneys, as well as our risk management association, we came up with these parameters for the concerts. It does include a fee. We tried to figure out what was a good way to be able to control the number of attendees, being able to accommodate everyone, and not having to turn people away if we got too many,

because we have to follow strict guidelines in case someone gets the virus and we need to conduct the required contact tracing. We put all these parameters in place, such as escorting attendees to the reserved circle and cleaning the portable toilets after every time they are used. It has taken a lot of effort. Each concert costs \$1,500 just for the band. We were looking at what would be a reasonable fee and it was determined to be \$40 for upfront circles and \$30 for back circles. We had to make sure that attendees met the requirement to have a seat as they could not just sit on the blanket.

Sharon Knitter said it is important to note that these are not considered sporting events; they are considered performing arts.

Ms. Kosey said that is correct, and so with our attorneys and our risk management association this is what we derived. We thought as there could be up to six people in a circle, a \$30 fee would equal to \$5.00 a person. It has been well received and successful.

President Knitter said normally, in other years, we have a lot of other programs to provide funds for the cost of the concerts and we would have sponsors, food, and wine vendors to offset the cost. Because we can't do that anymore, we have to somehow offset the cost. Now at these concerts, we do not have the ability to offset the price. At this price we are not coming near halfway the cost, but we wanted to be able to provide the concerts.

Commissioner Trombetta said our residents pay \$300 - \$600 a year for taxes as part of their real estate taxes. A lot of those people don't attend the fitness center. This money should be used to give something free back to the community, via the concerts.

President Knitter said that it is not just the cost, it is meeting the requirements of contact tracing. If we make the concerts free, chances are people will just show up and not register, or else they may register and not show up. All of this has to come into play. Even in a normal year, taxes do not cover all the operation costs of the Park District. We can't just do this for free. The other choice for this year would be to not do concerts at all. The fees that we charge should not be a commissioner driven discussion because it is not policy.

Attorney Steve Adams said that normally the decision to price an event or program is a staff driven function. That is certainly within the scope of the power granted by the Board of Commissioners to staff. Staff can bring any question to the Board and have it discussed. Typically, staff is in the best position to determine how to structure the program/event, and how to charge for the program/event, taking into account the impact to the District's overall obligations, costs, and revenues. Typically, they are in the best position to determine the costs. Certainly, the Board can discuss it at the Board level, if they choose to do so, and to direct staff as they see fit.

Commissioner Tan said because we have a legal obligation to be able to do contact tracing, there must be some form of registration so that if you don't register you can't attend. It could not be free as it would not give the ability to conduct contact tracing. It then becomes a question that if it can't be free, what is the nominal fee, and staff has the ability to determine the appropriate fee.

Commissioner Suleiman said staff has researched communities in the area. Comparatively, other events, like Ravinia, are charging a lot more. Things that make our community happy are what, she thinks, residents would be willing to pay \$100 to have a good time with their family, and would not hesitate to pay the \$30 fee.

Commissioner Truedson said he agreed with all the comments made and noted historically, most people who go to the events are the elderly, and money is tight with them. He said he knows that Laure Kosey has spent much time on this, and talked with President Knitter about it, but the residents may think of it as a money grab. Communication is the key; it is important.

Attorney Steve Adams said the Oak Brook Park District has been extremely active to bring programs back to its residents. Many park districts have not even made any effort to restore programs because the rules are very vague and difficult to interpret. Laure has explored new boundaries. We are all in an experimental phase as we strive to start our businesses. What happened here was a good set of practices, making sure that we meet the requirements, and reducing risk, and at the same time delivering the program. Restarting programs after a pandemic - there are not a lot of guidelines. This is all healthy debate. Staff is really trying to do their best to resume the programs for the District in a very uncertain time.

Ms. Kosey stated it is the Park District's intention to bring concerts back next summer as free again.

President Knitter noted we have received a lot of positive comments.

Commissioner Tan said the concerts are not a sporting event, and that is why everyone must have their own chair, or have the ability to rent a chair. It is important to communicate this fact as well.

Laure Kosey said that is correct; that this was a requirement of the performing arts. As of this date, no one has rented a chair, but everyone has been very helpful and has brought a chair.

Commissioner Suleiman said she does agree with Commissioner Truedson about the communication and asked where and how did we promote the concerts and that there would be a charge?

Ms. Kosey said the District tried to communicate it everywhere, on the website, a banner, and every promotional piece we did it was on there, including the requirement to bring a chair and a mask.

4. STAFF RECOGNITION

- a. None

5. REPORTS:

- a. Communications IT, and Administration Report

Ms. Kosey gave her report which is part of the Park District's records. Ms. Kosey noted we are still in Phase 4. We have implemented some travel restrictions with staff as defined by the Chicago Department of Public Health. Any travel to a hotspot state will require staff to quarantine for two weeks. This was implemented last Tuesday. The Chicago Public Health Department releases the list of the hotspot states every Tuesday at noon.

Construction has started on the Central Park North fields. We are going to have a small groundbreaking picture on July 28 with appropriate social distancing.

The Upace app, used by Park District guests for fitness and program reservations, has had a few snags, but it now running better. Robert has worked hard with the Upace representatives to get it running better.

President Knitter inquired about any rollbacks in the Restore Illinois plan.

Ms. Kosey said the state has just come out with new mitigation criteria. We are now located in region 8 and there are three tiers for the roll back. In the first tier, it rolls back indoor recreation, the other two tiers of roll backs will discontinue any recreation. There are parameters that will affect the criteria.

b. Finance & Human Resources Report

Mr. Salinas presented his report which is included in the Park District's records. The report is June 30, 2020 ending. Reviewing the General Fund, Mr. Salinas reported the Park District received the property taxes as expected. Progress of Fund Balance Report shows an increase due to the property tax. The general fund shows the activity for the facilities – notably, rentals are down.

The Recreation Revenue Fund has taken a significant hit. Expenses have also decreased. The limited programming and the closure of our facilities have really impacted our programming revenue.

President Knitter inquired if there would be any more staff layoffs.

Ms. Kosey said we have been extremely careful on hiring back. We are at a skeleton staff.

Mr. Salinas continued with the Tennis Center stating the revenues are down and that expenses are also down.

President Knitter said that as we had to dip into the reserve funds, we have to think about how we can return funds to the reserve funds.

Commissioner Tan said that he was pleased to see that the expense rate is at a reasonable amount. If this keeps up, we should be able to continue to the end of the year. The Park District is doing a great job at where expenses are being cut, and being really frugal.

Mr. Salinas said the net position for the Tennis Center is heading in the right direction and the Tennis Center is not supported by property taxes.

Reviewing the capital expenses, Mr. Salinas noted the payment for the field lights, the first payment for the fitness equipment lease, and for the Tennis Center indoor tennis courts resurfacing.

Mr. Salinas also said the auditors were in the office last week and completed the field work. There will be much work in preparing the reports as we include a narrative on the Park District's accomplishments for the fiscal year of the report.

c. Recreation & Facilities Report

Mr. Thommes presented his report, which is part of the Park District's records. He provided a quick update on the reservations, stating since the District opened its doors on July 6 through July 20, 2020, we have had over 1,500 reservations through the Upace app for the aquatic center. We have also started doing private rentals of Splash Island and have set up 14 ninety-minute time slots each week. This has been well received with Splash Island totally booked through the month of August.

Mr. Thommes said we have been able to have 450 members join with Fitness memberships. We had 700 reservations, as of yesterday, for the fitness center use alone. Just under 300 reservations for the track and group fitness. People are coming back.

Field rentals have picked up. The Sports Core has a lot of bookings especially over the weekend, as well as at Central Park North and at Central Park fields.

Camp is doing well with 50 kids, which is 5 to 6 pods.

Commissioner Suleiman asked if families are receptive to starting preschool in the fall – or are we waiting for more information from the school district?

Mr. Thommes said that we are waiting to hear from the school district which is expected to be received at the end of July. Staff is planning for a virtual option, should we get shut down again, and they are also planning for an in-person classroom which will abide with all requirements.

President Knitter asked how are the teachers planning for preschool?

Mr. Thommes said the teachers would stay with their own pods.

Ms. Kosey said the challenge is that the inclusion aids need to visit from class room to class room, so we are waiting to hear to be able to work out how this will be coordinated.

Commissioner Suleiman asked if we had anyone register for preschool.

Ms. Kosey said she would get the information to Commissioner Suleiman.

Commissioner Suleiman asked if Central Park West can be rented.

Ms. Kosey replied that it can be rented for events with up to 50 people attending, depending on the event.

d. Parks & Planning Report

Mr. Johnson presented his report which is included in the Park District records. The LED Sports Lighting retrofit in Central Park has been completed. The initial light measurement conducted on the project was successful and all fixtures were compliant with the ordinance. A few minor adjustments need to be made to provide better lighting on the field. The adjustments will be conducted in the next 6 weeks, ensuring the adjustments are done before the November light test with the Forest Gate residents present.

The Central Park North project is underway. The silt fence has been installed and the earthwork has begun.

Mr. Johnson also met with the appraiser at the Dean Nature Sanctuary to value the sliver of land that will be utilized by the Illinois Department of Transportations for the tollway widening project. We are waiting for his report to review.

Parks Department is accepting applications for a park technician. This position will offset a lot of the workload for the additional work incurred by the parks department due to the Central Park North fields and the management of the Village Sports Core.

Commissioner Trombetta asked if we are finished with the requirement of testing the ballfield lights in the winter.

Mr. Johnson said that there will be a test done this November and it is hoped that it will be the final test for the ballfield lights.

7. UNFINISHED BUSINESS

- a. Resolution 20-0720: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price with Integral Construction, Inc.

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Truedson to approve Resolution 20-0720: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price with Integral Construction, Inc.

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. Ordinance 20-0817: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings

This topic was for review and discussion only. Ms. Kosey said this is a normal procedure we do in accordance with the Open Meetings Act.

9. ENTER CLOSED SESSION: For the purpose of the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance, pursuant to 5 ILCS 120/2(c)(3) of the Open Meetings Act.

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to enter closed session for the purpose of the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance, pursuant to 5 ILCS 120/2(c)(3) of the Open Meetings Act.

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

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

Nays: None

The Board entered closed session at the hour of 7:19 p.m.

10. CLOSED SESSION

The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

11. ARISE FROM CLOSED SESSION

The Board entered open session at the hour of 7:40 p.m.

12. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON AUGUST 17, 2020.

President Knitter announced the next Regular Meeting of the Oak Brook Park District Board of Commissioners will be held on August 17, 2020, 6:30 p.m.

13. ADJOURNMENT

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to adjourn the July 20, 2020 Regular Meeting of the Oak Brook Park District Board of Commissioners. Motion passed by voice vote. The meeting adjourned at the hour of 7:42 p.m.



Laure L. Kosey, Executive Director