

Minutes
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
August 17, 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 will be 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 is not practical and prudent to conduct the August 17, 2020 Board Meeting in person because of the continued risks of COVID-19. Therefore the August 17, 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. (Zoom Meeting ID 890 5037 5248)

Individuals were invited to speak during "Open Forum" using the "Chat" function to type a message to the host indicating a desire to speak. Comments for Open Forum may have also been emailed to lkosey@obparks.org by 2:30 p.m. on 8/17/20 to be read at the meeting by staff.

Before the start of the Board 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 August 17, 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."

AGENDA

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, Trombetta, 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 Marco Salinas, Chief Financial Officer and guest staff, Kate Sniegowski, Facility Coordinator, and Rafael Rodriguez, Park District Custodian. Laure Kosey, Executive Director, Dave Thommes, Deputy Director, Bob Johnson, Director of Parks and Planning and guest staff Haley O'Brien, Marketing and Communications Manager attended through Zoom Conferencing.

2. **OPEN FORUM**

Commissioner Knitter asked if there were any public comments. No one addressed the Board or were submitted by email to Executive Director Laure Kosey.

3. CONSENT AGENDA

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 Suleiman, Trombetta, Tan, Truedson and President Knitter.

Nays: None

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

- a. APPROVAL OF AUGUST 17, 2020 AGENDA
- b. APPROVAL OF MINUTES
 - i. July 20, 2020 Regular Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING JULY 31, 2020
 - i. Warrant 638

4. COMMUNICATIONS/PROCLAMATIONS

- a. Board of Commissioners to share communications

Commissioner Tom Truedson stated that he also is the Chairperson for the Oak Brook Athlete of the Year Committee. The committee had received two nominees for this recognition, even though the season was truncated by the COVID pandemic and participation is from numerous high schools serving the Oak Brook area. Justin Mondschean was selected for the Male Athlete of the Year. Justin is a soccer player from Montini Catholic High School. Margaret Huber, a Hinsdale Central volleyball player, was selected for the Female Athlete of the Year.

The awards will be presented at the next Village Board Meeting. The perpetual trophy for the Athlete of the Year will be engraved with the winners' names. The trophy is placed in the display case hosted at the park district, in the lower level of the Family Recreation Center. The winners will receive a certificate and a one-year membership to the Oak Brook Park District.

President Knitter thanked Commissioner Truedson for his work on the committee.

Commissioner Suleiman also shared that she attended the movie in the park and commented how much she enjoyed the event. She thanked everyone that organized it.

5. STAFF RECOGNITION

The following staff were welcomed to working at the park district:

- a. Haley O'Brien, Marketing and Communications Manager
- b. Rafael Rodriguez, Park District Custodian
- c. Kate Sniogowski, FRC Facility Coordinator

6. REPORTS:

a. Communications IT, and Administration Report

Ms. Kosey presented her report which is part of the park district's records. She said the District has been working on two new policies, and one revision, which are presented on the agenda for review during this Board Meeting. Robert Pechous, Superintendent of Communications and IT, is working around the clock to make sure that staff are able to stay connected remotely and he is also preparing laptops for preschool and the additional challenges with the start of the preschool. Dave will talk about the Pink 5k in October. AMITA and Evergreen Bank Group are on board with the new Pink 5k. Haley O'Brien, Marketing and Communications Manager, has started to work on the marketing and communication analytics. Let us know if there is additional data the Board wishes to review in the reports.

b. Finance & Human Resources Report

Mr. Salinas presented his report, which is part of the park district's records. The District has completed the first quarter of the fiscal year. The General Fund is showing a surplus which is driven by the decrease in expenditures. The Park District saves a lot in terms of utility costs, the decrease in staff costs due to the layoff of part time staff, and a decrease in the commodities, except for cost attributed to the COVID. Reviewing the Recreation Fund, we have a surplus of \$75,000 which is a significant decrease from last year. We took a huge hit in our programming revenues.

President Knitter noted that, yes, there is a surplus, but it is a negative swing of a half of million dollars which is significant.

Mr. Salinas said the Tennis Center is also showing a surplus but it has also decreased by the loss in revenue. Revenues last year was half a million, this year, \$300,000, which is almost a 50% decrease in revenues.

President Knitter noted this is for the first quarter, and that we are not anticipating an increase next quarter.

Ms. Kosey noted that the District typically has the aquatic center closed for the next 2 -3 weeks in prior years, but we took care of that necessary annual maintenance when the Family Recreation Center was closed for the pandemic. The aquatic center will continue its operations through the next weeks and revenue will be received, but it will not replace the revenue loss.

President Knitter said this is what she would have anticipated; she is not criticizing. We are only in the first quarter, but we know we are not going to be able to open up all the programming.

Ms. Kosey said that is correct and for all we know, we may be taking two steps back in November.

Mr. Salinas said that overall, on a consolidated basis, we are showing a \$1.7 million surplus. However, there will be some big debt service payments coming up in October. Programming has picked up. We are doing the best we can and we are doing a good job in controlling our expenses.

President Knitter said we still have the sponsorship from the Wizards, and it is great that the sponsors are staying with us.

Mr. Salinas said that Linda Noonan, HR Manager, worked on the COVID response decision tree. It was critical that we developed this decision tree to help address issues and to keep employees safe. We are busy wrapping up the audit. The draft of the audit report has been received and is being reviewed. The finalized audit report will be presented at the October Board Meeting.

c. Recreation & Facilities Report

Mr. Thommes, Deputy Director, gave his report, which can be found in the park district's records. Mr. Thommes said that staff is trying to get really creative with park and recreation programming. The Movies in the Park and the Summer Concerts have gone very well and so we are adding 3 more concerts and 1 to 2 more movies in the park. For preschool, we're planning to have in-person instruction in accordance with the school district's guidelines, making sure that our rooms are set up appropriately, and making sure everyone has masks.

President Knitter asked if the teachers are comfortable with doing in-person instruction.

Mr. Thommes said the teachers are comfortable coming in. The biggest concern is when the teachers' kids need to do remote learning.

President Knitter said that it would be interesting to see if there is some way we can help staff that are facing this dilemma.

Commissioner Suleiman said she knows that other districts are being creative with ways to help their staff, such as having supervisors to help the children get on their Zoom lessons and supervising the children while doing e-learning. They don't have to be certified teachers. Park Districts are becoming learning/daycare providers.

Mr. Thommes said we are planning to do the same thing – not to just help our staff but also the Butler and Brook Forest school teachers' children as well.

Mr. Thommes also reported the District's lifeguards received a 5-star audit during the lifeguard audit. It is the highest rating possible to receive and the first audit during the COVID. The aquatic staff are doing a great job. The Pink 5k will be a virtual event and will be held all month long in October. We are going to setup the start and finish banners with signage on the course. Also included will be special messages of encouragement. Teams can run on a reserved day so that the team's participants can run safely together. We will offer photo opportunities at the gazebo.

d. Parks & Planning Report

Mr. Johnson presented his report, which can be found in the park district's records. The Central Park North Project is underway, beginning with mass grading which will continue over the next week.

The grading includes the excavation for water detention and the parking lot. We had a few delays due to concerns with the base soils for the parking lot. The good news is the soil was tested and it is acceptable. We had to adjust the limits on a retention area that ended up encroaching into a utility easement and so we had to do a redesign on that. So that paused us for a week, or so, but we are back on track today.

Dean Nature Sanctuary property appraisal took place two weeks ago and we will have a Zoom meeting this next week with the tollway representatives to discuss the impact from the tollway construction and the timeline. The construction will affect the bike path trail access under the tollway. More information about the property appraisal will be forthcoming.

Parks staff has made a grub control application and additional fertilizer applications on the athletic fields at the parks and at the Sports Core. The Dean Nature Sanctuary bees are doing well and the honey harvest will occur soon.

We have made an offer to a candidate for the full-time staff position in parks.

Mr. Johnson also reported he had a Zoom Meeting with Saddle Brook residents and that the meeting went well.

7. UNFINISHED BUSINESS

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

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve Ordinance 20-0817: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings.

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

Ayes: Suleiman, Trombetta, Tan, Truedson, and Knitter

Nays: None

8. NEW BUSINESS

- a. New Personnel Policy Section 4.27 “Working Remotely – Telecommuting Policy”
Ms. Kosey said this is being presented for the first review. We have been working on this policy which was received from an HR source. The attorneys have reviewed the policy and edited it for the Oak Brook Park District.

President Knitter said she knows that family internet resources can get used heavily when both parents work from home and children have school online. Does the park district reimburse the employee who is working remotely for their internet resources?

Ms. Kosey said that right now we do not reimburse. If the employee chooses to work from home when there is not a pandemic, we would not reimburse. The District is seeking reimbursement for the laptops purchased for remote access use. Right now, from DuPage County, we have been reimbursed \$10,000, but we are at around \$20,000 in expenses due to the COVID Pandemic, so we will be applying for rebate from the federal government to cover the difference.

Commissioner Suleiman asked if there was a cap on how many people can telecommute, to be sure that we are staffed as needed?

Ms. Kosey said telecommuting work has to be approved by the employee's supervisor. It also depends on the employee's position. We have approximately 35 full time employees of which we have 10 that cannot perform their work from home, as they must do their work at the park district, such as parks and custodial staff. The rest of the staff will be splitting time, working from home and at the District, taking turns to be sure we have adequate staffing.

b. New Administrative Policy: Section 2.30 "Social Equity"

Ms. Kosey noted that this is another policy that is timely. We received this policy from the Park District of Oak Park. The attorneys have also reviewed this policy.

Commissioner Suleiman said she thought the policy was very impressive, progressive and takes the park district to a new level. We need to make sure that we can follow though and we can comply with all of this. We may need to make retrofits, so that we can comply.

Ms. Kosey agreed and said we are completely on the same page.

Commissioner Suleiman said she is interested in the task force for diversity and inclusion and would be willing to help.

c. Revision: Personnel Policy 4.9 Dress Code

Ms. Kosey said the park district's dress code policy was a little stale and we needed to address the portion referencing piercings and tattoos. The recommended revisions take this into account.

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON SEPTEMBER 21, 2020. President Knitter announced the next Regular Meeting of the Oak Brook Park District Board of Commissioners will be held on September 21, 2020, 6:30 p.m. She asked if we will be conducting the September Board meeting by Zoom as well.

Ms. Kosey said that most likely, due to the current concerns of the pandemic. It is the safest route.

10. ADJOURNMENT

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to adjourn the August 17, 2020 Regular Meeting of the Oak Brook Park District Board of Commissioners. Motion passed by voice vote. The meeting adjourned at the hour of 7:08 p.m.



Laure L. Kosey, Executive Director