

**Minutes**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**September 21, 2020 – 6:30 p.m.**  
**Studio C Room, Family Recreation Center**

**Minutes**

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 6:30 p.m. Commissioners Suleiman, Trombetta, Tan, Truedson, and President Knitter answered “present”. Also present were Laure Kosey, Executive Director; Dave Thommes, Deputy Director; Marco Salinas, Chief Financial Officer, and Bob Johnson, Director of Parks and Planning.

2. OPEN FORUM

President Knitter asked if there were any public comments. No one addressed the Board.

3. CONSENT AGENDA

- a. APPROVAL OF SEPTEMBER 21, 2020, AGENDA
- b. APPROVAL OF MINUTES
  - i. August 17, 2020 Regular Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING AUGUST 31, 2020
  - i. Warrant 639

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.

Nays: None

4. COMMUNICATIONS/PROCLAMATIONS

- a. Board of Commissioners to share communications

There was no communication between Board Members.

Ms. Laure Kosey discussed the projected financial fund balances for fiscal year end April 30, 2021. Due to the COVID-19 Pandemic, financial projections have become more difficult to anticipate. The revenues have been on a steady increase. However, as the

weather changes it will become more challenging to hold classes outside and they will have to bring classes indoors. The General Fund is positive, the Recreation Fund struggles, and the Tennis Center has done very well, maintaining a mainstream net by restructuring its membership increasing profits with Premier Member Sign-up.

Ms. Laure Kosey noted there were three special events over the week consisting of a concert, the Autumn Fest, and Dri Tri. All of the events were successful and a lot of staff volunteered to help. Previously, there were 225 employees (pre COVID-19) and now only 125 employees, their additional support has not gone unnoticed.

Ms. Laure Kosey stated she has been hesitant to hire any more staff because as the cold comes, she does not want any more layoffs.

Mr. Bob Johnson has hired a new Maintenance Technician.

Ms. Kosey continued the financial report with the District's success in the management of the Village owned Sports Core. The Sports Core net income may be around \$65,000. There have been very few expenses as the pool was not in operation due to the construction permits being delayed by the COVID-19 quarantine. Twenty-five percent of these earnings will go back to the village which is to be used for improvements. Ms. Kosey said she is recommending the funds be used towards increasing the parking at the Sports Core. If the pool would have been in operation, there would not have been enough parking. Parking is desperately needed for the soccer fields. Once COVID-19 regulations are lifted, additional parking will be necessary to accommodate the 9 soccer fields, and regular Sports Core events. Currently, the Oak Brook Park District manages the pool, tennis, and soccer fields. The Village would like to oversee the soccer fields again. The Oak Brook Park District does not want to oversee only the pool and tennis because it is not financially conducive. The contract provides the agreement will continue unless the Village or the Park District give notice of termination by October 1. Ms. Kosey is working with the village to gain an extension on the October 1 decision deadline, so that the Village Board may consider the additional parking, and ensuring the completion of the pool's projects.

Commissioner Truedson would like to see the year-end with the agreement which was already in place with the Village of Oak Brook. Commissioner Trombetta stands with the Oak Brook Park District and Commissioner Truedson.

Commissioner Trombetta expressed concern over the reserve money to Mr. Marco Salinas. Marco Salinas informed the Board the reduced reserves have since been increased due to the increase in revenue from property taxes, savings from IMRF, Social Security fund, and staff holding back on expenses.

Commissioner Tan, stated as a whole, he is pleased with the stability of the finances.

President Knitter inquired if there had been any more COVID-19 cases at the Oak Brook Park District, Ms. Laure Kosey said there have been no new cases.

President Knitter expressed hearing positive reviews from Oak Brook Park District members, who have been utilizing the Recreation reservations system for the pool lap lanes in the Aquatic Center.

5. STAFF RECOGNITION

- a. Rachel Jones, Administrative Services Assistant
- b. Erik Ruiz, Graphic Designer

The Board welcomed Rachel Jones and Erik Ruiz.

6. REPORTS:

- a. Administrative, IT, Marketing Report

Ms. Laure Kosey presented her report, which can be found in the Park District's records.

Ms. Laure Kosey reported the upcoming Oak Brook Park District Board of Commissioners election on April 6, 2021. Both Commissioner Trombetta and President Knitter's commissioner seats will be up for election.

Ms. Laure Kosey also reported the Haunted Forest will be back with new COVID-19 restrictions.

- b. Finance & Human Resources Report

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

Mr. Marco Salinas reported the last four months encompassed the first quarter of the fiscal year. The General Fund increased from last year, due in part, from the property tax and the decrease in spending. The General Fund Balance has increased year-to-date, the Recreation Fund is under from last year, due to, the hurdles it has faced caused by the COVID-19 Pandemic, and the restrictions affecting programming.

Mr. Marco Salinas also noted Finance and HR have elected to opt-out of the Social Security Withholding Deferral proposed by the Federal Government as the record keeping was prohibitive.

- c. Recreation and Facilities

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

Mr. Dave Thommes reported the staff has come up with many new ideas on how to make programming safe. The Cory Fun Run, Autumn Fest, and Dri Tri events went better than expected. The Haunted Forest has been changed, to accommodate social distancing and other COVID-19 restrictions. A new event, Egg-tober, will kick-off for Oak Brook village residents only. A small basketball league will begin, where participants will only play in their pods.

Mr. Dave Thommes noted the staff has tried to do as many programs as they can by following the COVID-19 guidelines for both fun and safety.

- d. Parks and Planning Report

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

Mr. Bob Johnson reported, the Dean Nature Sanctuary had an abundant honey harvest. The Central Park North project parking lot and trails will be done within the week, and lights and grass will be completed after. The application of weed and feed has been completed in all of the parks.

Mr. Bob Johnson had a meeting with the Illinois Tollway and DuPage Forest Preserve District to discuss the widening of Interstate 294, will affect, the Dean Nature Sanctuary, and the Forest Preserve District. Mr. Johnson has received a formal offer from the Illinois Tollway outlining an offer of \$20,000 for two sections of land on the East side of the Dean Nature Sanctuary. Currently, the offer is under review, and a counter offer will be proposed. The Illinois Tollway anticipates construction will start 2021 to 2022. Mr. Bob Johnson noted the Com-Ed re-bate for the LED-retro fit lights in Central Park was received and will show on the budget next month capital improvement fund.

7. UNFINISHED BUSINESS

- a. New Personnel Policy Section 4.27 “Working Remotely – Telecommuting Policy”

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve Personnel Policy Section 4.27 “Working Remotely – Telecommuting Policy”

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

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

Nays: None

- b. New Administrative Policy: Section 2.30 “Social Equity”

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve Personnel Policy Section 4.27 “Working Remotely – Telecommuting Policy”

Ms. Laure Kosey informed the board that this policy will now be incorporated into the District’s master vision and core values.

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

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

Nays: None

- c. Revision: Personnel Policy 4.9 “Dress Code”

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve Personnel Policy Section 4.9 “Dress Code”

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. R20-0921: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price of \$10,000 or more with Integral Construction, Inc. for the Central Park North Project (\*\*\*)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 R20-0921: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price of \$10,000 or more, with Integral Construction, Inc. for the Central Park North Project.

The motion passed by roll call vote:

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

Nays: None

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve R20-0921: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price of \$10,000 or more with Integral Construction, Inc. for the Central Park North Project

Commissioner Truedson inquired as to why the contractor was requesting more money? Ms. Laure Kosey said that change orders involving an increase/decrease in the cost of the contract of \$10,000 or more, require the Board's approval. Once the \$10,000 threshold has been reached, any subsequent change orders require the Board's approval. The itemization of the change order provides the costs being approved by the Board.

The discussion ended and the motion passed by roll call vote:

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

Nays: None

- b. Revision: Personnel Policy Section 3.10 Bereavement Leave

The matter was presented for review and discussion only

Ms. Laure Kosey explained the revised policy expands the definition of family.

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve Personnel Policy Section 3.10 Bereavement Leave.

The motion passed by roll call vote:

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

Nays: None

- c. Intergovernmental Agreement for Participation in DuPage County Local Government COVID-19 Reimbursement Program (\*\*\*)Requires waiving the Board Rules to approve at this meeting.)

Ms. Kosey explained the Intergovernmental Agreement with DuPage County was necessary so that the District could participate in receiving reimbursement funds for the District's COVID 19 expenses. DuPage county received federal funds in response to the COVID-19 pandemic and has subsequently elected to allocate a total of \$1 million to be distributed to eligible park districts on a per capita basis. With the Board's approval of the Intergovernmental Agreement, the park district can receive reimbursement for qualifying expenditures up to a maximum of \$10,668.65. The District has incurred expenditures in excess of this maximum reimbursement and we are also seeking additional expenditure reimbursement directly from the federal government. As it is necessary to have the Intergovernmental Agreement in place to submit the COVID 19 expenses for reimbursement, it is therefore necessary for the Board to waive the Board's rules to approve the IGA at this meeting.

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve waiving the Board's rules to Approve at this meeting, the Intergovernmental Agreement for Participation in DuPage County Local Government COVID-19 Reimbursement Program.

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

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

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve Meeting the Intergovernmental Agreement for Participation in DuPage County Local Government COVID-19 Reimbursement Program

The motion passed by roll call vote:

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

Nays: None

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON OCTOBER 19, 2020.

President Knitter announced the next Regular Meeting of The Oak Brook Park District Board of Park Commissioners will be held on October 19, 2020, 6:30 p.m.

10. ADJOURNMENT

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to adjourn September 21, 2020, Regular Meeting of the Oak Brook Park District Board of Commissioners. Motion passed by voice vote. The meeting adjourned at the hour of 7:19 p.m.

  
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Laure L. Kosey, Executive Director