

**MINUTES  
PUBLIC HEARING AND  
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT  
BOARD OF COMMISSIONERS  
December 14, 2020 – 6:30 p.m.  
Zoom Meeting**

Please Note: The Illinois Department of Public Health has issued a Press Release on November 11, 2020 requesting Illinois residents to limit public contact and to stay home as much as possible during the month of November 2020 due to the resurgence of the COVID-19 pandemic. 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 is not practical and prudent to conduct the November 16, 2020 Board Meeting in person because of the continued risks of COVID-19. Therefore, the November 16, 2020 Board Meeting will be conducted by teleconference using Zoom Video Teleconferencing and as previously 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 was not able to participate in the Zoom Meeting. (Zoom Meeting ID 876 3369 7546.)

Before the start 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 December 14, 2020 meeting of the Board of Park Commissioners in-person due to the continued health risks of the COVID-19 pandemic as declared by the November 11, 2020 Press Release by the Public Health Department and as previously described in the 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. PUBLIC HEARING – TRUTH IN TAXATION ACT - For the Levying of Taxes and Assessing of Taxes for Fiscal Year 2021-2022 of the Oak Brook Park District, DuPage and Cook Counties, Illinois

a. Call to Order the Public Hearing

President Knitter called to order the Public Hearing of the Oak Brook Park District to order at 6:30 p.m. Commissioners Suleiman, Trombetta, Truedson, and President Knitter answered "present" through Zoom Conferencing. Commissioner Tan was absent. Also present through Zoom Conferencing were Laure Kosey, Executive Director; Dave Thommes, Deputy Director; Bob Johnson, Director of Parks and Planning; and Attorney Steve Adams. Marco Salinas, Chief Financial Officer was present in the Autumn Oaks room of the Family Recreation Center.

President Knitter announced the Notice of the Public Hearing was published on December 3, 2020, in the Daily Herald Newspaper and on the District's website. A notice was also displayed on the administrative office window located in the Family Recreation Center.

President Knitter read a summary of the tax levy and asked the Board if they had any questions or comments. The 2020 property tax ordinance would be presented later in the meeting for the Board of Commissioners to adopt; staff will proceed to file it with the County Clerk's Office for both Cook and DuPage Counties no later than December 29, 2020.

There were no questions or comments.

- b. Open Forum for the Receipt of Public Comments and Questions Regarding the Levying of Taxes and Assessing of Taxes for the Fiscal Year 2021-2022 of the Oak Brook Park District, DuPage and Cook Counties, Illinois.

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

- c. Adjournment of Public Hearing

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta to adjourn the Public Hearing for the Levying of Taxes and Assessing of Taxes for the Fiscal Year 2021-2022, of the Oak Brook Park District, DuPage and Cook Counties, Illinois at 6:36 p.m.

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

Nays: None

Absent: Tan

## 2. 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 6:37 p.m. Commissioners Suleiman, Trombetta, Truedson, and President Knitter answered "present" through Zoom Conferencing. Commissioner Tan was absent. Also present through Zoom Conferencing were Laure Kosey, Executive Director; Dave Thommes, Deputy Director; Bob Johnson, Director of Parks and Planning; and Attorney Steve Adams. Marco Salinas, Chief Financial Officer was present in the Autumn Oaks room of the Family Recreation Center.

## 3. OPEN FORUM

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

## 4. CONSENT AGENDA

- a. APPROVAL OF DECEMBER 14, 2020 AGENDA

- b. APPROVAL OF MINUTES

- i. November 16, 2020 Regular Meeting Minutes

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

- i. Warrant 642

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

Nays: None

Absent: Tan

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, Truedson, and President Knitter.

Nays: None

Absent: Tan

## 5. COMMUNICATIONS/PROCLAMATIONS

### a. Board of Commissioners to share communications

There were no communications between Board Members.

### b. Tennis Center Business Plan

Alin Pop, Superintendent of Enterprise Operations, addressed the 2015-2020 business plan as the five-year plan comes to a close. Specifically focusing on the operational profit, Mr. Pop stated in 2014-2015, the Tennis Center was looking to take profits from \$165,000 to \$215,00 in one year. Mr. Pop explained the Tennis Center was able to do better than anticipated in 2015, with end of year profits reaching to \$250,000. From 2016-2017 the Tennis Center was able to maintain \$250,000+ as a median, until 2018 when the Tennis Center again exceeded expectations with \$467,000. In 2019-2020 profits decreased due to the COVID-19 Pandemic. However, they are finishing the five-year plan with \$350,000.

Commissioner Trombetta said Alin Pop has done a fabulous job.

Commissioner Truedson said the plan came from programming and asked what changes Mr. Pop has made in the new five-year plan proposed.

Mr. Pop stated the plan was largely centralized around the programming and expanding classes where there has been a lot of interest. Informing, good quality programming helped with sales in court time and memberships came once patrons took the classes. While utilizing team tennis to help members learn and the inhouse matches have helped lesson sales. This was the main goal of the five-year plan. Mr. Pop stressed the quality of staff and Tennis Pros was very important, employment retention is difficult to retain.

Commissioner Suleiman commented she and her daughters use the Tennis Center facility. She is pleased with her experience with the Tennis Centers' quality in programming and staff. Commissioner Suleiman would like to see the Tennis Center offer more programming for individuals with special needs, who love tennis. She suggested to provide additional training for staff on ways to include this clientele.

Mr. Pop said the Tennis Center has offered these options in the past.

Mr. Pop said he will explore classes like this again. Mr. Pop explained the Tennis Center has been able to make accommodations in the past for those who have requested them, but not in terms of offering specific classes geared to individuals with special needs.

Commissioner Suleiman would like to see the messaging of inclusion added into the five-year plan.

Mr. Pop reviewed the next five-year plan. Mr. Pop emphasized the remainder of 2020 into 2021 and the effect of COVID-19 on operations. Profits are not where he would like them to be. However, Mr. Pop is optimistic the Tennis Center will be able to offer more programming in the middle of January 2021. Mr. Pop's operation projection is estimated at \$200,000 in profit.

Mr. Pop explained the plan for 2021 is to get back to where they were pre-COVID-19 restrictions and he has taken a very conservative approach. Mr. Pop said staff has been working hard to take advantage of the growth opportunities. Staff sees a lot of interest from the junior age group and would like to gear programming toward juniors. Since there have been a lot of changes in staffing because of COVID-19, the Tennis Center's team members have been working on optimized assignments, this has reduced the costs for the operation. The Tennis Center has also delayed improvement projects.

Mr. Pop noted, the Tennis Center has been offering as much programming as possible and adjusting to the guidelines set up by the Illinois State Governor.

President Knitter noted the five-year plan entails online bookings for members. Previously this was done for the Professionals, but not for Members. President Knitter asked Mr. Pop if the Tennis Center was going to be using the same software company or at a different software program.

Mr. Pop explained there have been a lot of glitches on the current software with bogging down, buffering, and other bugs. The company providing the current software was bought out by another company. The Tennis Center maintains optimism the merge will add the changes necessary to fix their issues. The new company has informed Mr. Pop that the Oak Brook Park District will be on a more upgraded platform. Mr. Pop is waiting for the upgrades and will assess from there on should the Tennis Center seek another software company.

President Knitter stated, if the current software cannot accommodate the services the Tennis Center requires, the Tennis Center should look into a new software company.

President Knitter inquired about Mr. Pop's proposal to restructure the tennis programming department by adding Senior Professional and Tennis Director positions.

Mr. Pop informed the Board of some of the challenges the tennis industry faces, as many young college professional players seek employment outside of the industry. The Tennis Center needs to be able to retain quality professionals. Potential tennis instructors are seeking positions where they see an opportunity for advancement. By restructuring the programming department to allow growth, Mr. Pop hopes to create employee retention.

President Knitter addressed Ms. Kosey and Mr. Pop about cross-promotional marketing opportunities.

Mr. Pop stated from a Tennis Center perspective, combination memberships and premier memberships are a great idea. They have been successful in the past; it also keeps members informed on what both the Family Recreation Center and the Tennis Center are advertising.

President Knitter agrees with Mr. Pop, working together would be a great idea.

Commissioner Suleiman expressed concern about the new Lifetime Fitness opening at the Oak Brook Mall, wondering how it would adversely affect the Tennis Center as a competitor.

Ms. Kosey said they would not be a Tennis Center competitor.

c. Environmental Report Card

Dave Thommes reported on the Environmental Report Card. Mr. Thommes stated the report card is conducted on an annual basis. Mr. Thommes noted this year the Oak Brook Park District exceeded previous years. Last year alone, the Oak Brook Park District received 83%; in 2020 the Park District received a score of 96%. The improvements made were the additional open land investments and improvements of the shoreline. The investment of greener cleaning products, the LED lighting on the ballfields, and indoor LED light replacements as needed, helped tremendously.

6. STAFF RECOGNITION

a. None

Commissioner Suleiman stated she and her family walked through Central Park North. Commissioner Suleiman found the new improvements impressive, beautiful, calm, and peaceful. The McDonald's Totem pole was a great landmark to add to the space.

Commissioner Truedson said the Winter Lights in Central Park are beautiful and well done. The lights are a great source of fun and getting families out of their homes.

President Knitter noted she has received many terrific comments about the preschool Zoom classes. Clients are impressed with the classes and the curriculum.

Ms. Kosey, said she cannot thank staff enough for going above and beyond to exceed expectations.

7. REPORTS:

a. Communications IT, and Administration Report

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

Ms. Kosey reported the Oak Brook Park District will be managing the Sports Core for the Summer 2021 season.

Ms. Kosey stated the Winter Lights and additional programming, such as the Reindeer Egg Dropping, have been very successful even though the Park District has had minimal marketing.

Commissioner Suleiman said she had seen an Oak Brook Park District advertisement on a School website. She believes this is a very positive place to market events.

Ms. Kosey informed the Board, the Park District has a great working relationship with many of the schools in the area. Brook Forest Elementary School has offered COVID-19 testing for Oak Brook Park District employees.

President Knitter said she was impressed by this relationship.

b. Finance & Human Resources Report

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

Mr. Salinas reported the last seven months of the 2020 fiscal year have ended. Financials are still in the second quarter. The General Fund currently has a surplus a little over a million dollars which is better than last year.

President Knitter asked Mr. Salinas to explain how this was possible.

Mr. Salinas explained the property tax levy has increased. Since the property tax levy is a stable source of income revenue, it has helped the Park District financially. Also, revenues are close to last year, and the District has been spending less.

Mr. Salinas also noted the Finance Department will be transferring funds out of the General Fund to the Capital Fund. The transfer will be \$385,000 placing the General Fund into a deficit. The transfer happens yearly.

Mr. Salinas explained based on his projections, the General Fund will be in either a slight deficit or slight surplus.

Mr. Salinas stated the Recreation Fund is down compared to last year, largely in part to closed programming due to COVID-19 restrictions. These are losses which cannot be made up this year. Mr. Salinas explained the Oak Brook Park District's partnership with Break Away Basketball. Since Break Away Basketball continues to rent the gymnasium for its programming, the Recreational Fund is projected to be above minimum reserves at the end of the year.

Mr. Salinas also noted the Oak Brook Park District will not be liable for the Illinois Department of Employee Security payments. This will continue until the end of the year.

c. Recreation & Facilities Report

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

Mr. Thommes reported the staff has done great with the adjustments following the Tier 3 Mitigations set forth for the state. The Holiday Express will be running this year, with a different look. Patrons will be outside the whole time and there will be a socially distant Santa.

Mr. Thommes noted the Preschoolers continue to have remote classes and will continue in-person learning the second week of January.

Mr. Thommes also reported that memberships are over one thousand which is very positive.

d. Parks & Planning Report

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

Mr. Johnson reported Central Park North has one more inspection and the basketball hoops installation, then the project will be fully completed for the winter. In the coming weeks, the Parks Department will be closing the parks and working on turf repairs.

Mr. Johnson and Attorney Steve Adams continue negotiations with the Illinois Tollway for the parcel of land at the Dean Nature Sanctuary needed for the tollway expansion.

Mr. Johnson informed the Board the athletic field lighting measurements are compliant with Village Ordinance S1593.

Commissioner Tan joined the meeting via Zoom Conferencing at 7:10 pm.

## 8. UNFINISHED BUSINESS

- a. Ordinance No 20-1214: An Ordinance Levying Taxes and Assessing Taxes for the Fiscal Year 2021-2022 of the Oak Brook Park District of DuPage and Cook Counties, Illinois.

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Truedson to Approve Ordinance No 20-1214: An Ordinance Levying Taxes and Assessing Taxes for the Fiscal Year 2021-2022 of the Oak Brook Park District of DuPage and Cook Counties, Illinois

Ayes: Suleiman, Trombetta, Tan, Truedson and Knitter  
Nays: None

- b. 2021 Board Meeting Dates

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Truedson to Approve Ordinance No 20-1214: An Ordinance Levying Taxes and Assessing Taxes for the Fiscal Year 2021-2022 of the Oak Brook Park District of DuPage and Cook Counties, Illinois

Ayes: Suleiman, Trombetta, Tan, Truedson and Knitter  
Nays: None

## 9. NEW BUSINESS

- a. R20-1215: 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.

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to waive the Board Rules to approve at this meeting R20-1215: 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.

Ayes: Suleiman, Trombetta, Tan, Truedson, and Knitter  
Nays: None

President Knitter asked Mr. Johnson if any of the additional expenses were surprising.

Mr. Johnson explained this change order is for the cost of additional dumpsters due to excessive amounts of debris, concrete, and asphalt which needed to be cleared.

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve R20-1215: 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.

Ayes: Suleiman, Trombetta, Tan, Truedson, and Knitter  
Nays: None

b. Revision to Personnel Policy Manual Section 3:10 Time-Off Benefits – Sick Time

The matter was presented for review and discussion only.

Ms. Kosey explained the current Sick Time Policy (approved by the Board of Commissioners on March 16, 2020) allows for an employee to accrue a maximum of 280 hours of unused sick time from year to year. Any hours accrued in excess of 280 hours are lost to the employee and deposited in the Sick Bank. The District does not payout accrued sick hours when an employee terminates. The proposed revision to the Sick Time Policy increases the maximum sick hour accrual from 280 hours to 960 hours. This would allow an employee to earn up to 6 months of additional IMRF service credit, versus only 1.75 months under the current maximum accrual of 280 hours. One month of service credit may be earned for every 160 hours of unused sick time. There is no additional cost to the District if an employee uses accrued sick hours to earn additional service credit.

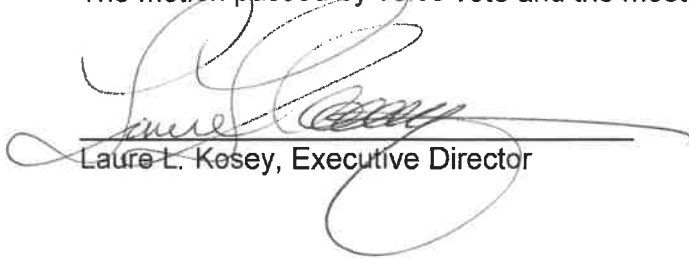
10. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON JANUARY 18, 2021, 6:30 p.m.

President Knitter announced the next Regular Meeting of The Oak Brook Park District Board of Park Commissioners will be held on January 18, 2021, 6:30 p.m.

11. ADJOURNMENT

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan to adjourn December 14, 2020 Regular Meeting of the Oak Brook Park District Board of Commissioners.

The motion passed by voice vote and the meeting adjourned at the hour of 7:30 p.m.



Laure L. Kosey, Executive Director