

**MINUTES**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**October 19, 2020 – 6:30 p.m.**  
**Studio C Room, Family Recreation Center**

**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 6:30 p.m. Commissioners Suleiman, Trombetta, Tan, and President Knitter whom answered “present” from the Oak Brook Park District Family Recreation Center, Studio C, and Commissioner Truedson, answered “present” through Zoom Conferencing. Also present in Studio C 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 OCTOBER 19, 2020 AGENDA**
- b. **APPROVAL OF MINUTES**
- c. **APPROVAL OF FINANCIAL STATEMENT ENDING SEPTEMBER 30, 2020**
  - i. Warrant 640

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.

- b. Courtney Clement from Lauterbach and Amen LLC, gave a comprehensive presentation of the 2019-2020 Annual Financial Report. The report comes from an independent auditor, with unmodified opinions, thus showcasing the financials fairly. Ms. Clement gave recognition to Marco Salinas, for the contribution to the report findings.

President Knitter asked Ms. Clement to compare Oak Brook Park Districts' financials to other Park District's in the area. Ms. Clement addressed the board stating no specifics could be given out but assured the board everyone has experienced downward trends due to the COVID-19 Pandemic. In the past, Lauterbach and Amen LLC, has given Marco Salinas a comparison ranking, other agencies, without showing sensitive information. Ms. Clement will request an updated trend report to be sent to Mr. Salinas.

## 5. STAFF RECOGNITION

- a. Bob Sleva, Park Technician

The Board welcomed Bob Sleva.

## 6. 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 a request to change the current Service Award Policy. The updated policy would allow for budgeted awards, as opposed to purchasing gifts and keeping an inventory on-premise at the Park District.

Ms. Kosey also reported having four sponsorships for the Walk in the Lights Tour, Liz Littwin, Corporate and Community Relations, will be confirming sponsorships for the annual Winter Ice Rink.

Ms. Kosey reported the Park District will no longer be a polling location for this upcoming election and the Park District will be open on November 3.

President Knitter inquired if the Village thinks the Sports Core will be open next year?

Ms. Kosey said there are two different parties of opinion at the Village. One party wants to keep the Sports Core closed, and the other party wants to have the pool, tennis, and fields open for the park district to manage. The Village is hurting two obstacles, causing hesitation for the park district to manage the Sports Core. One is the completion of the construction of the Sports Core pool, which has been under construction since March of this year. The other is the recent construction of the Village's Salt Barn, which was built in the location of 70 parking spots. The Oak Brook Park District needs the Village to replace those lost parking spots. If the Village can't finish the construction of the pool and construct the 70 parking spots, then Ms. Kosey would not recommend for the Park District to go forward with the Sports Core management, as it is not financially conducive for the Park District to move forward as management with these limitations.

President Knitter said that it is their choice.

Commissioner Trombetta said he had spoken with Ms. Kosey earlier in morning and he concurs with her 100%.

President Knitter said it appears the Village does not want the Park District to manage the soccer fields in order to offset the losses from the other pieces of the Sports Core..

Ms. Kosey said whatever profit made, the Village receives 25% back, which the IGA requires to be invested into the Sports Core. For this year, this has not been calculated yet as there are still rentals for the fields. The Village will get money back. The Park District lost a minimal amount of money at the Bath/pool and lost \$411 dollars for Tennis. To date making about \$50,000 with the soccer fields, which does not include the October and November rentals.

President Knitter noted that the money the Village will receive from the operations this year will go towards the construction of the needed additional parking.

Ms. Kosey also noted when the Park District was only managing the pool, the Village was paying the Park District \$230,000 dollars.

Commissioner Trombetta agrees with Ms. Kosey and would like a letter to go to the Village, indicating how many Oak Brook Park District team-members are involved in the operations of the management of the Sports Core. The response, will outline everything going into the seventy-five percent of revenue the Park District does retain.

Ms. Kosey informed the Board about the October events this fall. Staff had done a great job thinking outside of the box on new events, such as Egg-tober, and Central Park Hayrides. Looking to the winter months, the new Light Walk Tour will bring additional patrons outside to enjoy the park. Thus far, all of the new and updated events and programming have received a lot of positive feedback.

Commissioner Trombetta stated he would like to see the Park District more open. Ms. Kosey informed the Commissioners, the Oak Brook Park District cannot be more open because we must follow the Illinois state guidelines on COVID-19.

Ms. Kosey informed the board of a negotiation made with AMITA Healthcare, to offer the COVID-19 vaccine to staff members for free. Ms. Kosey expressed concern for the challenges which have come with COVID-19, as staff members have been contracting the illness. The District already has a restricted number of staff. It has been difficult to determine if the Park District should temporarily hire additional staff, especially in the custodial department. Theoretically, they would only be employed for 14 days.

President Knitter suggested using a service to do the additional cleaning and look at options of where and how to budget for the additional assistance.

President Knitter asked if the Park District has received any information regarding patrons using the facility contracting COVID-19. Ms. Kosey informed, there have been challenges particularity with the Tennis Center. President Knitter said if a patron contracts COVID-19, the Tennis Pro would need to provide a negative test to continue working. Ms. Kosey stated, Mr. Thommes is heading communication with patrons and staff, using a decision tree flow chart, should they need to contact trace patrons.

b. Finance & Human Resources Report

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

Mr. Salinas reported financials through September 30, 2020. The General Fund has seen an increase in net surplus over last year, due to decreased spending. The Recreation Fund has been impacted the most by the COVID-19 Pandemic year to date, largely in part due to the decrease in revenue from restrictions on gatherings. The Tennis Center revenue has done very well due to the current circumstances but has maintained a decrease in revenue over 2019. Currently, all 11 financial funds are positive. The positives are due to the timing of tax revenue.

Commissioner Tan said Mr. Salinas and the Park District employees have done a good job managing expenses. However, the monthly report includes the majority of the tax revenue. Commissioner Tan evaluated the financials without property taxes and the Capital Fund, and the Oak Brook Park District has an increase of 300,000 dollars of monthly expenditures. In reality the expenditures are going upward and exceeding revenues received. The financials could keep the Oak Brook Park District running for quite a while, projecting once the COVID-19 restrictions are lifted, and with the additional four months of next year, the Park District could break even but will have to go into the reserve fund.

Ms. Kosey said, Mr. Salinas and Alin Pop, Superintendent of Enterprise Operations Tennis Center Superintendent of Enterprise Operations, are working on revenue projections for the next two to three years.

President Knitter said a projection further than 2021 would not be applicable, due to the concerns with COVID-19. Commissioner Tan agreed, due to the circumstances, a one-year projection would suffice.

Ms. Kosey agreed, stating once programming goes inside there will be challenges, however, once programming can go back outside the Park District should be able to offer more programming to account for winter revenue loss. Ms. Kosey applauded the staff for helping out wherever needed, from cleaning to volunteering for events.

c. Recreation & Facilities Report

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

Mr. Thommes presented his report, highlighting the September events. Although the events have been different experiences than previous years, patrons have given positive feedback. The new Hayride started up where small pods get a wagon ride around Central Park for 15 minutes.

Mr. Thommes reported high demand in aquatics for the lap lanes. Mr. Thommes stated on November 1<sup>st</sup> the time slots of one lane will go from one hour to half an hour increments, as some patrons reserve a time slot but do not show up, or do not use the full allotted time. Mr. Thommes believes everyone has good intentions of coming to swim, but then they do not show up during the reserved time, someone else could have come to use the lane. Instead, the lane remains empty. Fitness trends upward on membership, being up 50% while the track patronage has maintained a steady minimum.

Commissioner Tan observed while he was scheduling to use the fitness center on the app, the gym and track are separated. While usually enjoying using both areas, since the scheduling is for 1 hour, he would opt for the workout facility, over walking on the track for an hour. Suggesting, making half an hour increments so patrons could do both.

Also, on the app, the yoga classes get booked quickly, but he noticed that some of the classes have no-shows. Mr. Thommes will be looking into solutions for the no-shows on how to limit it from happening.

Commissioner Suleman gave suggestions on indoor events the Recreation Department may be interested in creating. Suggesting overnight events for kids to camp out in the gymnasium, or pop-up events in the park after hours on fair weather nights.

d. Parks & Planning Report

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

Mr. Johnson reported construction is almost completed for the season at Central Park North. In the weeks to come, Central Park North will receive landscaping. This entails trees, scrubs, and blanketing of dormant seeding. The Hinsdale Nursery, a local company, will assist with additional landscaping needs. Once completed the trail will open around Central Park North. Lastly, the McDonald's totem pole will be installed. Looking to the Spring, installation of the two picnic shelters and basketball hoops will be added.

Mr. Johnson is in negotiations with the Illinois Tollway over the purchase of a sliver of land along the tollway at the Dean Nature Sanctuary for the tollway construction. Working with Steve Adams, legal counsel, and The Conservation Foundation, they will be presenting a fair market value for the land to the Illinois Tollway.

Mr. Johnson is in the process of auctioning old sports lighting from the synthetic turf field. Currently, the lighting is up for auction, with a reputable auction service the Park District has used in the past. Mr. Johnson is hoping to receive a minimum of \$20,000.

Mr. Johnson stated staff has been assessing landscape for cleanup and making repairs on pavement, sidewalks, and playgrounds.

7. UNFINISHED BUSINESS

a. Revision: Personnel Policy Section 3.10 Bereavement Leave

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan to Approve the Revision to Personnel Policy Manual Section 3:10 Time Off Benefits-Bereavement Leave.

Ayes: Suleiman, Trombetta, Tan, and Knitter

Nays: None

Absent: Truedson

*Commissioner Truedson had left the Zoom Meeting call and was not there for the vote.*

8. NEW BUSINESS

a. Revision: Personnel Policy 3.4: Employee Service Awards

The matter was presented for review and discussion only

Commissioner Suleman inquired about a potential situation in which a staff member may not want to publicly open their service award purchased during the employee recognition

event, "STAR party". Ms. Kosey said the new policy does not require the staff member to open the gift at the party.

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan to approve the Revision to Personnel Policy 3.4: Employee Service Awards.

The motion passed by roll call vote:

Ayes: Suleiman, Trombetta, Tan, and Knitter

Nays: None

Absent: Truedson

- b. R20-1019: 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 Trombetta made a motion, seconded by Commissioner Tan to waive the Board Rules to approve at this meeting R20-1019: 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, and Knitter

Nays: None

Absent: Truedson

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan to approve R20-1019: 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

President Knitter requested more information on the subject.

Mr. Johnson explained the need to remove soil in the northwest quadrant along the walking trail in order to achieve a more gradual slope. Also, the original subbase soil in the parking lot was replaced, because the parking lot soil was unsuitable as the base. Rain caused an irregular erosion and adding in the new stone and compacting it will have long term benefits.

Mr. Johnson stated that the Public Works department halted their work due to the concern of a light pole installation being placed too close to an undisclosed watermain for the city. The contractor had to use the hydro-vac excavation to disclose the location of the watermain and confirming the soccer light pole was installed thirteen feet from the water main. The Village of Oak Brook will be sharing the cost of the hydro-vac excavation to locate the watermain.

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan to approve R20-1019: 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, and Knitter

Nays: None

Absent: Truedson

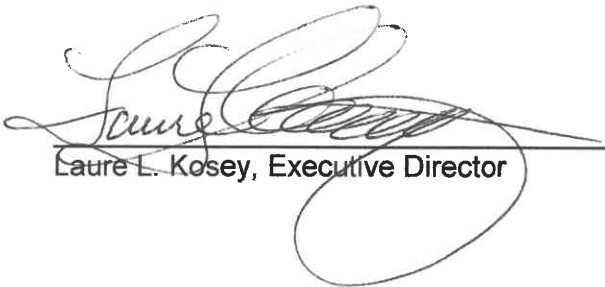
9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON NOVEMBER 16, 2020, 6:30 p.m.

President Knitter announced the next Regular Meeting of The Oak Brook Park District Board of Park Commissioners will be held on November 16, 2020, 6:30 p.m.

10. ADJOURNMENT

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan to adjourn October 19, 2020, Regular Meeting of the Oak Brook Park District Board of Commissioners.

Motion passed by voice vote. The meeting adjourned at the hour of 7:23 p.m.



Laure L. Kosey, Executive Director

