

Minutes
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
January 18, 2021 – 6:30 p.m.
Zoom Meeting

The President of the Oak Brook Park District Board of Park Commissioners has determined that it is not practical or prudent to conduct the January 18, 2021 Board Meeting in person because of the continued risks created by the COVID 19 pandemic. Therefore, this Board Meeting will be conducted by Zoom Video Teleconferencing in accordance with Section 7(e) of the Illinois Open Meetings Act. 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 825 4400 3298.)

Before the start of the meeting, President Knitter read the following statement: "This meeting is being conducted via video conference in accordance with Section 7(e) of the Illinois Open Meetings Act.

A disaster declaration pertaining to the COVID-19 pandemic previously issued by Governor Pritzker remains in place for our area.

I have determined that an in-person meeting is not practical or prudent because of the pandemic. In-person participation by the public is not feasible due to the disaster and under the terms of the issued disaster declaration. (Continued on next page.)

The Park District provided notice to the general public that it may attend the meeting electronically through the Zoom Video Teleconferencing platform, by a link included in this Meeting's agenda."

Before the meeting began, President Knitter confirmed that all members of the Park Board could be heard, and each of them could hear one another.

President Knitter asked if there was any member of the public that was unable to clearly hear any of the commissioners. There were no indications of any difficulties and the meeting proceeded.

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, Truedson, and President Knitter answered "present" through Zoom Conferencing. Also, present through Zoom Conferencing were Laure Kosey, Executive Director; Marco Salinas, Chief Financial Officer; Dave Thommes, Deputy Director; and Bob Johnson, Director of Parks and Planning. Commissioner Tan was present in the Autumn Oaks room of the Family Recreation Center.

2. OPEN FORUM

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

3. CONSENT AGENDA

- a. APPROVAL OF JANUARY 18, 2021 AGENDA
- b. APPROVAL OF MINUTES
 - i. December 14, 2020 Regular Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING DECEMBER 31, 2020
 - i. Warrant 643

Motion: Commissioner Truedson 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 Tan, Trombetta, Truedson, and President Knitter.

Nays: None

Absent: Commissioner Suleiman

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve the Consent Agenda as presented.

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

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

Nays: None

Absent: Commissioner Suleiman

4. COMMUNICATIONS/PROCLAMATIONS

- a. Board of Commissioners to share communications

President Knitter stated hearing positive feedback regarding staff being able to be flexible with all the COVID-19 changes.

- b. Oak Brook Park District Annual Report 2020

There were no questions or comments.

5. STAFF RECOGNITION

- a. None

There were no communications between Board Members.

6. REPORTS:

- a. Communications IT, and Administration Report

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

Dr. Kosey reported to the Board the Winter Lights in Central Park has been successful. When the event comes to a close, the Park District projects 40,000 tickets to have been issued. The event has raised \$2,600 donations for Oak Brook Restaurants, both from the QR code and in-person donations.

Dr. Kosey noted a salary adjustment may be needed to be made for the Marketing Department to make them more competitive in the marketplace. According to a study from the IPRA 2021 Salary Survey, there have been adjustments in projected salaries. Once Dr. Kosey completes assessing the survey, she will present the information to the Board with the potential changes. Projecting minimum wage increases, Mr. Kosey would like to ensure the Park District adjusts accordingly.

Dr. Kosey noted this afternoon, Illinois COVID-19 restrictions from the Illinois Governor have eased into Tier 2. In the next two days, staff will be discussing how quickly they would like to move forward with the changes. The new tier means there are increases in gatherings, group activities, and group classes. Rentals would be available and more opportunities at the pool. All of this is very positive, and the Park District will soon be offering as much as possible within the guidelines.

b. Finance & Human Resources Report

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

Mr. Salinas reported financials from the last eight months of the fiscal year ending December 2020, as this marks a halfway point for the Park District.

Mr. Salinas stated the General Fund, year to date, continues to be comparable to last year's, with about a ten-thousand-dollar difference. As cost savings have lowered the budget almost in half of what the Park District had used before. Although there have been savings, a net surplus is lower than last year and will continue to lower through the remainder of the fiscal year.

Mr. Salinas informed the Board of the budgeted operations transfers which will be taken out of the General Fund and placed into the other funds, a practice done on a yearly basis. With the District's efforts in reducing expenditures, Mr. Salinas projects there will be a slight surplus remaining in the fund at the end of the fiscal year.

Mr. Salinas stated the Recreation Fund will be unable to make up revenue lost due to COVID-19. As the Park District continues to deficit, Mr. Salinas states the expenses will need to tighten until the end of the fiscal year. One of the biggest assets to maintaining this will be from wages cost savings.

Mr. Salinas continued, the Tennis Center has been doing very well, as they are also seeing losses, their expenditures and bottom line have no real deviation from the previous year.

Mr. Salinas also noted, Linda Noonan, Human Resources Manager, mailed the W2s and completed the payroll tax return for 2020.

Mr. Salinas has requested a COVID-19 related reimbursement from DuPage County. The Park District will also be applying for COVID-19 relief from FEMA. As FEMA is a large national organization, Mr. Salinas is anticipating them to request a lot more information from the Park District.

Mr. Salinas stated the investment returns this year will be dismal.

President Knitter noted Commissioner Suleiman had joined the meeting through Zoom Conferencing at 6:41 pm.

Commissioner Tan asked Mr. Salinas if there were any more expenses over the next four months which are anticipated to be sent to the Capital Project.

Mr. Salinas stated most expenses for Capital Projects have already been paid, however, there may be a minimal expense, some of which have been deferred to next year. Mr. Salinas stated the bulk of the expenses for the Central Park North Project are in, however, the retainage for the project is approximately \$250,000 which is already in the budget and will be due to be paid at the completion of the project. The bonds proceeds going toward any outstanding expenses for this year as retainment payments.

Commissioner Tan reported to the Board, taking out the Capital Projects section from the reports the Park District is running a monthly net deficit of three hundred and ten thousand dollars, he is projecting a 1.2 million fiscal year end deficit on a consolidated basis.

Mr. Salinas stated the Park District has been forgoing the quarterly overhead allocations from the Recreation Fund to the General Fund due to the impact of the COVID-19 Pandemic on Recreation Fund.

Commissioner Tan explained to the Board, the Park District will have 1 million fewer funds than currently showing in the report. With reserves close to 4 million, the Park District should be all right but with the run rate of expenses, it could be easy to get off track.

Mr. Salinas also noted the Fund Balance is depleting but is still above the minimum and will need to be replenished in the coming years.

Commissioner Tan stated it will be vital for the Park District to rebuild the reserves.

c. Recreation & Facilities Report

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

Mr. Thommes reported Tier 2 mitigations have been re-evaluated by the Illinois State Governor. Staff will begin working on programming in the coming days to offer programs that will now be feasible with the change in Tier.

Mr. Thommes stated Preschool has resumed in-person classes, some of the children are still remote, and staff continues conducting the appropriate online curriculum. Altogether, Mr. Thommes is pleased with how online learning had gone.

Mr. Thommes noted staff worked on RFP for the License and Use of the District's Gyms which is seeking partnerships for the maintenance of the indoor gyms. Staff is seeking something similar to the agreement with the Wizards group which rents a portion of the outdoor fields. Once staff has everything together it will be presented to the Board for review.

Mr. Thommes also noted staff has been working on the distinguished agency for state accreditation. Once they receive this the Oak Brook Park District will be able to reapply for national accreditation in 2022.

President Knitter expressed concern as accreditations come at a cost, and with limited staff, should the Park District push this accreditation back a year, and would it create an issue.

Mr. Thommes stated should the Park District forgo accreditation the District falls off the timeline, and it becomes increasingly more difficult to regain the accreditation. A Staff committee has already been established which has helped bear the workload for staff members.

d. Parks & Planning Report

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

Mr. Johnson reported negotiations are ongoing with the Illinois Tollway. A confirmation has been received; the Illinois Tollway has received the counteroffer. Mr. Johnson is waiting to hear from them in regard to the counteroffer.

Mr. Johnson noted that the lighting consultant for the LED upgrades for Central Park and other areas is seeking any additional rebates the Park District would be able to receive from ComEd.

Mr. Johnson added the Parks Department will be installing the Central Park lights next week and staff is busy winterizing equipment and making necessary repairs to machinery.

7. UNFINISHED BUSINESS

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

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve the Personnel Policy Manual Section 3:10 Time-Off Benefits—Sick Time.

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

8. NEW BUSINESS

- a. Ordinance 21-0215: An Ordinance Transferring Funds to and from Several Park District Funds.

The matter was presented for review and discussion only

Mr. Salinas explained the Park District will soon have the budget completed. He will present a comprehensive report of the budget at the following Board Meeting. Within the budget, there will be the purpose of the amounts being transferred and from which fund the transfer will come. For instance, the unemployment compensation benefits will come out of the General and Recreation Funds. The unemployment compensation benefits are budgeted out of the Recreation and General Funds; Mr. Salinas pointed out there may be discretions on the amounts to be transferred. Stating, unemployment payouts and benefits from April

2020 to December 2020, which would include the second, third, and fourth-quarter benefits, the Oak Brook Park District is not liable to payout. At this time Mr. Salinas is not sure if the first quarter of 2021 will need to be budgeted for, as more research will need to be completed.

Mr. Salinas stated not having the additional payouts could potentially save the Park District money, since the transfer may not have to be completed. However, there are other transfers that need to be completed; the funding for capital and funding debt service payments will need to be transferred. The transfers are normally done in February.

- b. Ordinance 21-0216: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings

The matter was presented for review and discussion only

There was no discussion.

- c. Market-Based Salary Range Adjustment

The matter was presented for review and discussion only

Dr. Kosey noted there will be changes presented to the Board next month.

- d. Purchase of Ford Explorer SUV through the Suburban Purchasing Cooperative (SPC)

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to waive the Board Rules to approve at this meeting the Purchase of Ford Explorer SUV through the Suburban Purchasing Cooperative (SPC)

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

Nays: None

Commissioner Suleiman asked for more information as they should be cautious about spending.

Mr. Johnson stated the utility sport van the Park District currently has is 11 years old, and still in good condition. The vehicle is used for picking up materials, equipment, and traveling. The vehicle is borrowed by all departments, which makes it increasingly more difficult for the Maintenance Department to use it when they need it. With the addition of the North Fields, the vehicle will need to be used by the Maintenance Department more frequently. Since there are already challenges reserving time for the vehicle, a second van would be beneficial to increase efficacy and supplement an aging fleet, as more staff and equipment will be needed for the additional fields.

Commissioner Suleiman wondered if this was a major priority, as there are still parts of the field which have not yet been built, and funds could be used somewhere else for the project completion, such as the restrooms.

Dr. Kosey stated there is not enough capital left in the current budget for anything more than a vehicle.

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve the Board Rules to approve at this meeting the Purchase of Ford Explorer SUV through the Suburban Purchasing Cooperative (SPC)

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

e. ADA Transition Plan

The matter was presented for review and discussion only

Mr. Thommes stated there was a seventeen-year plan put together in 2015, and this was a 6-year check-in. The Park District has accomplished 140 items addressed in the plan.

Commissioner Suleiman asked how the Park District monitors the items on the list after they are completed. Wondering if the completed items come off of the list, or if the list is fluid?

Mr. Thommes stated items could still be addressed if they were unfinished in previous years. As the list is fluid the items are not necessarily intended to come off.

Commissioner Suleiman asked when the ADA changes their standards how is the list adjusted.

Mr. Thommes stated, as the ADA makes changes the ADA Transition Plan evolves. When the Park District starts a project, they start at the most current ADA standard. Therefore, the project is brought to the newest ADA standards.

f. Recreation Programs, Memberships, and Facility Fees Policies

The matter was presented for review and discussion only

Mr. Thommes stated within the budgets, the staff is seeking the ability to raise recreation membership and facility fees without Board approval. Currently, fees can be raised by 5%. Anticipating the increase in the minimum wage in Illinois this would help bridge the gap from law to action at the Park District.

President Knitter inferred this would be to stay flat and keep up on the increased need, and fees would be raised for both resident and non-resident.

9. ENTER CLOSED SESSION - For the purpose of discussing and approving Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and for the Semi-Annual Review of Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and 5 ILCS 120/2.06(d).

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and for the Semi-Annual Review of Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and 5 ILCS 120/2.06(d).

Ayes: Commissioners Suleiman, Tan, Trombetta, Truedson, and President Knitter.
Nays: None

The Board entered Closed Session at the hour of 7:12 p.m.

10. CLOSED SESSION

- a. Discussion and Approval of Closed Meeting Minutes
 - i. June 15, 2020
 - ii. July 20, 2020
- b. Semi-Annual Review of Closed Meeting Minutes for Release
 - i. Resolution 21-0217: A Resolution Regarding the Review of Minutes for Closed Meetings January 1989 through December 31, 2020

11. ARISE FROM CLOSED SESSION

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to arise from closed session to the open session at the hour 7:17 p.m.

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

Ayes: Commissioners Suleiman, Tan Trombetta, Truedson, and President Knitter.
Nays: None

12. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON FEBRUARY 15, 2021, 6:30 p.m.

President Knitter announced the next Regular Meeting of the Oak Brook Park District of Park Commissioners will be held on February 15th, 2021, 6:30 p.m.

13. ADJOURNMENT

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to adjourn the January 18, 2021, 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 7:18 pm.



Laure L. Kosey, Executive Director