

**NOTICE OF A RESCHEDULED REGULAR MEETING
OF THE
OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS**

NOTICE IS HEREBY GIVEN that the regular meeting of the Oak Brook Park District Board of Commissioners scheduled for Monday, February 15, 2021 has been rescheduled due to severe weather. The meeting will be held on Monday, February 22, 2021, 6:30 p.m. at the Oak Brook Park District Family Recreation Center, Studio C Room, 1450 Forest Gate Road, Oak Brook, Illinois for the purpose of considering the following agenda:

Before the start of the meeting, President Knitter read the following statement: "Due to the severe weather forecasted for February 15, 2021, I directed the park district's staff to reschedule the February 15, 2021 Regular Board Meeting to February 22, 2021. Notices of the change in date were published on the District's website, sent to local newspapers, and posted to the Administration Office window."

**MINUTES
RESCHEDULED REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
February 22, 2021 – 6:30 p.m.
Studio C**

1. CALL TO ORDER THE RESCHEDULED 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 6:31 p.m. Commissioners Suleiman, Trombetta, Tan and President Knitter answered "present" from the Oak Brook Park District Family Recreation Center, Studio C. Also present in Studio C were Laure Kosey, Executive Director; Marco Salinas, Chief Financial Officer; Dave Thommes, Deputy Director; Bob Johnson, Director of Parks and Planning.

- a. Approval by a majority of the Commissioners present to allow Commissioner Tom Truedson to attend the meeting by video conference, as he is unable to physically attend because of employment purposes as provided in section I-G-1 of the Board Rules.

Motion: Commissioner Tan made a motion, seconded by Commissioner Trombetta to allow Commissioner Tom Truedson to attend the meeting by video conference, as he is unable to physically attend because of employment purposes as provided in section I-G-1 of the Board Rules.

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

Commissioner Truedson entered the Rescheduled Regular Board Meeting.

2. OPEN FORUM

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

3. CONSENT AGENDA

- a. APPROVAL OF FEBRUARY 22, 2021 AGENDA
- b. APPROVAL OF MINUTES
 - i. January 18, 2021 Regular Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING JANUARY 31, 2021
 - i. Warrant 644

Motion: Commissioner Tan 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, Tan, Trombetta, Truedson, and President Knitter.
Nays: None

Motion: Commissioner Tan 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, Tan, Trombetta, Truedson, and President Knitter.
Nays: None

4. COMMUNICATIONS/PROCLAMATIONS

- a. Board of Commissioners to share communications

There were no communications between the Board Members.

- b. ADA Transition Plan

Dave Thommes noted to the Board the 5-year report which was compiled for the ADA Transition Plan.

5. STAFF RECOGNITION

- a. None

President Knitter stated she is pleased with the staff and how everyone has handled themselves over the past year.

Dr. Kosey stated the staff has been doing a great job adjusting to the COVID-19 changes and restrictions.

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 a 1.9% salary range adjustment based on the IPRA 2021 Salary Survey. The IPRA researched 97 Park Districts in Illinois. Dr. Kosey solely based her recommendation for pay grade increases on job title and duties, moving some job titles up a pay grade. An approval from the Board for the increases is needed.

Dr. Kosey has developed three potential options for merit increases; Option 1, merit increases up to 4%, Option 2, up to 2% increase in May with an additional 2% increase in November, Option 3, up to 3% merit increase. Once the Board chooses and approves an option the budget will be drafted for approval.

President Knitter inquired if the changes were in terms of a bell-shaped curve.

Dr. Kosey stated no not all, most merits were 3% or above and exceeding expectations.

President Knitter asked if anyone was at or below the expectation. Dr. Kosey stated if there were, they were on a performance improvement plan.

Commissioner Tan stated staff has done a great job cutting expenses. Looking 3 months ago it would have been projected the year would end deficit of \$1 million, and dipping further into the reserves. However, coming close to year-end, Commissioner Tan stated staff has worked exceedingly hard to bring down expenses. Year-end projecting half a million-dollar range.

Commissioner Tan is supportive of Option 1. Stating hard work and good service should be rewarded.

Commissioner Suleiman stated being thankful for Commissioner Tan's analysis. As Commissioner Tan's financial input is valuable. Looking into Option 2 Commissioner Suleiman believes the splitting of the increase would allow for a "slow and steady" buildup of the reserves.

President Knitter agrees with Commissioner Tan about the additional expenditure savings. There are staff members who should only get a 2% raise, and not everyone would be deserving of the 4%. The difference between 2% and 4% is not much, however, she is opting for Option 1.

Commissioner Suleiman interjected inquiring about hiring staff members back who had been laid off due to COVID-19.

Dr. Kosey informed the Board at this time it is unlikely they will not move forward with rehiring former team members. The only active position openings would be lifeguards and seasonal staff.

President Knitter expressed a rehire and a new hire are fundamentally the same.

Commissioner Truedson stated the Commissioners were bringing up good points about the staff. Commissioner Truedson echoes Commissioner Tan's talking points, of maintaining strong financials through cutting expenses. However, agrees with President Knitter, not every staff member should be deserving of 4% increases and instead should receive 2% increases.

Commissioner Truedson stated, Dr. Kosey is trustworthy and would only reward hard work, and those who do not work hard would need to eventually move on. To keep good staff members, the Park District would need to be able to retain them; Commissioner Truedson believes in the coming year people will have to be restrained on spending due to COVID-19, and if the Oak Brook Park District could help team members and not strain the Park Districts' financials, Commissioner Truedson would like Option 1.

Commissioner Trombetta stated going with Option 1. The consensus of the board was Option 1.

President Knitter explained she would like Dr. Kosey to remove company-issued phones as a way to save money. As the practice of company-issued phones seems outdated.

Dr. Kosey agreed with President Knitter and noted Robert Pechous, Superintendent of Communication and IT, has been working on eliminating company phones. This will cut the budget. Any remaining staff needing a phone would have different options and stipend for their phone.

President Knitter remarked stipends would be good.

Dr. Kosey stated the Oak Brook Park District has uncovered one issue with eliminating work issued cell phones. Since the District's records are subject to the Freedom of Information act, (FOIA). If a cell phone was ever needed to be reviewed in response to the act, the team member would have to hand over their personal phone for this information.

President Knitter inquired if text messages and emails would be considered FOIA.

Dr. Kosey stated text messages were not FOIA. However, emails are and could be taken from the Park Districts' computer server if needed. Their personal phone would not have to be handed in.

b. Finance & Human Resources Report

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

Mr. Marco Salinas reported on the completion of the last nine months of the current fiscal year. The General Fund year-to-date net surpluses have increased over last year. This has been made possible from cost savings. By continuing to cut expenses and maintaining the cuts; financials will stay positive.

Mr. Salinas stated the Recreational Fund year-to-date maintains a deficit. By saving on part-time staff and other personnel, forgoing repairs, and saving on utilities, there is not much more the Park District could do to make up the losses.

President Knitter asked Dr. Kosey and Mr. Salinas if there were any cuts that they wish they did not defer.

Dr. Kosey stated there are areas where the deferred cuts, such as the roof in the gymnasium, would have been better-taken care of earlier than later.

Mr. Johnson stated putting off repairs that need to be addressed compounds the schedule, making it more difficult to recover.

President Knitter expressed understanding the need for projects to get completed and wants to make sure what is budgeted for the following year are things that must get complete to maintain the park district and not projects the Park District wants to be completed.

Commissioner Tan stated the reserves are in a good place. Ongoing, the Park District will need to replenish the reserves. Going back to normal schedule without further cuts to expenses the reserves will replenish quickly. Coming out of COVID-19 has made the Park District more efficient.

Mr. Salinas stated other funds are doing well with cost savings in IMRF and SSN liability. Since there are not debt service payments coming up on certificates in March, and no big referendum bonds in April, financials should stabilize.

Mr. Salinas informed the Board they have received the first installment payment for Central Park North. Once the completion of additional paperwork is filed the Park District will receive the additional installment.

c. Recreation & Facilities Report

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

Mr. Dave Thommes reported on recent events. Stating, the all-new Valentine's Day events did very well. Two-hundred and fifty people attended the "Be Our Valentine" event, nineteen Pioneers attended a concert at Central Park West, Tackle the Tri had forty-eight participants, and the Family Fest at Central Park West is sold out.

Mr. Thommes stated overall, more people are coming into the Family Recreation Center and signing up for classes.

Mr. Thommes informed the Board staff is looking forward to the Sports Core opening in May. Everything will be available to potential patrons on April 1, 2021.

President Knitter stated people have been speaking fondly of the reservation system at the pool.

Commissioner Trombetta stated there is a fine line on how the residents feel about the reservation system. Commissioner Trombetta believes some of the feelings are warranted and others are from entitlement.

d. Parks & Planning Report

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

Mr. Johnson reported the Maintenance Department has been doing a lot of snow removal, de-icing, and continuing to winterize machinery.

Mr. Johnson stated that the ice rink has been closed and due to warming temperatures it may not re-open. The ice rink has been a success as well as the snow hill.

Mr. Johnson stated the Oak Brook Park District has begun to proceed with the Illinois Tollway contract, and mowing services have gone out for bid.

7. UNFINISHED BUSINESS

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

Motion: Commissioner Tan made a motion, seconded by Commissioner Trombetta to approve Ordinance 21-0215: An Ordinance Transferring Funds to and From Several Park District Funds.

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

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

Nays: None

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

Motion: Commissioner Tan made a motion, seconded by Commissioner Trombetta to approve Ordinance 21-0216: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings.

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

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

Nays: None

- c. Proposed Adjustment to Fulltime Pay Grades Effective 5-1-21

Motion: Commissioner Tan made a motion, seconded by Commissioner Trombetta to approve the Proposed Adjustment to Fulltime Pay Grades Effective 5-1-21.

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

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

Nays: None

- d. ADA Transition Plan

Motion: Commissioner Tan made a motion, seconded by Commissioner Trombetta to approve ADA Transition Plan.

Commissioner Suleiman noted a conversation between her and Mr. Thommes via Zoom. Commissioner Suleiman is very pleased with all of the ADA standards accomplished. However, she does not want the Park District to become complacent because of what has already been completed. She would like to close any foreseeable gaps. Looking into the future, Commissioner Suleiman would like to see, the inclusion of sensory items at the North Fields. The addition of ADA sensory play items could bring attention to national events held at the Tennis Center. The existing Universal Playground is great and everything else around it should be as well.

President Knitter expressed concern, stating it takes a lot of time to raise money for these things, and is not sure if at this time these additions for sensory would be financially conducive.

Commissioner Suleiman followed up by stating there does not have to be a whole playground dedicated to sensory but little things like a swing set, which could be funded by grants and the Park District would not need a large fundraiser.

The motion passed by roll call vote:

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

e. Recreation Programs, Memberships, and Facility Fees Policies

Motion: Commissioner Tan made a motion, seconded by Commissioner Trombetta to approve Recreation Programs, Memberships, and Facility Fees Policies authorizing a temporary increase to the percentage staff can raise fees without Board approval, as presented.

Dr. Kosey informed the Board the policy needs Board approval any programming increase over 5%. With the minimum wage increases, the Park District would need to increase programming prices to offset the cost of wages over the next four years. This action would be in effect until 2025, then the policy would revert to the one currently practiced.

The motion passed by roll call vote:

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

f. Resolution 21-0217: A Resolution Regarding the Review of Minutes for Closed Meetings January 1989 through December 31, 2020.

Motion: Commissioner Tan made a motion, seconded by Commissioner Trombetta to approve Resolution 21-0217: A Resolution Regarding the Review of Minutes for Closed Meetings from January 1989 through December 31, 2020.

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

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

8. NEW BUSINESS

a. Resolution 21-0315 A Resolution of the Oak Brook Park District Approving and Adopting Amendments to Section 4.9. Investment Policy of the Administrative Policies and Procedures Manual.

The matter was presented for review and discussion only.

Commissioner Suleiman asked about conflict of interest, in terms of financial investments and investment managers.

Mr. Salinas stated there would not be an investment manager, and if there was, they would have to follow the interest of the Park District, following the policies set forth by the agency. The Park District would need to approve any investment risk. Seeking other flexible investment models would be beneficial to the District. Using connections with institutions such as Evergreen Bank and/or Hinsdale Bank, there may be good financial options on investments.

Commissioner Trombetta clarified; Mr. Salinas would be the supervisor of the investments.

Mr. Salinas stated relying on the bank's expertise and following the law the Park District could receive diversified returns. This would include more financial reports every month, and all secure investments backed by the Federal Government to protect principle. Illinois does not allow anything risky.

Commissioner Tan agreed with Mr. Salinas, stating the Park District does not have a lot of money to invest, but Illinois statutes allow the governing body to consider overly conservative backed US Federal Government investments such as CDs. Investing in CDs would give flexibility with interest rates which would be low thus little return.

Mr. Salinas stated there is no set plan currently to propose, but there are good options by the FDIC and the agency would be able to choose the CD maturity for a constant cash flow. The agency could choose to retain the money or reinvest it.

Commissioner Suleiman asked if there would be conflict with Evergreen Bank because of naming rights and sponsorships they have with the Oak Brook Park District.

Mr. Salinas informed Commissioner Suleiman there would not be conflict and the relationship could benefit the Oak Brook Park District with more favorable rates.

b. Turf Grass Mowing Bid

The matter was presented for review and discussion only.

Mr. Johnson stated bid for turf will open on Friday February 26, 2021.

Commissioner Trombetta asked Mr. Johnson his plan for the North Fields.

Dr. Kosey stated the North Fields will be left to grow on the west side until July.

Mr. Johnson explained the Maintenance Department will be evaluating the ground in June and will conduct submental seeding if needed.

c. RFP for the License and Use of the Basketball Courts

The matter was presented for review and discussion only.

Mr. Thommes explained the Recreation Department is seeking an agreement for the gymnasium, similar to what they have for the soccer fields.

Mr. Thommes currently has two proposals. One of which is from Breakaway Basketball. Breakaway Basketball is favorable with staff. The Recreation Department is seeking to have a deal for the March Board Meeting with proposed financials.

President Knitter expressed concern over how the residents may be impacted.

Mr. Thommes stated Mike Contreras, Superintendent of Recreation, is creating a plan which is more efficient than in the past, allowing the Park District to offer more to the residents even with a new gymnasium agreement.

d. Direct Energy Business LLC- Demand Response Program Contract Renewal

The matter was presented for review and discussion only.

Mr. Thommes informed the Board the agreement with direct energy will end shortly and he will be seeking a three-year renewal.

e. Revision to Personal Policy 7.6 Merit Pay Increase

The matter was presented for review and discussion only.

Dr. Kosey informed the Board of the changes to salary would need prior approval.

President Knitter stated employees who have capped should still be fairly compensated.

Commissioner Trombetta noted there should be a good way to go about this.

f. Ordinance 21-0218: An Ordinance Approving Conveyance of Two Permanent Easements to the Illinois Toll Highway Authority and Authorizing Execution of Agreements for Conveyance, upon attorney review. (***)Requires waiving the Board Rules to approve at this meeting.)

Motion: Commissioner Tan made a motion, seconded by Commissioner Trombetta to waive Board rules to approve Ordinance 21-0218: An Ordinance Approving Conveyance of Two Permanent Easements to the Illinois Toll Highway Authority and Authorizing Execution of Agreements for Conveyance, upon attorney review.

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

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

Nays: None

Motion: Commissioner Tan made a motion, seconded by Commissioner Trombetta to approve Ordinance 21-0218: An Ordinance Approving Conveyance of Two Permanent Easements to the Illinois Toll Highway Authority and Authorizing Execution of Agreements for Conveyance, upon attorney review.

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

Nays: None

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

10. ADJOURNMENT

Motion: Commissioner Tan made a motion, seconded by Commissioner Trombetta to adjourn February 22, 2021, the Rescheduled Regular Meeting of the Oak Brook Park District Board of Commissioners. Motion passed by voice vote. The meeting adjourned at the hour of 7:26 p.m.



Laure L. Kosey, Executive Director