

**Minutes**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**March 15, 2021 – 6:30 p.m.**  
**Studio C**

**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 6:31 p.m. Commissioners Suleiman, Tan and President Knitter answered "present" from the Oak Brook Park District Family Recreation Center, Studio C. Commissioner Trombetta was absent and Commissioner Truedson was waiting the Board's approval to join the meeting by audio conference. Also present in Studio C were Laure Kosey, Executive Director; Marco Salinas, Chief Financial Officer; Dave Thommes, Deputy Director; and 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 audio 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 Suleiman to allow Commissioner Tom Truedson to attend the meeting by audio 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, and President Knitter.  
Nays: None  
Absent: Commissioner Trombetta

Commissioner Truedson entered the 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 MARCH 15, 2021 AGENDA**
- b. **APPROVAL OF MINUTES**
  - i. February 22, 2021 Rescheduled Regular Board Meeting Minutes
- c. **APPROVAL OF FINANCIAL STATEMENT ENDING FEBRUARY 28, 2021**
  - i. Warrant 645

Motion: Commissioner Tan made a motion, seconded by Commissioner Suleiman 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, Truedson, and President Knitter.  
Nays: None  
Absent: Commissioner Trombetta

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

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

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

4. COMMUNICATIONS/PROCLAMATIONS

- a. Board of Commissioners to share communications

There were no communications between the Board Members.

5. STAFF RECOGNITION

- a. None

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 sought the Board's input on the naming of the fields located in what has been termed "Central Park North," the property recently purchased north of Ginger Creek. She would like to have the name "Central Park" represent all the land both north and south of Ginger Creek, east of Highway 83, and west of Jorie Boulevard. However, Dr. Kosey realizes there needs to be a differentiation in the name of the soccer fields as this would prevent any confusion with visitors attempting to locate the fields. The District is seeking sponsors for naming rights of the fields. In the interim, without naming rights, the staff is recommending naming the soccer fields north of Ginger Creek as "Founders Fields." The Marketing Department is currently seeking signage for the area, and adding a name, even temporarily, before naming rights, would be helpful to the public in locating the fields for play.

President Knitter asked who the "Founders" were being referred to?

Dr. Kosey stated the "Founders" would be the Community of Oak Brook.

Commissioner Tan said he does not understand how the name "Founders" stands for Community. When thinking of "Founders," he thinks of Founding Fathers of the United States.

President Knitter believes "Founders" sounds like the founder of Oak Brook or Paul Butler. Whereas, giving the direction to the location makes more sense and would be more cohesive with the existing fields.

Commissioner Suleiman stated the open land is for the public. Staff should think about a community survey and seeking input from the community on the name of the fields. Commissioner Suleiman said she would like to honor the community. The name "Founders" does not seem to reflect honoring those who helped pass the open space referendum. Commissioner Suleiman would like to pick a word that better encompasses the words "open space."

Commissioner Tan offered "Totem Pole Park."

Dr. Kosey stated there are mixed feelings about the totem pole.

Commissioner Suleiman likes the idea of honoring those who have helped pass the referendum but wants the correct word to be used.

President Knitter asked if Central Park North was out.

Dr. Kosey stated staff sees the land as more of a destination and placing a name on the location would limit confusion to patrons.

Commissioner Tan stated "Ginger Creek Fields" sounded nice.

Some commissioners thought that the name "Ginger Creek Fields" would erringly tie the fields to the Ginger Creek subdivision.

Dr. Kosey said that she will bring the naming of the field back to staff for further discussion and will have additional information for the April Board Meeting.

Dr. Kosey informed the Board, earlier in the day, the DuPage Medical sponsorship of \$8,000 came into the office.

President Knitter stated things seem to be picking up.

b. Finance & Human Resources Report

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

Mr. Salinas reported on the last ten months of the fiscal year. As the report is close to the end of the fiscal year, it gives a good snapshot of the current year-to-date revenues and expenditures.

Mr. Salinas stated the General Fund continues to surplus, continuing to do better than last year.

Mr. Salinas informed the Board, the Recreational Fund has had the largest impact from COVID-19, with a deficit greater than last year. There will be no way to make up the revenue lost in this fiscal year, even with decreased expenditures.

Mr. Salinas reported the Tennis Center currently is in a surplus despite the challenges from COVID-19, however, the surplus is less than last year.

Mr. Salinas stated the end of the year is coming and the Finance Department will be working on the end of the year accruals. The staff will be reaching out to vendors to retrieve invoices. Mr. Salinas needs the invoices to develop a good projection of the financials and closing the year in early to mid-June.

Mr. Salinas stated there will be a payment for the District's General Obligation Bond coming in the April financials. There will be no activity to the Capital Fund and any payments needed for the projects have already been set aside.

President Knitter asked Mr. Salinas if there was any hope.

Mr. Salinas stated the Finance Department already received the first installment payment of the OSLAD Grant for the North Field project. If the Park District continues to belt tighten, financials will look more positive. Next year will look more positive.

Commissioner Tan commented, the General Fund will deficit at half-a-million.

Mr. Salinas recorded the transfers out are coming up, but they are not large. Year-end accruals will be coming in the May and June Board Meeting Reports. There will be accruals for payroll and some staff accruals.

President Knitter and Commissioner Tan are pleased with the job staff has done to keep expenses down.

c. Recreation & Facilities Report

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

Mr. Thommes reported on a busy week. Stating, online sales for the Sports Core are now available. Thus far, the Oak Brook Park District has completed and sold 101 passes and 26 membership.

Mr. Thommes stated field reservations in April are looking positive. A lot of people are seeking to rent the space and get outside.

Mr. Thommes informed the Board, the Family Recreation Facility showers will be re-opening on Monday, March 22, 2021. Seeing this as a huge draw for patrons, as the staff has received many inquiries, and hesitancy from patrons to come in with the showers previously unavailable.

President Knitter inquired as to how the staff will be notifying the public about the change.

Mr. Thommes stated Katie Basil, Superintendent of Facilities, will be getting the message out via the web page and social media.

Mr. Thommes stated the Aquatic Egg-Hunt is selling out, with only one-time slot available. He is pleased with how staff can run the programs and do so in a safe manner, following all of the COVID-19 guidelines.

Mr. Thommes also stated the Breakaway Basketball agreement will be coming from the Attorney, and Greg Ktistou, the owner of Breakaway Basketball, was in the audience to say hello.

d. Parks & Planning Report

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

Mr. Johnson reported Spring had started in the park, with clean-up and restoration was underway. However, with heavy snow, the department had to quickly transition to snow removal.

Mr. Johnson stated the Maintenance Department is finishing the servicing of the fleet and has completed the removal of the Winter Lights. The Ice Rink has been fully removed and stored for the season. The snow hill is also closed.

Mr. Johnson stated Central Park seed control blanket was damaged in the recent storm and the landscapers have been reseeding and blanketing the area. There has been ice damage on the roof of the maintenance building causing interior damage. Currently, Mr. Johnson is seeking quotes for repairs and talking with the insurance company.

Mr. Johnson has sought out the lowest responsible bidder for the mowing services.

President Knitter asked how the bees are doing with the temperatures.

Mr. Johnson stated he checked on the hives and there are two hives may survive. The other two do not look as promising. However, he has two colonies on order.

7. UNFINISHED 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

Motion: Commissioner Tan made a motion, seconded by Commissioner Suleiman to approve 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.

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

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

Nays: None

Absent: Trombetta

b. Turf Grass Mowing Bid

Motion: Commissioner Tan made a motion, seconded by Commissioner Suleiman to accept the bid from, and approve the contract with, Integrity Landscaping, Inc. for turf grass mowing services as outlined in the bid, for a total contract price not-to-exceed \$63,000.

President Knitter asked if Mr. Johnson if he liked the company.

Mr. Johnson stated they have good references and there would be no reason to reject them.

The motion passed by roll call vote:

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

Nays: None

Absent: Trombetta

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

Motion: Commissioner Tan made a motion, seconded by Commissioner Suleiman to approve the License and Use Agreement between the Oak Brook Park District and Breakaway Basketball, Inc., upon attorney review and approval.

Mr. Thommes stated the Oak Brook Park District has worked with Breakaway Basketball for eight years.

Mr. Greg Ktistou, the owner of Breakaway Basketball, spoke on behalf of the program and the partnership Breakaway Basketball has with the Park District. Mr. Ktistou thanked the Oak Brook Park District for the opportunity to work together as the Breakaway Basketball Program has been able to grow significantly through the partnership.

President Knitter stated Park District sports are very important for children to have opportunities to play.

Dr. Kosey stated the partnership has been great.

The motion passed by roll call vote:

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

Nays: None

Absent: Trombetta

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

Motion: Commissioner Tan made a motion, seconded by Commissioner Suleiman to approve Direct Energy Business LLC- Demand Response Program Contract Renewal, and approve an agreement between the Oak Brook Park District and the Direct Energy Business LLC to participate in the Demand Response Program.

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

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

Nays: None

Absent: Trombetta

e. Revision to Personal Policy 7.6 Merit Pay Increase

Motion: Commissioner Tan made a motion, seconded by Commissioner Suleiman to approve the Revision of Personal Policy 7.6 Merit Pay Increase.

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

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

Nays: None

Absent: Trombetta

8. NEW BUSINESS

a. Ordinance 21-0419: An Ordinance for Transferring Anticipated Unexpended Funds from Certain Appropriation Items to Other Items of Appropriation

The matter was presented for review and discussion only.

Mr. Salinas stated the transfers are performed annually and would not cause increases to the budget, just transfers from some items to other items. The Ordinance includes detail on the proposed transfers between the funds.

b. Revision: Administrative Policies and Procedures Manual Section 4.12 Purchasing Policy

The matter was presented for review and discussion only.

Mr. Salians stated, there have been changes to the purchasing policy as the District is utilizing the BS&A accounting system. The BSA purchasing module software procedures have been added to the Purchasing Policy, and the instructions for the old manual way of preparing the purchase orders are removed. The changes reflect the day-to-day purchase order preparations and operating procedures.

c. Administration Policies and Procedures Manual Revisions

The matter was presented for review and discussion only.

Dr. Kosey stated, there are minor changes needed due to job title changes and updates to procedures. The policies and procedures are used for the Distinguished Agency standards. The updates are minimal but current. All the changes were marked in the Board Packet.

d. Naming of North Fields

The matter was presented for review and discussion only.

Dr. Kosey stated this will be revisited at a later date.

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON APRIL 19, 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 April 19, 2021, 6:30 p.m.

10. ADJOURNMENT

Motion: Commissioner Tan made a motion, seconded by Commissioner Suleiman to adjourn the March 15, 2021 Regular Meeting of the Oak Brook Park District Board of Commissioners. The motion passed by voice vote. The meeting adjourned at the hour of 6:59 p.m.



Laure L. Kosey, Executive Director