

**Minutes**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**February 21, 2022 – 6:30 p.m.**  
**Zoom Meeting**

1. START THE VERBATIM RECORDING

Dr. Kosey verified and confirmed the Board Meeting was recording.

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 6:31 pm. Commissioners Suleiman, 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; Bob Johnson, Director of Parks and Planning; and Steve Adams, District Attorney.

3. OPEN FORUM

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

4. CONSENT AGENDA

- a. APPROVAL OF THE FEBRUARY 21, 2022 AGENDA
- b. APPROVAL OF MINUTES
  - i. January 17, 2022, Regular Board Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING JANUARY 31, 2022
  - i. Warrant 656

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: Commissioner Ivkovic Kelley

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

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta, to approve the Consent Agenda, and the motion passed by roll call vote.

Ayes: Commissioners, Suleiman, Trombetta, Truedson, and President Knitter  
Nays: None  
Absent: Commissioner Ivkovic Kelley

5. COMMUNICATIONS/PROCLAMATIONS

a. Board of Commissioners to share communications

There were no communications between Board members.

Dr. Kosey notified the Board Members there had been improvements at the Dean Nature Sanctuary, as a resident had brought security concerns up to the Board. There have been two cameras installed and a solar light. Staff will monitor the cameras for 60 days. The Oak Brook Police and the Park District are working together.

Commissioner Trombetta asked if the cameras would be running 24/7.

Dr. Kosey notified the Board the cameras would be on at all times. The main concern has been during the evening hours when it is dark.

b. Presentation of the Proposed Budget for FY 2022-2023

Commissioner Ivkovic Kelley entered the meeting at 6:38 pm.

Marco Salinas presented an overview of the fiscal year budget's May 1, 2022, through April 30, 2023.

Mr. Salinas noted capital improvements over the next five years.

President Knitter asked if any capital improvements were not presented in the budget.

Dr. Kosey informed President Knitter staff applied for grants to help fund Phase II of the North Fields. Should the Park District receive these grants, the staff will push forward with Phase II. There has been pushback on vehicles and aquatic updates.

Mr. Salinas presented the Tennis Center capital improvements.

President Knitter expressed concern about not seeing any other pickleball courts added to the budget as residents enjoy this game.

Dr. Kosey stated the community survey had input about the pickleball courts, asking for better indoor time slots and lighting the outdoor courts.

President Knitter asked if there is a possibility of adding more outdoor courts near the current courts.

Mr. Johnson stated there is room to add three more courts, with a trail adjustment.

President Knitter stated staff should consider adding additional courts to keep up with the demographic and demand.

Commissioner Suleiman asked if there were any security issues in the area and if the Park District should add cameras.

Mr. Pechous stated cameras could be installed if needed.

Mr. Salinas stated there had been a budget increase for minimum wage.

President Knitter asked why the professional services budget increased.

Mr. Pechous explained there would be updates to the website.

President Knitter asked for the new website to be more mobile-friendly.

Mr. Salinas explained the proposed budget should ensure the Park District maintains three months of expenditures in the Fund Balance.

President Knitter emphasized this being important as this budget allowed the Park District to continue programming during the pandemic's hardships.

Commissioner Suleiman asked if there would be an advantage in having the accounts with more money in them over the others.

Mr. Salinas stated the most considerable advantage would be in the General Fund, looking to make up revenues. The General Fund encompasses the rental fees and property taxes, and there are limitations on raises and more restrictions on how the revenues can be utilized.

Mr. Salinas stated the Tennis Fund is increasing its budget revenues as they expect more programming and services.

Mr. Salinas informed the Board there is no budget for the Sports Core, and the auditors will close the budget out with them.

President Knitter and Commissioner Truedson thanked Marco for preparing the report and making it easy to follow.

Mr. Salinas informed the Board that the budget's first reading would be in March and the final in April. Commissioners can make changes until April.

6. STAFF RECOGNITION:

- a. Grant Gilchrist, Aquatic Manager

The Board welcomed Grant.

7. 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 within the Board Packet, staff members who attended the Soaring to New Heights Conference wrote about what they learned in their seminars.

Dr. Kosey noted Facebook, now called Meta, is changing its analytics, and the Park District will be changing with them.

President Knitter would like to see more engagement on Instagram over Facebook, as she believes there is a large audience on Instagram. Additions of Reels and videos would better boost engagement. There are a lot of moms on the app, as static posts are losing engagement.

Commissioner Suleiman stated social commerce, boosting followers, and adding links for registration right on the app would be helpful. Additionally, the Park District could sell honey right from the ad post.

President Knitter stated a shop now function or a go-to page to buy directly from the webpage would be nice. The Park District may have to give up some revenues as the app may take a cut but is worth testing and learning.

b. Finance & Human Resources Report

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

Mr. Salinas reported on the January 2022 financials. The General Fund and Tennis funds are doing well. The Recreation Fund has a surplus but is slightly decreased from two years ago.

Mr. Salinas stated a new team member had joined them as the Administrative Services Assistant. Mallory Price is already doing well in working with Finance and Admin.

c. Recreation & Facilities Report

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

Mr. Thommes reported they had hired a new Director of Tennis Operations. As the Tennis Center worked to reorganize their positions, they are excited to see the additional assistance.

Mr. Thommes stated as of February 28<sup>th</sup>, masks will no longer be mandatory in the facilities, staff will be notifying the members who remained on hold. Since the pandemic's beginning, members' main reason for not reactivating their membership was not wanting to work out in masks. Staff believes the mask lifting will boost enrollment.

President Knitter stated seeing Elmhurst Park District creating a curling rink in a portion of their parking lot to engage in some outdoor fun during the Olympic season.

Commissioner Suleiman wants to know how many preschoolers come to class without masks. There have been residents approaching her about the issue, and she would like to help ease parents' concerns.

Commissioner Ivkovic Kelley asked if masks would be optional in a week.

Mr. Thommes stated masks would be optional, a letter went to parents asking if they would like their child to continue to wear a mask, and teachers will ensure those students keep them on.

Dr. Kosey stated they are looking into options for parents who choose to keep their children masked to place them in a pod on one side of the room away from the unmasked children.

d. Parks & Planning Report

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

Mr. Johnson reported that the Parks Department reacts with the snow and ice removal. Currently, the Sled Hill and Ice Rink are closed. Weather permitting, they will reopen.

Mr. Johnson is seeking a full-time Landscape Specialist.

8. UNFINISHED BUSINESS

a. Ordinance 22-0221: An Ordinance Transferring Funds to And from Several Park District Funds

Motion: Commissioner Truedson made a motion, seconded by Commissioner Suleiman, to approve Ordinance 22-0221: 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 Ivkovic Kelley, Suleiman, Trombetta, Truedson, and President Knitter

Nays: None

b. Ordinance 22-0222: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings

Motion: Commissioner Truedson made a motion, seconded by Commissioner Suleiman, to approve Ordinance 22-0222: 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 Ivkovic Kelley, Suleiman, Trombetta, Truedson, and President Knitter

Nays: None

c. Market-Based Salary Range Adjustment

Motion: Commissioner Truedson made a motion, seconded by Commissioner Suleiman, to approve the Market Based Salary Range Adjustment, which will adjust the FT Pay Grades effective 5-1-22.

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

Ayes: Commissioners Ivkovic Kelley, Suleiman, Trombetta, Truedson, and President Knitter

Nays: None

d. Updated & Review of Personnel Policy Manual

Motion: Commissioner Truedson made a motion, seconded by Commissioner Suleiman, to approve the Personnel Policy review and update.

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

Ayes: Commissioners Ivkovic Kelley, Suleiman, Trombetta, Truedson, and President Knitter

Nays: None

e. Outdoor Tennis Courts Resurfacing Project 2022

Motion: Commissioner Truedson made a motion, seconded by Commissioner Suleiman, to accept the base bid from American Sealcoating of Indiana, Inc. for the Outdoor Tennis Courts Resurfacing Project 2022 and to approve an Agreement between the Oak Brook Park District and American Sealcoating of Indiana, Inc. for a not-to-exceed cost of \$54,400.

President Knitter noted this seemed like a more reasonable price and believed the pandemic was the reason for the price hike in the past.

Ayes: Commissioners Ivkovic Kelley, Suleiman, Trombetta, Truedson, and President Knitter

Nays: None

9. NEW BUSINESS

a. Mowing Services Bid

Mr. Johnson stated the current company does not wish to continue servicing the Park District as they do not have adequate servicing in the area.

b. Request for Proposals: Waste & Recycling Collection Services

Mr. Johnson informed the Board going out to bid was routine.

c. R22-0322: A Resolution for a Shared Service Arrangement for Participation in the Good-buy Purchasing Cooperative

Mr. Johnson stated this shared services arrangement was good, and the Park District would be likely to purchase again through them.

Commissioner Suleiman asked if the equipment was new or used.

Mr. Johnson informed Commissioner Suleiman the equipment would be new, and they have playground equipment, HVAC, shelters, etc.

d. Central Park West Rate Increase

Katie Basile, Superintendent of Facilities, stated the Central Park West rental facility had not had a price increase since 2019. After evaluating the market and exploring new and old competition, staff

recommends a fee increase to stay competitive with their recent upgrades to the building and increased customer experience.

Ms. Basile stated during peak season, May through October, proposed pricing would be \$135 an hour for residents and \$170 an hour for nonresidents. While non-peak months November through April proposed rental fees would be \$110 an hour for residents and \$145 an hour for nonresidents.

Ms. Basile explained a four-hour rental minimum was required, with one free hour to set up and another full free hour for taking down, making rentals six hours. Additionally, they rent the facility on Friday, Saturday, and Sunday. Currently, they have rented out about half the year. In 2021 they were similarly booked; however, some cancellations and refunds were given due to the pandemic and restrictions. As well as Park District programs taking precedent, as many events occur at or near the facility, staff does not rent the facility during these times.

President Knitter stated that moving forward with the increase was okay because it was not significant.

Commissioner Suleiman asked if there was security or a staff member at all the bookings.

Ms. Basile stated that assistance is given throughout the initial portion and tail end of the events. Staff assists in table and room set up; when possible, there is an attendant for the duration of the event. Kate Sniegowski, the Facilities Coordinator, closes most of the events. Which staff has factored into the proposed rental cost.

Commissioner Suleiman agreed on the increase.

Commissioner Truedson agreed to the increase.

- e. Renewal of the Intergovernmental Agreement by and Between the Board of Education of Butler School District #53, the Oak Brook Park District, and the LaGrange Area Department of Special Education for a Cooperative Preschool Program at the Oak Brook Park District Recreation Center for School Years 2022-2023 through 2024-2025

Mr. Thommes stated they have a three-year agreement with no changes to anticipate.

10. **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); and for the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District, or Legal Counsel for the District pursuant to 5 ILCS 120/2(c)(1) of the Open Meetings Act

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta, to 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); and for the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District, or Legal Counsel for the District pursuant to 5 ILCS 120/2(c)(1) of the Open Meetings Act.

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

Ayes: Commissioners Ivkovic Kelley, Suleiman, Trombetta, Truedson, and President Knitter  
Nays: None

Patrons and Staff exited the room at 8:03 pm.

11. CLOSED SESSION

- a. Discussion and Approval of Closed Meeting Minutes, April 19, 2021
- b. Semi-Annual Review of Closed Meeting Minutes for Release
  - i. Resolution 22-0321: A Resolution Regarding the Review of Minutes for Closed Meetings January 1989 through December 31, 2021
- c. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District or Legal Counsel for the District

12. ARISE FROM CLOSED SESSION AND RESUME THE OPEN SESSION

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta, to arise from the closed session to the open session at the hour of 8:20 pm.

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

Ayes: Commissioners Ivkovic Kelley, Suleiman, Trombetta, Truedson, and President Knitter  
Nays: None

13. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON MARCH 21, 2022, 6:30 pm.

President Knitter announced the next Regular Meeting of the Oak Brook Park District Board of Park Commissioners will be held on March 21, 2022, at 6:30 pm.

ADJOURNMENT

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta, to adjourn February 21, 2022, a 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 8:28 pm.



Laure L. Kosey, Executive Director