

MINUTES
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
May 16, 2022 – 6:30 p.m.
Canterberry Room

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, and President Knitter answered "present" from the Oak Brook Park District Family Recreation Center, Canterbury Conference Room. Also present in Canterbury Conference Room 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 Trombetta made a motion, seconded by Commissioner Suleiman, 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 1-G-1 of the Board Rules.

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

Ayes: Commissioners Suleiman, Trombetta, and President Knitter

Nays: None

Absent: Commissioner Ivkovic Kelley

Commissioner Truedson entered at 6:31 p.m.

2. OPEN FORUM

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

3. CONSENT AGENDA

- a. APPROVAL OF THE MAY 16, 2022 AGENDA
- b. APPROVAL OF MINUTES
 - i. April 18, 2022, Regular Board Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING April 30, 2022
 - i. Warrant 659

Motion: Commissioner Trombetta 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, 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 Trombetta made a motion, seconded by Commissioner Suleiman, 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

4. ANNUAL MEETING

a. Election of Park Board President and Vice President

President Knitter asked for nominations for Board President.

Commissioner Trombetta nominated Sharon Knitter as President of the Oak Brook Park District Board of Commissioners.

No other nominations were made, and President Knitter closed nominations.

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Suleiman, to elect Sharon Knitter as President of the Oak Brook Park District Board of Commissioners.

The motion passed by voice vote, and Sharon Knitter became President of the Oak Brook Park District Board of Commissioners.

President Knitter asked for nominations for Board Vice President.

Commissioner Trombetta nominated Lara Suleiman as Vice President of the Oak Brook Park District Board of Commissioners.

No other nominations were made, and President Knitter closed nominations.

Motion: Commissioner Trombetta made a motion, seconded by President Knitter, to elect Lara Suleiman as Vice President of the Oak Brook Park District Board of Commissioners.

The motion passed by voice vote, and Lara Suleiman became Vice President of the Oak Brook Park District Board of Commissioners.

4. ANNUAL MEETING - CONTINUED

b. Appointment of Board Secretary and Treasurer

President Knitter stated the current Board Secretary is Executive Director, Laure Kosey.

President Knitter proposed since Board's secretary has traditionally been the Executive Director, Laure Kosey should be reappointed to serve as Secretary unless any Board member has an objection.

There was no discussion, and the Board moved to vote.

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Suleiman, to appoint Executive Director, Laure Kosey as Secretary of the Oak Brook Park District Board of Commissioners.

The motion passed by voice vote, and Executive Director, Laure Kosey, became Secretary of the Oak Brook Park District Board of Commissioners.

President Knitter asked for nominations for Board Treasurer.

Commissioner Trombetta nominated Tom Truedson for Board Treasurer.

No other nominations were made, and President Knitter closed nominations.

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Suleiman, to elect Tom Truedson as Treasurer by voice vote.

The motion passed by voice vote to elect Tom Truedson as Treasurer of the Oak Brook Board of Commissioners.

5. COMMUNICATIONS/PROCLAMATIONS

a. Board of Commissioners to share communications

There were no communications between Board Members.

b. Strategic Plan of the Oak Brook Park District

Dr. Kosey informed the Board the Strategic Plan will expire in 2024. There were some items delayed due to the pandemic, but the staff is back on track. In 2024, a new Strategic Plan will be created.

President Knitter stated the QR code placed on the back of the Pink 5k bibs leading to the event survey was great and would like to see more signs at events with the QR codes leading to event surveys.

c. Restroom, Concession, Storage Building Drawings

Mr. Johnson showed the Board colored renderings of Central Park North's restroom, concession, and storage building. The renderings show a limestone exterior with an

updated look, steel roofing, concession window, canopies, a wooden pergola, and a secure fireplace. The look is to pay homage to the history and mimic the style of Oak Brook. The ADA Accessible building will be heated and cooled, with men, women, and gender-neutral restrooms. An exterior drinking fountain will have a water bottle filling station and dog watering bowl.

Commissioner Trombetta asked Mr. Johnson about the interior flooring.

Mr. Johnson stated they had not begun the particulars of the interior and only have drawings of the interior.

Commissioner Trombetta asked Mr. Johnson the price of the project.

Mr. Johnson stated the project is a little over one million dollars. There are essential items needed to complete the project, such as water and sewer, electricity, and other utility costs, that raise the price.

Commissioner Suleiman inquired about after-hours security.

Mr. Johnson informed the Board the building would have smart controls and magnetic locks that would automatically lock, allowing patrons to get out of the building but not re-enter after hours. There will be light sensors and video cameras on-premise for additional security.

Commissioner Suleiman believes the look matches the aesthetic of the other buildings of Oak Brook, and this building will be a great addition to the community. She would like some colors reevaluated for a more seamless look.

Mr. Johnson stated the finishes would come later; the design needed to be approved.

Commissioner Truedson asked if the roof would be shingled.

Mr. Johnson stated the roof would be asphalt shingles, and the color could be chosen at a later date.

Commissioner Knitter wanted to know if the area could be solar.

Mr. Johnson stated the building is not large enough, and the roof is too small take advantage of solar power.

6. STAFF RECOGNITION

- a. Sally Beaumont, Landscape Specialist

The Board welcomed Sally Beaumont.

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 on the monitoring of the Dean Nature Sanctuary. Since the Park District began to monitor the area, there have been no police calls, break-ins, or vandalism. After hours cars have come to turn around in the lot. There has been some loitering, but nothing nefarious. The Park District has expressed an interest in purchasing a locking gate. The Park District will need to add electricity and fiber-optics to the area for the entrance to lock automatically.

Dr. Kosey has sent a letter to the residents on Canterbury Road asking them to pay for half of the gate expense. The residents on the block have agreed.

Dr. Kosey stated the leadership team building day went well. The team began to talk about a potential recession and how that would impact the community regarding Parks and Recreation.

Commissioner Truedson stated he is pleased to hear staff trying to plan for this, as he has spoken to Mr. Salinas about this. Commissioner Truedson wants the Park District to be prepared because it is just a matter of when this will come and be prepared.

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 closing of the 2021/2022 fiscal year. Stating the auditors will be out in July, and the report will be issued to the Board with final numbers in September.

Mr. Salinas stated the General Fund has a net surplus and looks favorable over two years prior.

Whereas the Rec Fund ended with a net deficit from two years prior. The Rec Fund was hit hardest by the pandemic as memberships and programing had the most restrictive guidelines.

Mr. Salinas stated the Tennis Center Fund is doing well compared to two years ago.

Dr. Kosey stated the leadership staff created a one-year goal to recreate the financial reserves in all three major funds, and this goal has gone well.

Mr. Salinas showed the Board a chart indicating where the reserves are.

President Knitter asked Mr. Salinas about the anomaly in January at the Tennis Center on the graphs.

Mr. Thommes stated the Tennis Center paid on a capital expenditure.

Commissioner Truedson stated it was nice to see the reserve funds built back up.

c. Recreation & Facilities Report

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

Mr. Thommes reported the Family Recreation Center currently has no hot water. A breaker keeps tripping, causing the water not to heat properly. An electrician will be out.

Mr. Thommes stated the tennis courts would be resurfaced.

Mr. Thommes stated there had been a lot of positive feedback from the Pink 5k.

Mr. Thommes stated the Park District had its first soccer tournament with the Wizards. Over 200 teams played over 400 games over the weekend. Coming up is a lacrosse tournament with Lakeshore Lacrosse.

President Knitter asked how hiring was going.

Dr. Kosey stated there had been a lot of outdoor pools closing this season, and it has been very challenging for some towns. However, the Park District is doing alright on summer staff. Having a year-round indoor pool option helps.

Mr. Thommes stated staff is seeking a full-time Fitness Supervisor and have received a flood of resumes.

d. Parks & Planning Report

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

Mr. Johnson reported the restrooms, concession, and storage area will develop the construction plans with the Village and then go to bid in late summer or early fall.

President Knitter asked about the line striper Turf Tank, Parks has been using.

Mr. Johnson stated they are leasing the machine, and there have been a few hiccups, but the company has been quick and helpful.

Mr. Johnson stated there had been a couple of insurance claims from the tornado damage.

President Knitter stated that a resident informed her she was swimming at the Aquatic Center when the tornado hit. The staff was very calm and helpful in getting everyone into the basement.

Mr. Johnson stated there had been some fence and tree damage on the park's west end near route 83. A car drove through the area and leveled the fence.

Mr. Johnson shared about the pollinator garden. The Preschoolers were helpful and were able to learn about plants.

8. UNFINISHED BUSINESS

- a. Ordinance 22-0516: An Ordinance for Transferring Anticipated Unexpended Funds from Certain Appropriation Items to Other Items of Appropriation

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Suleiman, to approve Ordinance No. 22-0516: An Ordinance for Transferring Anticipated Unexpended Funds from Certain Appropriation Items to Other Items of Appropriation.

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

Nays: None

Absent: Commissioner Ivkovic Kelley

- b. Tennis Center Membership Pricing

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Suleiman, to approve the Tennis Center Member Pricing as proposed.

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

Nays: None

Absent: Commissioner Ivkovic Kelley

9. NEW BUSINESS

- a. Restroom/Storage/Concession Building Construction Bid

Mr. Johnson stated once the construction plans with the Village are approved, the Park District will go out to bid in late Summer or early Fall.

- b. Ordinance 22-0620: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof

Mr. Thommes stated that Katie Basile, Superintendent of Facilities, will work on this project.

- c. Resolution 22-0621: A Resolution Amending the Agreement Between the Oak Brook Park District and Davey Resource Group, Inc., for Natural Areas Stewardship Project

Mr. Johnson stated staff seeks to renew this for the Dean Nature Sanctuary.

- d. Approval of a Travel Expense for Commissioner Attendance at the National Recreation and Park Association Conference Held September 20-22, 2022, in Phoenix, AZ

President Knitter stated last time they went to the conference, the team was sitting around in rooms, not doing much. They are welcome if any commissioners would like to go, but she will pass this time.

Commissioner Trombetta will not go.

Commissioner Suleiman would still like to go.

Commissioner Truedson will not go.

Dr. Kosey will reach out to Commissioner Ivkovic Kelley.

- e. Amending: Administrative Policies and Procedures: Section 4.12 Purchasing Policy

Dr. Kosey stated that the purchasing cards' policy needs to reflect this due to inflation as price increases.

- f. Amending: Administrative Policies and Procedures: Section 4:11 Procurement Card Policy

Dr. Kosey stated staff has been working on the updates.

- g. Amending: Administrative Policies and Procedures: Section 4.4 Contracts- Policy for the Review and Authority to Approve and Execute Contracts

Dr. Kosey stated this change will be helpful.

- h. Amending: Personnel Policy Section 3.10 Time Off Benefits – Vacation Time

Dr. Kosey stated that this policy would help the Park District save money, and payment distribution will be given out throughout the year, not in one lump sum, assisting the district when an employee chooses to leave. This will take time about one year to get to this year to adjust vacation time. Implementation will begin September 1st.

- i. Amending: Personnel Policy Section 8.1 Exit Interview Policy

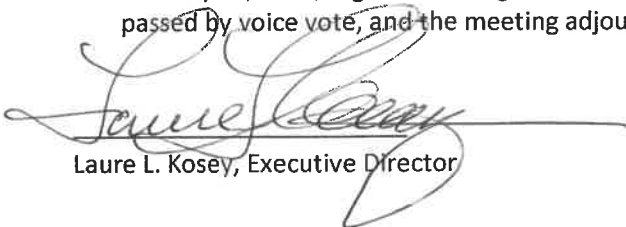
Dr. Kosey stated exit interviews would no longer be with the Executive Director or direct supervisor. The HR Manager will conduct them; as there have been times when employees leave and may not have been honest due to not liking their supervisor or the Executive Director.

10. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON JUNE 20, 2022, at 6:30 p.m.

President Knitter announced the next Regular Meeting of the Oak Brook Park District of Park Commissioners would be held on June 20, 2022, at 6:30 p.m.

11. ADJOURNMENT

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta, to adjourn the May 16, 2022, 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 7:13 p.m.



Laure L. Kosey, Executive Director