

Minutes
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
November 16, 2020 – 6:30 p.m.
Zoom Meeting

Please Note: The Illinois Department of Public Health has issued a Press Release on November 11, 2020 requesting Illinois residents to limit public contact and to stay home as much as possible during the month of November 2020 due to the resurgence of the COVID-19 pandemic. The Oak Brook Park District's focus is to provide for the safety of staff, Park Commissioners, our constituents, and the public at large from possible exposure to the COVID 19 virus. The President of the Oak Brook Park District Board of Park Commissioners has determined that it is not practical and prudent to conduct the November 16, 2020 Board Meeting in person because of the continued risks of COVID-19. Therefore, the November 16, 2020 Board Meeting will be conducted by teleconference using Zoom Video Teleconferencing and as previously permitted by the Gubernatorial Disaster Proclamation in Response to COVID-19 (Executive Orders 2020-7 and 2020-39) exempting the requirement of the Open Meetings Act for the physical presence of the Commissioners at the meeting and permitting Commissioner attendance by video, audio, or telephone access. 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 876 3369 7546.)

Before the start of the Meeting, President Knitter read the following statement: "As President of the Oak Brook Park District Board of Park Commissioners, I have determined that it is not practical or prudent to conduct the November 16, 2020 meeting of the Board of Park Commissioners in-person due to the continued health risks of the COVID-19 pandemic as declared by the November 11, 2020 Press Release by the Public Health Department and as previously described in the May 29, 2020 Gubernatorial Disaster Proclamation issued by Governor Pritzker ("Proclamation"). I further determine that attendance at the regular meeting location is not feasible due to the disaster described in Proclamation. I hereby direct staff to make alternative arrangements in a manner that will allow any interested member of the public access to contemporaneously hear all discussion, testimony and roll call votes via telephone number or web-based link."

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 Suleiman, Trombetta, Tan, and Truedson answered "present" through Zoom Conferencing. President Knitter attended on site at the Autumn Oaks Room of the Oak Brook Family Recreation Center, 1450 Forest Gate Road, Oak Brook, IL 6053. Also, present via Zoom Conferencing was Laure Kosey, Executive Director, Marco Salinas, Chief Financial Officer, Dave Thommes, Deputy Director, and Bob Johnson, Director of Parks and Planning.

2. OPEN FORUM

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

3. CONSENT AGENDA

- a. APPROVAL OF NOVEMBER 16, 2020 AGENDA
- b. APPROVAL OF MINUTES
 - i. October 19, 2020 Regular Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING OCTOBER 31, 2020
 - i. Warrant 641

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 Suleiman, Trombetta, Tan, Truedson, and President Knitter.

Nays: None

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

Nays: None

4. COMMUNICATIONS/PROCLAMATIONS

- a. Board of Commissioners to share communications

Ms. Kosey said she had two things she wished to communicate with the Board. One being the current concerns of the COVID-19 pandemic. If the Governor decides to impose a “stay at home order” again, the Park District will return to operations that were previously utilized in April 2020: Any full-time staff that can work remotely, will do so. If the full-time staff cannot work remotely, they will work staggered hours. (Custodians, Maintenance, and Park Staff). The District will retain the part-time employees during the quarantine at 55% of their hours due to our doors being closed.

Ms. Kosey explained her recommendations for delaying the adoption of the 2021-2022 budget by two months. Delaying the budget timeline would benefit the Oak Brook Park District by making an accurate assessment of the finances for next year. Therefore, the Board would adopt the budget in May 2021 for approval in June 2021.

Commissioner Trombetta, Tan, Truedson, and Suleiman agreed delaying the budget would be beneficial.

President Knitter said the Park District staff has done a great job learning from the past shutdown. Delaying the budget would give the Park District a better understanding of the financials.

b. Strategic Plan Update

Ms. Kosey reviewed the highlights of the Strategic Plan which is updated every 6 months. The highlights included the following:

- The Central Park ballfield LED fixtures have been updated.
- Corporate and Community Relations received \$23,000 in monetary contributions.
- Ms. Kosey said Bob Johnson, Director of Parks and Planning, has done a great job with the Central Park North Project. The Totem Pole was erected yesterday.
- The Pink 5K, although with a different look this year due to the COVID-19 restrictions, was very successful with donations from Evergreen Bank Group as well as AMITA. We were able to donate a little over ten thousand dollars to the Open Arms Foundation. Ms. Kosey said she is excited about all of the events the Park District has been able to put on this year and is very grateful for the staff being able to move forward during these challenging times, trying to put on the events.

Ms. Kosey informed the Board of the current support from sponsors for the Winter Lights in Central Park. Robert Pechous, Superintendent of Communications and IT, and the Parks Staff are making seven scenes with lit structures for the event. All of the scenes will correlate to a specific sponsor. The Recreation Department will be hosting Play in the Park Activities in January and February. We are not promoting the Winter Lights at this time as a “wait & see” because there may be potential restrictions on the state due to COVID-19. The Park District is planning for the event to be free to the public. By using QR codes in Central Park, participants will be able to donate to a GO-FUND-ME page benefiting Chamber of Commerce Oak Brook restaurants and hotels.

5. STAFF RECOGNITION

President Knitter recognized Laure Kosey, Executive Director, and staff for doing a great job pivoting with the new restrictions put in place by the Illinois State Governor due to COVID-19.

Commissioner Suleiman recognized Liz Littwin, Corporate and Community Relations, for the tremendous contributions in sponsorships she has achieved during the challenging economic circumstances. As the Sponsors are not only helping the Oak Brook Park District, they help countless families who utilize the Parks. Commissioner Suleiman stated Liz Littwins’ creativity and flexibility during these uncertain times have been commendable.

6. REPORTS:

a. Communications IT, and Administration Report

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

Ms. Laure Kosey reported on the Sports Core agreement, stating the Village will finish the construction of the Sports Core pool by the end of the month. In the spring, the Village will need to test the pool to ensure there are no leaks. The Village has created an additional 140 new parking spaces for the Sports Core. Ms. Kosey said the parking spots are not ideal, as they will be on gravel and grass. The Park District will be responsible to maintain the parking-spots stripes. Eighty of the spots are on gravel and are in the location of the prior tennis dome. Sixty parking spots are located east and south of the tennis courts in a grassy area.

President Knitter questioned if Ms. Kosey was pleased with the parking spots.

Ms. Kosey informed the Board the parking-spots are not ideal, but the parking-spots provide the additional parking needed at the Sports Core, which will replace the parking area used for the construction of the Village Salt Barn. Ms. Kosey said she would be comfortable moving forward into another one-year contract, as long as the Commissioners agreed.

Commissioner Trombetta inquired as to which areas the Oak Brook Park District would be managing.

Ms. Kosey assured Commissioner Trombetta, the Park District would continue to manage all three areas (tennis, soccer, and bath). The Village Board will be discussing the Sports Core Agreement at the November 24 village board meeting and a contract will be initiated before December 8.

Commissioner Suleiman noted the financial benefit of managing the tennis, pool, and fields.

Ms. Kosey said she believes another one-year agreement would be beneficial to the Park District.

Ms. Kosey said Robert Pechous and his marketing team have been seeing improvements in user engagement on the website. Mr. Pechous continues to work on the Winter Lights project and Mrs. Littwin continues outreach to the community for sponsors for the Winter Lights in Central Park. It was a team effort as Bob Johnson, Director of Parks and Planning, has also obtained a donation for the Winter Lights from Dawson's Tree Service. Mr. Pechous and Mrs. Littwin were able to work with the Village of Oak Brook to secure donations with Ace Hardware.

b. Finance & Human Resources Report

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

Mr. Salinas reported financials through October 31, 2020. Mr. Salinas said the General Fund has a net surplus of a little over a million dollars. The financials reflect the first and second quarter overhead revenue allocations t there will be no such allocations for the third and fourth quarters. This will affect the Recreation Fund.

Mr. Salinas informed the Board that the yearly transfer from the General Fund to the Capital Project and Debt Service Funds has yet to occur. There have been projects that the General Fund will end in a small deficit at the end of the fiscal year. The Recreation Fund financials reflect the two quarterly overhead expenditure allocations of \$140,000 each. We will forego the third and fourth quarter allocations in light of the current financial state of this fund. This fund does not yet reflect the yearly transfers to the debt service fund which are necessary in order to fund the debt service payments on our 2018 and 2020 debt certificates. Proceeds from our 2020 debt certificates were used t pay for the new lighting at our Central Park North fields. There was a substantial \$1.4 million decrease in revenue from last year.

Mr. Salinas said the Tennis Center financials continue to do very well, with a surplus not far off from last year's surplus. The Tennis Center has done a great job with revenue and cost savings. From the shut-down in March, the Tennis Center was able to decrease staff and also completed much-needed repairs to the facility and used fewer utilities resulting in decreased utility expenses.

Mr. Salinas stated staff cuts earlier in the year decreased the District's IMRF contribution expenditures and payroll tax contributions. The Finance Department has previously budgeted for Unemployment Insurance contributions that may occur later in the year.

President Knitter asked Mr. Salinas to advise if the Park District should defer expenses for the Capital Projects should the Park District need to move funds around from the lack of revenue.

Mr. Salinas stated, most of the Capital Projects are complete for the year. The existing bond funds and an anticipated grant will help complete the funding for our largest project, Central Park North.

Ms. Kosey noted the Park District is not allowed to take funds from the Capital Project Fund and transfer them into another fund.

Commissioner Tan stated funding projections are -\$35,000 a month, which places the Oak Brook Park District at the end of the fiscal year, one-half million dollars "underwater," not factoring in any additional payments or revenue.

Mr. Salinas added, that on a consolidated basis, Commissioner Tan was correct, but since the financials are very fluid, projections will be negative, and the General Fund will be slightly negative or close to breaking even. However, the Tennis Center will have a surplus.

Ms. Kosey said Mr. Salinas continues to work on the 2021-2022 tax levy, which will allow the park district to redirect more revenue to the Recreation Fund, because the other funds are expected to benefit from lower than expected expenditures due to the reduction in staff and other expenses.

Commissioner Tan hopes there will be a surprise increase in revenue for spring recreational activities when COVID-19 restrictions relax.

Commissioner Truedson asked Mr. Salinas to estimate percentage of reserves the fund balances will have for the end of this fiscal year.

Mr. Salinas said the Recreation Fund is currently expecting to have a deficit of between \$750,000 to \$1 million at the end of the year. This would result in a fund balance approximating \$1.3 million. Since the Park District's fund balance policy requires a minimum of three months of expenditures in reserves, the \$1.3 million fund balance will be above the current minimum of \$1 million. Before COVID 19, the Recreation Fund had approximately seven months of expenditures saved in reserves.

Commissioner Trombetta asked Ms. Kosey what would happen should the Park District be forced to be shut down again due to COVID-19.

Ms. Kosey said staff is prepared should we have to close. During the next couple of days, we will find out the Governor's mitigation plan for the next couple of months.

Commissioner Suleiman noted schools are doing two-weeks of "pausing" as a precaution for anyone who may have contracted COVID-19 while with family for the Thanksgiving holidays. Due to limited staff, this may be a viable option for the Park District.

Ms. Kosey said she would consider it.

c. Recreation & Facilities Report

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

Mr. Dave Thommes reported the preschool classes have gone completely virtual due to some COVID-19 illnesses. Being able to host completely virtual school days is something preschool would not have been able to do in April. Mr. Thommes was pleased how the staff was able to make such a smooth transition.

Mr. Thommes also reported the Recreation staff has adjusted to Tier 2 in the safest way possible and following all of the guidelines to keep everything open. The Fitness Center has seen an increase in patronage. Lastly, the Recreation Department has been getting ready for the Winter Lights in Central Park and the Party in the Park.

d. Parks & Planning Report

Mr. Bob Johnson, Director of Parks and Planning, presented his report, which can be found in the Park District's records.

Mr. Johnson reported the Central Park North construction is almost complete for the winter. The installation of the McDonald's Totem Pole, trees, and shrubs are complete. Currently, the Parks Team has been raking and seeding the grass. Next, they will be installing the basketball hoops. Looking to the spring months, the Parks Team will be color-coating the Central Park North basketball court. The winter lights went up for the Ice Rink and Sled Hill. Soon, the Parks Team will be removing the mums and replacing them with tulip bulbs.

Mr. Johnson noted conversations he has had with the Illinois Tollway, reporting there has not been much movement. The Oak Brook Park District placed a counteroffer to the Illinois Tollway for the land at the Dean Nature Sanctuary. The Illinois Tollway rejected the counteroffer. Mr. Johnson is currently waiting to hear back from the Illinois Tollway.

Commissioner Truedson inquired as to how aggressive the offer was to the Illinois Tollway.

Mr. Johnson stated their offer was twenty thousand dollars and the District's counteroffer was a request for slightly higher than two hundred thousand dollars. Mr. Johnson noted the counteroffer package sent by the Park District to the IL Tollway detailed the justified dollar amount for Dean Nature Sanctuary land.

Mr. Johnson said the official light test on the new ballfield lights is scheduled for this Wednesday, November 18, 2020.

7. UNFINISHED BUSINESS

a. Revision: Personnel Policy 3.4: Employee Service Awards

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan to Approve the Revision to Personnel Policy 3:4 Employee Service Awards

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

Nays: None

8. NEW BUSINESS

- a. Ordinance No 20-1214: An Ordinance Levying Taxes and Assessing Taxes for the Fiscal Year 2021-2022 of the Oak Brook Park District of DuPage and Cook Counties, Illinois. A Public Hearing is scheduled to commence at the beginning of December 14, 2020, Regular Meeting of the Board of Park Commissioners, 6:30 p.m. The Public Hearing is held to receive public comment regarding the levying taxes and assessing of taxes for the Fiscal Year 2021-2022 for the Oak Brook Park District, DuPage and Cook Counties, Illinois.

The matter was presented for review and discussion only.

- b. 2021 Board Meeting Dates

The matter was presented for review and discussion only.

Ms. Kosey noted the 2021 Board Meetings will continue to be held on the third Monday of the month with the exception of the December 2021 Board meeting which will be held on the second Monday of the month to avoid being held during the holiday week.

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON DECEMBER 14, 2020, 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 December 14, 2020, 6:30 p.m.

10. ADJOURNMENT

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan to adjourn November 16, 2020 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 7:30 p.m.



Laure L. Kosey, Executive Director