

**Minutes**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**February 19, 2024 – 6:30 p.m.**  
**Canterberry Room**

1. CALL TO ORDER THE REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS AND CONDUCT THE ROLL CALL

President Knitter called to order the Regular Meeting of the Oak Brook Park District at the hour of 6:30 p.m. Commissioners Gondek, Ivkovic Kelley, Suleiman, Vescovi, and President Knitter answered “present” from the Oak Brook Park District Family Recreation Center, Canterberry Conference Room. Also present in Canterberry Conference Room was Laure Kosey, Executive Director; Marco Salinas, Chief Financial Officer; Bob Johnson, Deputy Director; Robert Pechous, Director of Recreation and Communications; and Steve Adams, District Attorney.

2. OPEN FORUM

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

3. CONSENT AGENDA

- a. APPROVAL OF THE FEBRUARY 19, 2024 AGENDA
- b. APPROVAL OF MINUTES
  - i. January 15, 2024 Regular Board Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENTS AS OF AND FOR THE PERIOD ENDING JANUARY 31, 2024
- d. APPROVAL OF WARRANT 681 – INVOICE REGISTER REPORT

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, 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 Gondek, Ivkovic Kelley, Suleiman, Vescovi, and President Knitter

Nays: None

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

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

Ayes: Commissioners Gondek, Ivkovic Kelley, Suleiman, Vescovi, and President Knitter

Nays: None

#### 4. STAFF RECOGNITION

- a. Haley Colucci, Marketing & Communications Manager
  - i. Recipient of the National Park and Recreation Association Award "30 under 30" for 2024

The Board congratulated Haley Colucci.

#### 5. COMMUNICATIONS/PROCLAMATIONS

- a. Board of Commissioners to share communications.

Commissioner Suleiman shared that the IAPD/IPRA Conference was amazing, and she appreciated that the Park District presented and shared their expertise. The summary of sessions in the packet was helpful.

- b. PDF Brochure vs. Website

Mr. Robert Pechous explained that the Park District previously printed the brochures until COVID. Then there were many added regulations and guidelines due to COVID that made it difficult to continue printing the brochures. The Park District also saw that more people went directly to ActiveNet registering for the programs which were on the website, so Marketing began optimizing the website instead of producing the program brochure. Printed brochures such as postcards, mini brochures, and Pioneer Posts are still being distributed. Marketing also increased the Park District's presence on social media.

President Knitter stated there are "Searchers" and "Browsers." The website easily helps the "Searchers" since those patrons can go directly to the program they are seeking; however, more will be needed for the "Browsers."

Mr. Pechous agreed. ActiveNet works well for "Searchers," but more web pages will be needed to be created for "Browsers" to assist in finding unknown or newer programs.

Commissioner Suleiman stated that new programs will need to be advertised more and that visual presentation will be important for "Browsers." She suggested possibly adding a designated tab to shop for programs. Commissioner Suleiman also added that she will go online to browse but will not download or print PDF's; she will, however, screenshot the program. ActiveNet may not be the best for new programs. Download numbers may not be as accurate as the viewing numbers. Please consider the amount of time and cost to optimize the website instead of creating the brochure.

President Knitter advised not to eliminate the brochures until there is something to replace them. Updating separate webpages will be a huge task.

Commissioner Suleiman agreed that the print brochures should not be replaced with something that does not work well.

Dr. Laure Kosey asked Mr. Pechous if the web pages can be developed behind the scenes, then displayed when they are ready.

Mr. Pechous replied that since the website is already up, it is easier to build the webpages as you go instead of starting over again behind the scenes.

President Knitter requested to see the mocks of the web pages when they are ready.

Commissioner Suleiman confirmed the changes will not be for the Tennis Center.

Mr. Pechous stated that the Tennis Center has its own flyer so these changes will not affect them.

Commissioner Ivkovic Kelley added that the Tennis Center has a very popular app.

6. REPORTS:

a. Administration and Enterprise Operations Report

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

Dr. Kosey reminded the Board that the Budget Workshop Meeting will be on March 4, 2024 at 6:30 p.m. in the Canterbury Room.

Dr. Kosey also invited the Board to attend the STAR Party which is a Staff Acknowledgement and Recognition event at Pinstripes Oak Brook on March 8, 2024 at 6:00 p.m. to 9:00 p.m.

Dr. Kosey reported that the IAPD/IPRA Conference was beneficial for its education and networking. Oak Brook Park District was well represented with seven staff members presenting seven different sessions. Dr. Kosey also announced that Mrs. Colucci and herself will be presenting the Onboarding Orientation Passport at the October Nationals in Atlanta.

Dr. Kosey stated that the Refund Policy will waive the first reading so it can go into effect tonight.

b. Finance and Human Resources Report

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

Mr. Salinas reported that nine months of the fiscal year have been completed. There are surpluses in General, Recreation, and Tennis Center Funds. Mr. Salinas stated that membership has increased, Pickleball and Basketball are going well, and Tennis Center group and private lessons are always full. There will be a decrease in surplus this time of year due to transfers.

Mr. Salinas announced that Mrs. Linda Noonan, Human Resource Manager, will be retiring.

c. Recreation and Communications Report

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

Mr. Pechous reported that the number of Pickleball players is up, and indoor soccer and basketball leagues are doing well.

Mr. Pechous also announced that Mrs. Kim Catris, Recreation Manager, will be on the Strategic Planning hosted by District 53.

d. Parks and Facilities Report

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

Mr. Johnson reported that the Winter Lights cleanup has been completed. He also stated that a Little Sled Library was constructed so sleds can be borrowed and returned.

Dr. Kosey added that Commissioner Suleiman suggested the Little Sled Library.

Aquatics full season swim lessons are sold out for the season, so staff are looking at expanding swim lessons for summer and fall. Adaptive swim lessons in spring will expand case-by-case.

A Group Exercise instructor, Meg Olander, moved out of state. Meg returned as an instructor via Zoom, and patrons are enjoying her exercise class.

New Membership and retention rates are trending well.

7. UNFINISHED BUSINESS

a. Tennis Center Front Desk Renovation Bid

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve the Tennis Center Front Desk Renovation Bid.

Mr. Johnson reported that seven bidders competed, and one was selected who was under the budget. Construction Solutions of Illinois Inc. was chosen because they were the lowest responsible bidder. Also, they have completed several projects for Oak Brook Park District over the years.

President Knitter asked if Mr. Johnson is confident that the lowest bidder will complete the project.

Mr. Johnson confirmed that they are the lowest responsible bidder, so they will complete the project.

Commissioner Suleiman asked to explain the \$20,000 cash allowance.

Mr. Johnson explained that the cash allowance is for the front desk module.

The motion passed by roll call vote.

Ayes: Commissioners Gondek, Ivkovic Kelley, Suleiman, Vescovi, and President Knitter

Nays: None

b. Central Park West ADA Improvements Bid

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve the Central Park West ADA Improvements Bid.

Commissioner Suleiman asked to explain the owner's allowance.

Mr. Johnson explained that the owner's allowance is a recommendation from the architect to allow the contractor to continue with the project in case of unforeseen issues.

Mr. Steve Adams asked how much the contingency is.

Mr. Johnson stated that \$40,000 is the contingency which is already included in the \$480,000 bid.

The motion passed by roll call vote.

Ayes: Commissioners Gondek, Ivkovic Kelley, Suleiman, Vescovi, and President Knitter

Nays: None

c. Update to Policy 6.2 General Use Regulations, Section 7.5

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve the Update to Policy 6.2 General Use Regulations, Section 7.5.

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

Ayes: Commissioners Gondek, Ivkovic Kelley, Suleiman, Vescovi, and President Knitter

Nays: None

- d. Resolution 24-0219: A Resolution Amending the Agreement Between the Oak Brook Park District and Classic Landscape, Ltd. For Turf Grass Mowing

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve Resolution 24-0219: A Resolution Amending the Agreement Between the Oak Brook Park District and Classic Landscape, Ltd. For Turf Grass Mowing.

President Knitter asked Mr. Johnson if he is happy with the company.

Mr. Johnson replied that the Park District has been very happy with them for the past ten years.

The motion passed by roll call vote.

Ayes: Commissioners Gondek, Ivkovic Kelley, Suleiman, Vescovi, and President Knitter  
Nays: None

- e. Ordinance 24-0220: An Ordinance Transferring Funds to and from Several Park District Funds  
Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve Ordinance 24-0220: 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 Gondek, Ivkovic Kelley, Suleiman, Vescovi, and President Knitter  
Nays: None

- f. Market Based Salary Range Adjustment  
Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve the Market Based Salary Range Adjustment.

Commissioner Vescovi asked about the Market Based Salary Range Adjustment.

Dr. Kosey explained that every year HR Source, an independent company, evaluates different job titles and pay ranges. HR Source suggested a 2.6% market adjustment to the pay range of each job title. This is not a guaranteed rate increase to each employee's wage.

Commissioner Vescovi questioned if this is for all park districts and if this increase is coming from state or federal.

Mr. Salinas replied that HR Source serves many park districts and municipalities.

Commissioner Vescovi asked if this is Illinois based.

Dr. Kosey replied that it is Illinois based.

The motion passed by roll call vote.

Ayes: Commissioners Gondek, Ivkovic Kelley, Suleiman, Vescovi, and President Knitter

Nays: None

8. NEW BUSINESS

a. Refund Policy (Requires waiving the Board Rules to approve at this meeting.)

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to waive Board Rules.

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

Ayes: Commissioners Gondek, Ivkovic Kelley, Suleiman, Vescovi, and President Knitter

Nays: None

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to approve the Refund Policy.

President Knitter stated that from her understanding patrons were signing up for as many camps and programs without any penalties.

Dr. Kosey agreed with President Knitter and explained that by blocking these camps or programs, these patrons would then cancel the week before the start of the camp or program. Loss of money for the Park District would occur since the patrons on the waitlist would have found an alternate camp or program by then.

The motion passed by roll call vote.

Ayes: Commissioners Gondek, Ivkovic Kelley, Suleiman, Vescovi, and President Knitter

Nays: None

b. Copier Contract

Mr. Pechous reported that four companies reached out to him, so proposals are being collected. There is a lot of competition, and the cost seems better than in 2019. Two more proposals will be arriving.

c. Ordinance 24-0318: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof

Mr. Johnson explained that property owned by the Park District that is damaged or obsolete will be either thrown out or sold.

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON MARCH 18, 2024, 6:30 P.M.

- a. A special budget workshop meeting of the Oak Brook Park District Board of Park Commissioners will be held on March 4, 2024, 6:30 p.m.

President Knitter announced that the special budget workshop meeting of the Oak Brook Park District Board of Park Commissioners will be held on March 4, 2024, 6:30 p.m.

President Knitter announced that the next Regular Meeting of the Oak Brook Park District of Park Commissioners will be held on March 18, 2024, at 6:30 p.m.

10. ADJOURNMENT

Motion: Commissioner Suleiman made a motion, seconded by Commissioner Ivkovic Kelley, to adjourn the February 19, 2024, 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 7:01 p.m.



Laure L. Kosey, Executive Director