



Oak Brook Park District

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MINUTES OF THE REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS

August 8, 2011 - 6:30 p.m.

Meeting Room 1

1) CALL TO ORDER REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL

President O'Brien opened the regular meeting of the Oak Brook Park District at 6:30 p.m. in the Family Recreation Center, Room 1. Commissioners Trombetta, Knitter and President O'Brien answered, "present". Commissioners Carson and Truedson were absent. Also present were Laure Kosey, Executive Director; Nancy Strathdee, Finance & Human Resources Director, Cathy Fallon, Director of Recreation and Norm Russell, Director of Parks and Facility Services.

2) APPROVAL OF August 8, 2011 AGENDA

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Knitter to approve the August 8, 2011 agenda.

There was no discussion and the motion passed by voice vote.

3) OPEN FORUM

David Beard of 8 Croydon Lane, Oak Brook addressed the board regarding various issues he has involving the racquet club. He said he has been a member of the club for the past few years and is concerned about the new summer hours. He said many members renewed their memberships only to have the summer hours shortened. He questioned whether research was done before the hours were shortened. He noted to the board that the Park District should be more concerned about providing services to the community rather than finances. Mr. Beard also said that he fears that the tennis pros will go elsewhere because of the shortened hours.

Mr. Beard also expressed his concern regarding outside groups using the open gym; asking why they are given exclusive rights to use the facility during member time.

Mr. Beard told the board that he has made attempts to call and speak with the right person at the Park District to discuss these issues, but has been misdirected by staff.

President O'Brien said he will have the Executive Director contact him directly regarding these issues and thanked him for his input.

4) APPROVAL OF MINUTES

- a) Approval of July 11, 2011 Regular Meeting Minutes

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Knitter to approve the July 11, 2011 regular meeting minutes.

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

Ayes: Commissioners Trombetta, Knitter and President O'Brien

Nays: None

Absent Commissioners Carson and Truedson

5) APPROVAL OF FINANCIAL STATEMENT ENDING July 30, 2011

Motion: Commissioner Knitter made a motion, seconded by Commissioner Trombetta to approve the financial statement ending July 30, 2011.

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

Ayes: Commissioners Trombetta, Knitter and President O'Brien

Nays: None

Absent Commissioners Carson and Truedson

6) APPROVAL OF WARRANTS

- a) Approval of Warrant No. 530

Motion: Commissioner Knitter made a motion, seconded by Commissioner Trombetta to approve Warrant No. 530.

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

Ayes: Commissioners Trombetta, Knitter and President O'Brien

Nays: None

Absent Commissioners Carson and Truedson

7) COMMUNICATIONS/PROCLAMATIONS

- a) Board of Commissioners to share communications

Commissioner Knitter commented on how fantastic the renovated Saddlebrook tennis courts looked. She said she has received great feedback from residents.

Commissioner Trombetta thanked Mr. Beard for his time and comments.

8) STAFF RECOGNITION

- a) None

9) REPORTS:

- a) Executive Director

Laura Kosey presented her report, which can be found in the Park District records.

There was discussion regarding the consultant work to be conducted which will include focus

groups.

b) Finance & Human Resources Director

Nancy Strathdee presented her report which can be found in the Park District records.

There was discussion regarding the recently completed audit.

c) Director of Recreation

Cathy Fallon presented her report which can be found in the Park District records.

Ms. Fallon noted that program numbers are the same or higher than last year's and crowd numbers are up for the outdoor concerts.

d) Director of Parks & Facility Services

Norm Russell presented his report, which can be found in the Park District records.

There was discussion regarding the new truck and the graphics being worked on by the marketing department for sponsorship advertising. It was also noted that the truck will be plow-ready.

There was discussion regarding the comparison of a new vendor with a previous one.

e) Corporate Relations

Laure Kosey presented the Corporate Relations report, which can be found in the Park District records.

Ms. Kosey said currently \$31,600.00 in sponsorship money has been obtained including sponsorships for Pioneer Programs.

Ms. Kosey noted that the Pioneer programming mailings are very time consuming and labor intensive, and therefore, staff is contemplating outsourcing this task.

10) UNFINISHED BUSINESS

a) Resolution 11-0808: A Resolution Amending Membership Rates for Employees of the Village of Oak Brook

Commissioner Trombetta made a motion, seconded by Commissioner Knitter to approve Resolution 11-0808: a resolution amending membership rates for employees of the Village of Oak Brook.

Commissioner Trombetta asked for clarifications regarding this resolution.

Ms. Kosey clarified that the offer only applies to those village employees that participate in the village health plan.

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

Ayes: Commissioners Trombetta, Knitter and President O'Brien



Nays: None
Absent Commissioners Carson and Truedson

b) Ordinance 11-0809: An Ordinance Declaring Surplus Property and Authorizing Conveyance or Sale Thereof

Commissioner Trombetta made a motion, seconded by Commissioner Knitter to approve ordinance 11-0809: an ordinance declaring surplus property and authorizing conveyance or sale thereof.

Ms. Kosey confirmed that staff will be following the board's direction given at last month's meeting to destroy the expired AED machines.

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

Ayes: Commissioners Trombetta, Knitter and President O'Brien
Nays: None
Absent Commissioners Carson and Truedson

c) Facility Name Change

Commissioner Trombetta made a motion, seconded by Commissioner Knitter to approve the name change of the Oak Brook Park District Racquet Club to the Oak Brook Park District Tennis Center.

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

Ayes: Commissioners Trombetta, Knitter and President O'Brien
Nays: None
Absent Commissioners Carson and Truedson

d) Certified Professional Instructor

Commissioner Knitter made a motion, seconded by Commissioner Trombetta to approve the regular part-time employment category of a "certified professional instructor" and the corresponding employee benefits as presented in the personnel policy amendment presented to the board.

Clarifications were made as to which employees fall into this employment category.

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

Ayes: Commissioners Trombetta, Knitter and President O'Brien
Nays: None
Absent Commissioners Carson and Truedson

11) NEW BUSINESS

a) All Park District Grounds and Facilities are Designated to be Smoke Free Zones

The board concurred on this matter as no formal vote was necessary; that only one sentence needs to be amended in the current policy and that signage will be posted accordingly.

b) Bank Reconciliation/Stale Dated Check Procedure

Nancy Strathdee presented this issue and its related materials.

Commissioner Trombetta asked questions regarding this procedure including whether it is required by law.

Ms. Strathdee said it is not legally required but was suggested by the auditors.

c) Building Engineer Job Description

Laure Kosey presented this issue and its related materials.

President O'Brien directed Ms. Kosey to fill the position once the correct candidate is found.

d) Dean Nature Sanctuary House Demolition Bid

Laure Kosey presented this issue and its related materials. She said this project is included in the master plan currently being developed and which she hopes to present to the board at next month's meeting.

e) Personnel Policy Manual – Sections 5, 6, 7, 8

There were no questions regarding this issue and President O'Brien noted that the sections have already been reviewed by the Park District attorney.

12) NEXT REGULAR MEETING: September 12, 2011

President O'Brien announced that the next regular meeting of the board will be on September 12, 2011

13) ADJOURNMENT

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Knitter to adjourn at the hour of 7:00 p.m.

There was no discussion and the motion passed by voice vote.

