



Oak Brook Park District

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AGENDA
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
June 13, 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 6:32 p.m. in the Family Recreation Center, Room 1. Commissioners Trombetta, Truedson, Carson and President O'Brien answered, "present". Commissioner Knitter was absent. Also present were Barb Gosselar, Park District Attorney; Nancy Strathdee, Finance & Human Resources Director, Cathy Fallon, Director of Recreation, Norm Russell, Director of Parks and Facility Services Director and Jessica Alexenko, Corporate Relations. Laura Kosey, Executive Director was absent.

2) APPROVAL OF June 13, 2011 AGENDA

Motion: Commissioner Carson made a motion, seconded by Commissioner Truedson to approve the June 13, 2011 agenda.

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

3) OPEN FORUM

No one addressed the board.

4) APPROVAL OF MINUTES

a) Approval of May 9, 2011 Regular Meeting Minutes

Motion: Commissioner Carson made a motion, seconded by Commissioner Trombetta to approve the May 9, 2011 regular meeting minutes.

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

Ayes: Commissioners Trombetta, Carson, Truedson and President O'Brien

Nays: None

Absent: Commissioner Knitter

5) APPROVAL OF FINANCIAL STATEMENT ENDING May 31, 2011

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta to approve the Financial Statement ending May 31, 2011.

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

Ayes: Commissioners Trombetta, Carson, Truedson and President O'Brien

Nays: None

Absent: Commissioner Knitter

6) APPROVAL OF WARRANTS

a) Approval of Warrant No. 528

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Carson, to approve Warrant No. 528.

Commissioner Carson had a question regarding an expenditure to Home Depot. Norm Russell explained the expense.

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

Ayes: Commissioners Trombetta, Carson, Truedson and President O'Brien

Nays: None

Absent: Commissioner Knitter

7) COMMUNICATIONS/PROCLAMATIONS

a) Board of Commissioners to share communications

Commissioner Carson said the facilities and grounds are looking great.

Commissioner Trombetta requested staff to give an update on the signage issue. Staff said this issue is to be discussed later in the agenda.

Nancy Strathdee announced to the board the time and date of a Blue Star Memorial Dedication sponsored by the Oak Brook Garden Club and the Oak Brook Historical Society.

b) Proclamation in Recognition of "July is Park and Recreation Month".

President O'Brien presented the proclamation before the board and all those in attendance.

8) STAFF RECOGNITION

a) None

9) REPORTS:

a) Executive Director

In the absence of the Executive Director, Nancy Strathdee presented Ms. Kosey's report, which can be found in the Park District records.

There were no questions regarding Ms. Kosey's report.

b) Finance & Human Resources Director

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

Ms. Strathdee noted that the auditors will be coming to the Park District beginning July 11th for the annual audit. At the direction of Commissioner O'Brien, Ms. Strathdee said she would contact Commissioner Trombetta to attend audit preparation meetings to be held next week.

c) Director of Recreation

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

Ms. Fallon noted the good membership numbers for the fitness center and participation in programming. It was also noted that the Racquet Club numbers are up as well.

There were no questions regarding Ms. Fallon's report.

d) Director of Parks & Facility Services

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

President O'Brien asked how the racquet club's roof held up in the recent rains.

Mr. Russell said that there were various leaks and that he contacted the roofing company who said they will stand behind all of their work. He noted that some of the leaks were in areas that did not receive repairs/refurbishment. Mr. Russell said he will be getting a quote for roof replacement/repairs to those areas.

e) Corporate Relations

Jessica Alexenko presented her report which can be found in the Park District records.

Ms. Alexenko presented the board with three proposed designs for the refurbishment of the sign located at the Jorie Blvd. and Forest Gate entrance to Central Park.

Each board member offered their own opinion of which of the three proposed designs they preferred.

Ms. Alexenko noted that the oak leaf is the proposed new branding emblem of the Park District and noting that the seal is strictly a governmental logo for the Park District.

Ms. Alexenko clarified that the front sign's new design would act as the lead to all other Park District signage.

Commissioner Carson said the first 2 sign options appear too big.

Commissioner Truedson said he does not favor electric message boards.

Commissioner Trombetta said he wants cost estimates before making a decision. President O'Brien agreed.

Ms. Alexenko said an electric message board costs between \$15,000.00 and \$25,000.00.

Commissioners Trombetta and Carson said they prefer option 3 and would prefer that the sign state "Oak Brook Park District" with Central Park in smaller lettering.

In regard to the height of each sign, Ms. Alexenko said signs 2 and 3 are between 8 and 10 feet tall and option 3 is 6 feet tall.

Commissioner Truedson said he would like to see all of the sign options that staff reviewed before offering the 3 presented to the board. He said he does not want the sign to be too modern as it would soon become dated. He also noted that he is not in favor of having the sign just say Central Park as it would be confusing to the public.

Commissioner Carson said that an electric message board could be used for only special events.

President O'Brien directed Ms. Alexenko to present this project as part of a 3 year plan outlining what she would like to achieve each of the 3 years for all of the Park District properties.

10) UNFINISHED BUSINESS

a) Personnel Policy Manual Revision – Sections 1 – 2

The board discussed the proposed revisions to sections 1-2 at length.

It was the board's consensus to accept the revisions of sections 1 and 2 as presented and corrected this evening.

The personnel policy manual will be approved as a whole once each section has been presented, discussed and given a general consensus of approval by the board.

b) Resolution #11-0613: A Resolution of the Oak Brook Park District Regarding The Illinois Prevailing Wage Act

Motion: Commissioner Carson made a motion, seconded by Commissioner Truedson to approve Resolution 11-0613: A Resolution of the Oak Brook Park District Regarding the Illinois Prevailing Wage Act.

Commissioner Trombetta questioned the necessity of this resolution.

Ms. Gosselar stated it is the law that this be approved.

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

Ayes: Commissioners Carson, Truedson and President O'Brien

Nays: Commissioner Trombetta

Absent: Commissioner Knitter

- c) Amendment and Renewal of the Intergovernmental Agreement Dated *March 10, 2008* 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

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Carson to approve the Amendment and Renewal of the Intergovernmental Agreement Dated *March 10, 2008* 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

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

Ayes: Commissioners Trombetta, Carson, Truedson and President O'Brien

Nays: None

Absent: Commissioner Knitter

- d) Amendment to the Oak Brook Park District Executive Director Employment Agreement.

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Truedson to Approve the "Amendment to the Oak Brook Park District Executive Director Employment Agreement.

Commissioner Carson asked for clarification on this proposed amendment.

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

Ayes: Commissioners Trombetta, Carson, Truedson and President O'Brien

Nays: None

Absent: Commissioner Knitter

11) NEW BUSINESS

a) Personnel Policy Manual Revision – Section 3

This issue was for discussion only.

Commissioner Carson made note of some needed changes/comments and/or clarifications to the manual. They are as follows:

Time off benefits/holidays: Good Friday and the day after Thanksgiving.

Commissioner Carson said she does not believe these should continue to be paid holidays.

President O'Brien and Commissioner Truedson agreed that Good Friday should continue to be a paid day off.

Ms. Gosselar noted that these are court holidays and generally are paid days off in the corporate world.

Jury Duty:

Commissioner Carson said the current policy is that the Park District reimburses the difference in pay and jury duty pay to the employee. She wants to make sure that this language is added to the manual.

Bereavement:

Commissioner Carson said further clarification is needed to clearly state that an employee receives 3 days for local and 5 days for out of town bereavement events.

Voting time:

Commissioner Carson said this policy states that the employee receives pay for the time when they go and vote during work hours. She said she assumes this covers those employees who work over the entire time the polls are open.

Ms. Gosselar said she will check the state statute regarding this issue.

President O'Brien said that with early voting now offered with each election, this should not longer be an issue.

Medical insurance:

Commissioner Carson said this section still states that medical insurance is offered at no cost to the employee. She said this must be corrected as employees must now contribute a percentage of the premium.

President O'Brien said this must be reviewed and updated every year.

- b) Request for Letter of Interest and Statement of Qualifications for Professional Services

President O'Brien reviewed the status of this issue with the board stating that staff has held various meetings with interested parties.

- c) Resolution # 11-0614: A Resolution for Participation in the State of Illinois Federal Surplus Property Program (**Requires Board Action at this meeting.)

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Truedson to waive the Board's Rules to Approve, at this Meeting, Resolution #11-0614: A Resolution for Participation in the State of Illinois Federal Surplus Property Program.

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

Ayes: Commissioners Trombetta, Carson, Truedson and President O'Brien

Nays: None

Absent: Commissioner Knitter

Motion: Commissioner Truedson made a motion, seconded by Commissioner Carson to approve Resolution #11-0614: A Resolution for Participation in the State of Illinois Federal Surplus Property Program.

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

Ayes: Commissioners Trombetta, Carson, Truedson and President O'Brien

Nays: None

Absent: Commissioner Knitter

- d) Purchase of Emergency Generator from Federal Government Surplus Property (**Requires Board Action at this meeting.)

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta to waive the Board's Rules to Approve, at this Meeting, a Motion to Direct Staff to Evaluate Emergency Generators Available through the State of Illinois Federal Surplus Property Program, and to Authorize Staff to Purchase Such Equipment, if Available, on the Conditions Set Forth in such Motion.

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

Ayes: Commissioners Trombetta, Carson, Truedson and President O'Brien

Nays: None

Absent: Commissioner Knitter

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Carson to direct staff to evaluate emergency generators available through the State of Illinois Federal Surplus Property Program that meet the District's needs, and to authorize staff to purchase such equipment, if available, upon the recommendation of the Director of Parks and Facility Services, with final approval of the Executive Director, on the condition that funds are available for said purchase in the district's annual budget appropriation, and that all required procedures are followed as identified in the district's purchasing policy.

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

Ayes: Commissioners Trombetta, Carson, Truedson and President O'Brien

Nays: None

Absent: Commissioner Knitter

e) Brochure Printing and Mailing Services Bid

Jessica Alexenko presented this issue stating that she and staff will be going out for sealed (closed) bid.

Commissioner Trombetta said some of the specifications are ambiguous such as what type of paper is required. He said he would be happy to assist in developing the specifications for the bid package.

f) Confined Space Audit and Policy Review

Norm Russell presented this issue to the board reviewing all of the areas involved in the audit and policy review. He said this is being done in an effort to keep staff safe and he has been working with Linda Noonan, the Park District Safety Coordinator.

12) ADJOURN TO EXECUTIVE SESSION

Motion: Commissioner Truedson made a motion, seconded by Commissioner Carson to adjourn at the hour of 7:32 p.m. to executive session for discussion and approval of minutes for the closed meeting held on May 9, 2011, and for semi-annual review of closed meeting minutes for release and semi-annual review of the proposed destruction of the verbatim record of certain closed meetings

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

Ayes: Commissioners Trombetta, Carson, Truedson and President O'Brien

Nays: None

Absent: Commissioner Knitter

13) EXECUTIVE SESSION

a) Discussion and Approval of Closed Meeting Minutes, May 9, 2011

b) Semi- Annual Review of Closed Meeting Minutes for Release

- i. Resolution 11-0711: A Resolution Approving and Authorizing the Release of Minutes for Closed Meetings from January, 1989 Through December 2010
- ii. Ordinance No. 11-0712: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings

14) RECONVENE OPEN SESSION

Motion: Commissioner Carson made a motion, seconded by Commissioner Truedson to reconvene open session at the hour of 7:39 p.m.

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

Ayes: Commissioners Trombetta, Carson, Truedson and President O'Brien

Nays: None

Absent: Commissioner Knitter

15) POTENTIAL ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION

There was no action taken on items discussed in executive session.

16) NEXT REGULAR MEETING: July 11, 2011

President O'Brien announced the July 11, 2011 meeting.

17) ADJOURNMENT

Motion: Commissioner Carson made a motion, seconded by Commissioner Trombetta to adjourn at the hour of 7:39 p.m.

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