



Oak Brook Park District

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**MINUTES OF THE
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
November 14, 2011 - 6:30 p.m.
Meeting Room 2 & 3**

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, Rooms 2 and 3. Commissioners Knitter, Trombetta Carson, and President O'Brien answered, "present". Commissioner Truedson was absent at the time of roll call. Also present were Laure Kosey, Executive Director; Barb Gosselar, Park District Attorney; Nancy Strathdee, Finance & Human Resources Director; Norm Russell, Director of Parks and Facility Services, Clint Lauderdale, Parks and Facility Services Manager, Chris Piasecki, Athletic and Recreation Manager, and Mary Tansey, Corporate Relations.

2) APPROVAL OF November 14, 2011 AGENDA

Before a motion was called, President O'Brien updated the agenda to omit 7.b. Kathy Maher, President Oak Brook Historical Society and her discussion regarding the Oak Brook Heritage Center/Museum Annual Report, because Ms. Maher was unable to attend.

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Knitter, to approve the November 14, 2011 agenda as amended above.

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

3) OPEN FORUM

President O'Brien asked the audience if there was anyone who wished to address the Board.

William Lindeman, an Oak Brook resident, addressed the Board by asking the Park District to pass a resolution to put the funding for the Master Plan on the Spring election ballot as a referendum. He noted that to do so, the Park District must act by January 3rd, 2012. Mr. Lindeman said that the Village and Park District live in two different worlds: The Village is cutting expenses and the Park District is spending. He said that it is time for the Park District to seek input from residents.

Mr. Lindeman also discussed his view on the enrollment fee for the fitness center. He said staff told him that enrollment fees are sought at other fitness centers, but said that he already pays taxes and he should therefore, not incur an enrollment fee.

No one else addressed the Board and President O'Brien closed Open Forum.

4) APPROVAL OF MINUTES

- a) Approval of October 10, 2011 Regular Meeting Minutes

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Knitter, to approve the October 10, 2011 regular meeting minutes.

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

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

Nays: None

Absent: Commissioner Truedson

5) APPROVAL OF FINANCIAL STATEMENT ENDING October 31, 2011

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Knitter, to approve the financial statement ending October 31, 2011.

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

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

Nays: None

Absent: Commissioner Truedson

6) APPROVAL OF WARRANTS

- a) Approval of Warrant No. 533

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Carson, to approve warrant No. 533.

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

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

Nays: None

Absent: Commissioner Truedson

7) COMMUNICATIONS/PROCLAMATIONS

- a) Board of Commissioners to share communications

Commissioner Trombetta said that he was very impressed with the recent open house event at the Tennis Center.

- b) Kathy Maher, President Oak Brook Historical Society

- i) Oak Brook Heritage Center/Museum Annual Report

This item was removed from the agenda under agenda approval.

c) John DeLand, Wolf and Company, LLP

i) Presentation of Audit Letter FY '10 – '11

John DeLand of Wolf and Company presented the audit letter for fiscal year 2010-2011 to the Board.

Commissioner Truedson entered the meeting at 6:39 p.m.

President O'Brien questioned the recommended payroll procedures made by Wolf & Company, specifically the suggested policy additions to the financial handbook. He asked staff how long it would take to make these additions.

Ms. Strathdee said that staff would have to draft the policies, forward them to Ms. Gosselar for legal review, and then present them to the Board for adoption into the financial handbook.

d) Master Plan Presentation by SRBL Architects

Ray Lee and Louise Kowalczyk from SRBL Architects and Dan Dalziel from 3D Landscape Design Architects addressed the Board with their Master Plan presentation.

Dan Dalziel of 3D Landscape and Louise Kowalczyk of SRBL Architects presented the revised Phase 1.

In response to the sled hill proposal and the need to remove trees in order to build it, Commissioner Knitter asked how many trees would need to be removed, noting that the Park District trees are a valuable commodity that she would not like to see removed. She also pointed out that the Village already has a sled hill.

Mr. Dalziel said that foregoing the sled hill, which would be built from the soil removed to build the proposed soccer fields, would increase the cost of the soccer fields significantly.

President O'Brien suggested that the proposed retention pond near the proposed soccer field be removed and one of the existing lakes be made deeper to accommodate run-off. He said the proposed pond is too close to where children would be and could pose a drowning hazard.

In regard to the Tennis Center renovations, which include new locker rooms, President O'Brien suggested completing the project in two phases so that the adjoining hallways could be renovated at the same time.

Mr. Pop said the hallways have been adequately renovated over the past summer and said he believes that they are in good condition with no need for further renovations. .

In regard to the Tennis Center HVAC system, Commissioner O'Brien asked if the replacement of the system is in capital projects or the Master Plan.

Mr. Pop said neither. He said he believes the current system can run sufficiently for a few more years.

President O'Brien said that the mechanical room is in dire need for upgrades.

Again, Mr. Pop said that he believes that the current condition of the mechanicals is sufficient for a few more years.

Commissioner Carson strongly suggested that the Tennis Center parking lot renovation be included in Phase 1. She noted that usage and revenue is up at the Center.

The Board discussed at length the funding of the Tennis Center renovations.

Ms. Kosey noted that crack filling and seal coating is planned for the Tennis Center next spring and is being funded via capital projects.

President O'Brien said he and staff are currently arranging meetings with outside sponsors for physical therapy services at the Tennis Center.

President O'Brien directed Commissioner Carson to meet with Mr. Pop before the next Board meeting to prioritize Tennis Center renovation projects.

Ms. Kosey said the Tennis Center requires all of the proposed renovation projects, but the Board should be aware that the Tennis Center must pay back the funding to the Park District, as it is an enterprise fund. She said it must be determined first that the Tennis Center can afford it.

Commissioner Truedson said he would like to sit in on the meeting with Commissioner Carson and Mr. Pop.

Ms. Kosey noted that the Master Plan is not written in stone, but rather is a tool for the Park District to offer direction.

Commissioner Carson asked for the life span of a synthetic athletic field.

Mr. Dalziel said it generally depends on the amount of usage and attention to maintenance. He also said areas showing more wear can be replaced. He also noted that typically the synthetic field comes with a ten year warranty.

Commissioner Carson asked for a cost comparison between keeping and improving the grass field vs. replacing it with synthetic materials.

Mr. Dialzal said the cost difference is approximately \$4,000.00 vs. \$10,000.00.

Ms. Kosey said comparing the fields would be like comparing apples and oranges. Having the synthetic field allows for the field to be used year round, during and after rain, which would increase revenue numbers considerably.

Commissioner Truedson said he contacted Hinsdale Central High School staff regarding the synthetic turf fields they have had installed and whether they are pleased. He said the school staff said they are very pleased with the fields as they can be used year round, but they also recommended that the Park District choose a high quality turf.

Commissioner Trombetta asked why one project was put in Phase I, that being the synthetic soccer field, which uses up most of the revenue.

Ms. Kosey said this was her recommendation, as the soccer field is a huge revenue producer.

Commissioner Trombetta asked for confirmation from staff that the Master Plan is a road map on the direction the Park District wants to go in over the next five to ten years.

Ms. Kosey said without the Master Plan, the Park District would have trouble on many levels, including being accredited by various government agencies.

President O'Brien said it is also a great marketing tool.

The Board confirmed that having the Master Plan does not commit the Park District to these projects, that they can be changed, eliminated, etc.

Ms. Kosey said staff has approached McDonalds to partner with the Park District to create the proposed splash pad.

Ray Lee of SRBS Architects also reviewed the proposed and updated Master Plan with the Board including a review of the cost estimates for each project.

The Board had no further questions.

8) STAFF RECOGNITION

- a) Laura Reinke, New Aquatic Supervisor

Laure Kosey introduced Laura Reinke, the new Aquatic Center Supervisor to the Board.

President O'Brien and the Board welcomed Ms. Reinke to the Park District.

9) REPORTS:

- a) Executive Director

Laure Kosey presented her report and the District's organization chart to the Board, 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 to the Board, which can be found in the Park District records.

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

- c) Director of Recreation

In the absence of Cathy Fallon, Chris Piasecki, Athletic and Recreation Manager, presented Ms. Fallon's report to the Board, which can be found in the Park District records.

Commissioner Carson asked why Central Park West rentals are down. Mr. Lauderdale said the decline in rentals was due to the recent Oktoberfest and Halloween events utilizing Central Park West for these special events..

d) Director of Parks & Facility Services

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

There were no questions regarding Mr. Russell's report.

e) Corporate Relations

Mary Tansey presented her report to the Board, which can be found in the Park District records.

Ms. Tansey offered an update on the foundation. She also said staff will be moving forward with advertising and press releases in the near future. The Park District's program brochure, featuring the 50th anniversary of the District, would be arriving the week of Thanksgiving.

President O'Brien offered suggestions regarding other types of donations such as tree donations for Central Park.

10) UNFINISHED BUSINESS

a) Master Plan

Commissioner Trombetta made a motion, seconded by Commissioner Truedson, to approve the Master Plan, as presented, and to direct staff to pursue the necessary financial resources for Phase 1 projects.

Commissioner Trombetta asked if Park District is committed to SBRL to do all of the work.

Ms. Kosey said there is no commitment, that SBRL was hired simply to develop the Master Plan.

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

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

Nays: None

b) Tennis Center Business Plan

Commissioner Carson made a motion, seconded by Commissioner Trombetta, to approve the Tennis Center business plan as presented.

Commissioner Truedson said he is concerned with the reality of achieving all of the projected revenue numbers.

Ms. Kosey noted that just within the last year, Mr. Pop has made significant progress at the Tennis Center. She said Mr. Pop is figuring out the pulse at the Tennis Center and there was a huge turnout at the recent open house event.

Commissioner Truedson said he would like to schedule a meeting with Mr. Pop to discuss his projections.

President O'Brien noted to the Board that the plan is just that - a plan, and it can be changed at any time.

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

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

Nays: None

11) NEW BUSINESS

- a. Ordinance No 11-1212: An Ordinance Levying Taxes and Assessing Taxes For The Year 2011 Of The Oak Brook Park District of DuPage and Cook Counties, Illinois. A Public Hearing is scheduled to commence at the beginning of the December 12, 2011 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 Year 2011 for the Oak Brook Park District, DuPage and Cook Counties, Illinois.

This issue was up for discussion only and will be available for review by the public prior to the Public Hearing on December 12, 2011 at 6:30 p.m., after which the Tax Levy Ordinance Will Be Adopted by the Board.

- b) Records Management and Disposal

- i) Application for Authority to Dispose Local Records No. 10:256: Records Disposal Certificate for March 15, 2012.

This issue is for discussion only.

Ms. Gosselar said the disposal of records which meet certain criteria is performed every year at the recommendation of the local records commission from the state.

This item will be up for Board approval at next month's meeting.

- c) IAPD Credentials: An Appointment of Certain District Representative(s) to serve as Delegate(s) to the Annual Business Meeting of the Illinois Association of Park

This issue was for discussion only.

The Board concurred to appoint Laure Kosey as the Oak Brook Park District delegate.

The meeting schedule was discussed.

- d) Ordinance No. 11-1213: An Ordinance of the Oak Brook Park District Adopting Revised Rules and Regulations for the Governance, Protection and Use of the District's Parks and Facilities and Enforcement of Penalties for Violation Thereof. ("The General Use Regulations")

This issue was for discussion only.

Ms. Kosey said she is recommending that this ordinance be updated with a few minor changes. She said Ms. Gosselar will review the entire ordinance, which will now include a consistent leash law for dogs. She said currently, the leash law at the Dean Nature Sanctuary is inconsistent with the rest of the Park District properties. She also noted that the new ordinance will prohibit horses on all Park District property.

This item will be up for Board approval at next month's meeting.

e) 2012 Board Meeting Dates

Ms. Kosey respectfully requested that the Board meeting date be moved back by one week - to the third Monday each month. She said this would assist staff in getting the Board packet together in a timely fashion.

This would take effect with the new fiscal year. (beginning in May 2012)

This item will be up for Board approval at next month's meeting.

12) NEXT REGULAR MEETING: December 12, 2011

President O'Brien announced the next Regular Meeting of the Board.

13) ADJOURNMENT

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Knitter, to adjourn at the hour of 8:11p.m.

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

Laure Kosey, Secretary of the Board & Executive Director