MINUTES OF THE
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
February 17, 2020 – 6:30 p.m.
Canterberry Room

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

President Knitter called the Regular Meeting of the Oak Brook Park District to order at 6:31 p.m. Commissioners Suleiman, Truedson, and President Knitter answered, “present”. Commissioners Tan and Trombetta were absent. Also present were Laure Kosey, 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 was anyone in the audience who wished to address the Board.

No one addressed the Board.

3. CONSENT AGENDA

Motion: Commissioner Truedson made a motion, seconded by Commissioner Suleiman, to approve taking a single omnibus vote on the Consent Agenda, as presented.

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

Ayes: Commissioners Suleiman, Truedson, and President Knitter.
Nays: None
Absent: Commissioner Tan and Trombetta

Motion: Commissioner Truedson made a motion, seconded by Commissioner Suleiman, to approve the consent agenda, as presented.

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

Ayes: Commissioners Suleiman, Truedson, and President Knitter.
Nays: None
Absent: Commissioner Tan and Trombetta

   a. APPROVAL OF FEBRUARY 17, 2020 AGENDA
   b. APPROVAL OF MINUTES
      i. January 20, 2020 Regular Meeting Minutes
   c. APPROVAL OF FINANCIAL STATEMENT ENDING January 31, 2020
      i. Approval of Warrant No. 632

4. COMMUNICATIONS/PROCLAMATIONS

   a. Board of Commissioners to share communications
There were no Board communications.

b. IAPD/IPRA Conference 2020 Review

Ms. Kosey discussed the highlights of the recent IAPD/IPRA conference with the Board and said it was one of the better conferences of recent years.

Commissioner Suleiman said she came back from the conference energized and with a lot of great ideas for the Park District.

5. STAFF RECOGNITION

a. Katie Garrett, Marketing and Communications Administrator, recipient of the IPRA "Vision Award."

The Board congratulated Ms. Garrett on receiving the IPRA “Vision Award” and a picture was taken.

b. Greg Wooley, Creative Services Administrator, recipient of the Agency Showcase Brochure Award – Second Place.

The Board congratulated Mr. Wooley on receiving the Agency Showcase Brochure Award and a picture was taken.

6. REPORTS:

a. Administrative, IT, and Marketing Report

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

Ms. Kosey said she has emailed the Board her annual Board evaluation. She said all questions and concerns concerning the evaluation should be directed to President Knitter.

Ms. Kosey presented the Board with a list of upcoming important dates. This list can be found in the Park District records.

Ms. Kosey noted that the Village will vote for approval of the LED lights at the Central Park North fields in March.

Ms. Kosey provided an update on recent accomplishments in the marketing department.

There were no questions or comments regarding Ms. Kosey’s report.

b. Finance & Human Resources Report

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

Mr. Salinas noted that all labor law posters were updated at Park District facilities and minor updates and modifications were made to the personnel manual.
Mr. Salinas reviewed the three fund balances, fund transfers and debt service for upcoming projects.

There were no questions or comments regarding Mr. Salinas’s report.

c. Recreation & Facilities Report

Dave Thommes presented his report, which can be found in the Park District records.

Mr. Thommes said that work continues at the Central Park West facility and the project remains on schedule. He did note that he will be rebidding the windows and door projects at Central Park West as the bids received came in too high. He said he has readjusted the bid specifications and hopes to have the project completed in April or early May.

President Knitter asked if staff is concerned about the recent leak that occurred in the pool as there was also a leak last year. She questions whether it is a sign of a bigger problem.

Pool staff present in the audience said like last year, a patch repair was made and will be more thoroughly repaired during the annual maintenance project when the pool is drained. Staff said that they do not believe there is any cause for concern.

Commissioner Tan entered the meeting at 6:48 P.M.

There were no further questions or comments regarding Mr. Thommes’s report.

d. Parks & Planning Report

Bob Johnson presented his report, which can be found in the Park District records.

Mr. Johnson said the LED lights of the retrofits at the fields in Central Park should be arriving this week. He said he is waiting for the electrical permit from the Village to begin the installation of these lights and he hopes to begin in early March.

Mr. Johnson said he is still working on obtaining the permits for the Central Park North property with the Village. He said he has addressed their concerns and resubmitted the paperwork and noted that it is very common for village engineers to have a lot of concerns with initial paperwork. He said he hopes to go out to bid for the project in early March.

There were no questions or comments regarding Mr. Johnson’s report.

7. UNFINISHED BUSINESS

a. Ordinance 20-0217: An Ordinance Transferring Funds to and From Several Park District Funds

Motion: Commissioner Truedson made a motion, seconded by Commissioner Suleiman, to approve Ordinance 20-0217: An Ordinance transferring funds to and from several Park District funds.

There was no discussion, and the motion pass by roll call vote.
Ayes: Commissioners Suleiman, Truedson, Tan and President Knitter.
Nays: None
Absent: Commissioner Trombetta

b. Ordinance No.20-0218: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve Ordinance 20-0218: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings.

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

Ayes: Commissioners Suleiman, Truedson, Tan and President Knitter.
Nays: None
Absent: Commissioner Trombetta

c. Market Based Salary Range Adjustment

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve the market-based salary range adjustment as presented.

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

Ayes: Commissioners Suleiman, Truedson, Tan and President Knitter.
Nays: None
Absent: Commissioner Trombetta

d. Park Technician and Park Specialist for 2020-2021 fiscal year

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve the budget allocation for hiring a Park Specialist and a Park Technician in fiscal year 2020-2021.

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

Ayes: Commissioners Suleiman, Truedson, Tan and President Knitter.
Nays: None
Absent: Commissioner Trombetta

e. Resolution 20-0220: A Resolution Amending the Agreement Between the Oak Brook Park District and Classic Landscape, Ltd. for Turf Grass Mowing.

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve Resolution 20-0220: A Resolution Amending the Agreement Between the Oak Brook Park District and Classic Landscape, Ltd. for Turf Grass Mowing.

There was no discussion, and the motion pass by roll call vote.
Ayes: Commissioners Suleiman, Truedson, Tan and President Knitter.
Nays: None
Absent: Commissioner Trombetta

f. Board of Commissioners Position Descriptions

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve the Board of Commissioner position descriptions.

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

Ayes: Commissioners Suleiman, Truedson, Tan and President Knitter.
Nays: None
Absent: Commissioner Trombetta

g. Agreement with Lauterbach & Amen, LLP, Certified Public Accountants, to provide auditing services to the Oak Brook Park District for the fiscal years ended April 30, 2020, April 30, 2021 and April 30, 2022.

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve the Agreement with Lauterbach & Amen, LLP, Certified Public Accountants, to provide auditing services to the Oak Brook Park District for the fiscal years ending April 30, 2020, April 30, 2021, and April 30, 2022.

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

Ayes: Commissioners Suleiman, Truedson, Tan and President Knitter.
Nays: None
Absent: Commissioner Trombetta

h. Resolution 20-0219: A Resolution Regarding the Review of Minutes for Closed Meetings January 1989 through December 31, 2019

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve Resolution 20-0219: A Resolution regarding the review of minutes for closed meetings from January 1989 through December 31, 2020.

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

Ayes: Commissioners Suleiman, Truedson, Tan and President Knitter.
Nays: None
Absent: Commissioner Trombetta
8. NEW BUSINESS

a. Revisions to the Personnel Policy Manual (Approved 3/20/2017 and Amended)

This issue was presented for review and discussion only.

Ms. Kosey reviewed the revisions with the Board and noted that they are just a few minor changes.

There were no questions or comments regarding this matter.

b. Apparel Screen Printing and Embroidery Bid

This issue was presented for review and discussion only.

Ms. Kosey said this is a routine bid for this service and is done every three years.

There were no questions or comments regarding this matter.

c. Autumn Oaks Project Bid

This issue was presented for review and discussion only.

Mr. Johnson reviewed the bid with the Board.

There were no questions or comments regarding this matter.

d. Upland Design Group Contract for Professional Services (***Requires Waiving the Board’s Rules to Approve at this Meeting.)

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to waive the Board’s Rules to approve, at this meeting, the Upland Design Group Contract for professional services for a cost not-to-exceed $33,080.

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

Ayes: Commissioners Suleiman, Truedson, Tan and President Knitter.
Nays: None
Absent: Commissioner Trombetta

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve the Upland Design Group Contract for professional services for a cost not-to-exceed $33,080.

Ms. Kosey said she terminated the contract with Wight & Co. and is now going with Upland Design Group whose quote came in at roughly the same price. Ms. Kosey said she hopes that working with Upland will go much better than it did with Wight & Co.

There was no further discussion, and the motion pass by roll call vote.
Ayes: Commissioners Suleiman, Truedson, Tan and President Knitter.
Nays: None
Absent: Commissioner Trombeta

e. Ordinance 20-0316: An Ordinance Declaring Surplus Personal Property and Authorizing the Sale or Conveyance Thereof

This issue was presented for review and discussion only.

Ms. Kosey noted that this is an annual event.

There were no questions or comments regarding this matter.

f. Fitness Equipment Lease

This issue was presented for review and discussion only.

Mr. Thommes said the lease will be for 20 new pieces of equipment that will offer upgraded technology. He said there will also be new and additional televisions added to the Fitness Center.

There were no questions or comments regarding this matter.

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON MARCH 16, 2020

President Knitter announced the next Regular Meeting of The Oak Brook Park District Board of Park Commissioners will be held on March 16, 2020, 6:30 P.M.

10. ADJOURNMENT

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to adjourn the February 17, 2020, regular meeting at the hour of 7:02 p.m.

There was no discussion, and the motion pass by voice vote.

Laure Kosey, Executive Director