

**MINUTES OF THE  
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT  
BOARD OF COMMISSIONERS  
December 11, 2017 – 6:30 p.m.  
Canterberry Room**

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

President Knitter called the Regular Meeting to order at 6:32 p.m.in the Recreation Center’s Canterberry Room. Commissioners Tan, Carson, Trombetta, and President Knitter answered “present.” Commissioner Truedson was absent at the time of roll call. Also present were Laure Kosey, Executive Director, Nicole Karas, Park District Attorney, Marco Salinas, Chief Financial Officer, Dave Thommes, Director of Recreation, and Bob Johnson, Director of Parks and Planning.

2. OPEN FORUM

President Knitter invited members of the audience to make public comments.

There were no public comments.

3. CONSENT AGENDA

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

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

Ayes: Commissioners Tan, Carson, Trombetta and President Knitter.

Nays: None

Absent: Commissioner Truedson

Motion: Commissioner Tan made a motion, seconded by Commissioner Trombetta, to approve the December 11, 2017 Consent Agenda.

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

Ayes: Commissioners Tan, Carson, Trombetta and President Knitter.

Nays: None

Absent: Commissioner Truedson

a. APPROVAL OF December 11, 2017 AGENDA

b. APPROVAL OF MINUTES

i. November 13, 2017 Regular Meeting Minutes

c. APPROVAL OF FINANCIAL STATEMENT ENDING November 30, 2017

i. Approval of Warrant No. 606

4. PUBLIC HEARING – TRUTH IN TAXATION ACT - For the Levying of Taxes and Assessing of Taxes for Fiscal Year 2018-2019 of the Oak Brook Park District, DuPage and Cook Counties, Illinois

a. Call to Order the Public Hearing

Motion: Commissioner Carson made a motion, seconded by Commissioner Trombetta, to convene to the Public Hearing at the hour of 6:33 p.m.

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

Ayes: Commissioners Tan, Carson, Trombetta and President Knitter.

Nays: None

Absent: Commissioner Truedson

President Knitter called the Public Hearing for the Truth in Taxation Act – for the levying of taxes and assessing of taxes for Fiscal Year 2018-2019 of the Oak Brook Park District, DuPage and Cook Counties, Illinois to order at 6:33 p.m. in the Recreation Center's Canterbury Room. Commissioners Tan, Carson, Trombetta, and President Knitter answered "present." Commissioner Truedson was absent at the time of roll call. Also present were Laure Kosey, Executive Director, Nicole Karas, Park District Attorney, Marco Salinas, Chief Financial Officer, Dave Thommes, Director of Recreation, and Bob Johnson, Director of Parks and Planning.

The Notice of the Public Hearing was published on December 1, 2017 in the Chicago Daily Herald and on the District's website

President Knitter presented the proposed Tax Levy Ordinance.

President Knitter asked if anyone on the Board wished to discuss the proposed tax levy.

There were no comments or discussion.

b. Open Forum for the Receipt of Public Comments and Questions Regarding the Levying of Taxes and Assessing of Taxes for Fiscal Year 2018-2019 of the Oak Brook Park District, DuPage and Cook Counties, Illinois.

President Knitter asked if there was anyone in the audience who wished to comment on the proposed Tax Levy.

There were no comments.

c. Adjournment of Public Hearing

Motion: Commissioner Tan made a motion, seconded by Commissioner Carson, to adjourn the Public Hearing and to reconvene the Regular Meeting of the Board of Commissioners at the hour of 6:34 p.m.

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

5. COMMUNICATIONS/PROCLAMATIONS

- a. Board of Commissioners to share communications

President Knitter asked the Board members if they had any communications to share.

There were no communications from the Board.

John Barr, Village Board Trustee, was present in the audience and thanked the Park Board for continuing to work with the Village on several issues. He said as a Village Trustee, he hopes to continue having a good working partnership between the Village and Park District.

President Knitter concurred with Trustee's Barr's sentiment.

Commissioner Truedson entered the meeting at 6:35 p.m.

6. STAFF RECOGNITION

- a. None

7. REPORTS:

- a. Administrative, IT, and Marketing Report

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

Ms. Kosey provided a status of the ballfield and playground projects, which includes a possible lease agreement for some of the playground equipment, which will be discussed later in the meeting per the agenda.

Ms. Kosey said a member of the newly formed Sports Core Advisory Committee was to be present this evening to discuss the possibility of the Park District managing the Bath and Tennis pool, but is currently stuck in traffic due to the inclement weather. With Trustee Barr present, Ms. Kosey suggested moving forward with discussion of this matter. The Board concurred.

Ms. Kosey said the Park District was recently approached by some members of the Village's Sports Core Advisory Committee requesting that the Park District consider submitting a proposal to the Village for running the Bath and Tennis (the "B&T") pool. Ms. Kosey said Jessica Gray, Aquatic Center Manager, has done an outstanding job in researching the possibility of this partnership with the Village, and although there are several issues to still hammer out, the ultimate goal is to do what is best for Oak Brook. Ms. Kosey said the proposed agreement from the Park District would ask that the Village pay the Park District approximately \$300,000 to run the pool next summer and all revenue received would be given to the Village to invest in the pool. She also said issues that still need to be addressed include insurance, programming, membership fees, and alcohol that is sold at the pool. Ms. Kosey said she would like to have the Park Board's authorization to move forward with submitting this proposal.

Commissioner Trombetta asked whether the B&T would continue to be run like a private club.

Ms. Kosey said the plan is to have the mornings dedicated to swim programming as this is not a busy time for the pool, and in the afternoon, the pool would revert to being run as a private club-like pool.

President Knitter said she believes the B&T pool has been neglected for many years and the infrastructure is in poor shape. She said she would like staff to list what needs to be improved before the Park District takes over operations of the pool. She said she also wants to ensure that there is enough money available so that Park District staff is not stretched, and as a result, suffers because of this partnership. President Knitter also said there needs to be very public vocal support among all Village Trustees regarding this partnership and that there are surely to be bumps along the way, but that they are in full support of the partnership.

President Knitter stressed that she wants the pool fixed and in good working order.

Ms. Kosey noted that Ms. Gray will also be working on a maintenance program for the pool.

Commissioner Trombetta said he has served six years on the Long Range Sports Core Committee and when thinking about the B&T and the Golf Pro Shop, the Village could easily spend two million dollars on needed improvements. He said when you look at the big picture, he wants to see the Village committed to maintaining this valuable property, but said he believes that the current Village Board is not committed and the Village Board thinks making the improvements would be frivolous spending.

Commissioner Tan said setting aside past experiences, part of the mission of the Park District is to provide the best recreational facilities to the residents of Oak Brook. He said to the extent that the Village has approached the Park District with a need for our help, he believes it is something that the Park District should explore. However, he said he agrees with President Knitter that it should be done in a way that does not harm the Park District's existing operations, and that there must be a right spirit from the Village Board for this partnership. He said he wants it made clear that the Park District is doing this to benefit the community.

Commissioner Truedson said he was under the impression from prior discussions that the Park District would only be providing guards at the B&T and asked when did it become a full proposal to manage the entire pool operation?

Ms. Kosey said part of the reason is that the prior Bath and Tennis Manager is no longer working for the Village and the other part is that she believes that if we are going to provide guards, then it is necessary to manage the entire pool operation in order to properly protect those guards and other Park District staff working at the site.

Commissioner Truedson agreed that only providing guards without managing the pool operations doesn't make sense.

Commissioner Truedson also said there will never be full compliance from the Village Board but that he is okay with that. He said that the Park District's priority in this partnership is that the Park District should come first.

President Knitter suggested the option of a joint membership between the Aquatic Center and the B&T.

Commissioner Truedson said joint membership was offered in the past but it was not successful. He said he does like the idea of the split hours: programming in the morning and a club pool in the afternoon.

President Knitter asked Ms. Gray, who was present in the audience, whether she wants to do this.

Ms. Gray said she and her staff of lifeguards and the maintenance crew, are excited about the idea. She said some of her guards worked at the B&T this past summer and saw many things they would like to see improved.

Commissioner Carson said her first concern is the timing of this proposed partnership since Park District staff is already busy with its own projects. She said she also wants assurance that the Park District's staff will not be micro-managed by the Sports Core Advisory Committee. She said it must be made clear that the Park District staff be allowed to do what they know how to do best.

Ms. Kosey agreed stating that any concerns that the Sports Core Advisory Committee has must be directed to herself, not staff.

Trustee Barr wanted to express his great gratitude for the Park Board's positive response.

Ms. Kosey noted to Trustee Barr that the sooner the Park District receives an answer from the Village, the better, as now is the time that lifeguards are recruited for the summer season.

There was no further discussion 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 reviewed the November financial reports with the Board and noted that all three major funds have surpluses.

Mr. Salinas said that work continues in preparing for the new accounting software installation.

Mr. Salinas noted that the budget process began today.

There were no comments regarding Mr. Salinas' report.

c. Recreation & Facilities Report

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

Mr. Thommes said the newly remodeled locker rooms and the new family locker room opened for use this past week. He said there are still a few punch list items being addressed but that the overall response from members has been positive.

There were no further comments regarding Mr. Thommes' report.

d. Parks & Planning Report

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

Mr. Johnson said the ice rink is up but not open due to varying temperatures.

Mr. Johnson said he is considering installing electric vehicle charging stations. He noted that the electricity will be provided by the Park District.

Commissioner Tan suggested putting a credit card swipe system on the chargers for the electricity cost.

Ms. Kosey said staff will be evaluating ice rink usage via cameras at the rink to see if having it is justified. She said it is costly to set up and take down and noted that the Oak Brook mall is now offering an ice rink.

Ms. Angie Lopez, member of the Sports Core Advisory Committee, entered the audience. Ms. Kosey provided Ms. Lopez with a review on the outcome of the discussion regarding the proposed B&T pool partnership.

There were no comments regarding Mr. Johnson's report.

8. UNFINISHED BUSINESS

- a. Ordinance No 17-1211: An Ordinance Levying Taxes and Assessing Taxes for the Fiscal Year 2018-2019 of the Oak Brook Park District of DuPage and Cook Counties, Illinois.

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve Ordinance No. 17-1211: An Ordinance Levying Taxes and Assessing Taxes for the Fiscal Year 2018-2019 of the Oak Brook Park District of DuPage and Cook Counties, Illinois.

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

Ayes: Commissioners Truedson, Tan, Carson, Trombetta and President Knitter.

Nays: None

- b. 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 Districts

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Truedson, to appoint Bob Johnson, Director of Parks and Planning, as the District's delegate for the Annual Business Meeting of the Illinois Association of Park Districts.

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

Ayes: Commissioners Truedson, Tan, Carson, Trombetta and President Knitter.  
Nays: None

c. Records Management and Disposal

- i. Application for Authority to Dispose of Local Records No. 15:098: Records Disposal Certificate for March 23, 2018

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve the Records Management and Disposal Application for the Authority to Dispose of Local Records Number 15:098: Records Disposal Certificate for March 23, 2018.

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

Ayes: Commissioners Truedson, Tan, Carson, Trombetta and President Knitter.  
Nays: None

d. 2018 Board Meeting Dates

Motion: Commissioner Truedson made a motion, seconded by Commissioner Carson, to approve the 2018 Board Meeting Dates.

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

Ayes: Commissioners Truedson, Tan, Carson, Trombetta and President Knitter.  
Nays: None

- e. Amendment: Administrative Policies and Procedures Manual: Section 6.3 Membership Rates for Elected Officials and Employees of the Village of Oak Brook

Motion: Commissioner Carson made a motion, seconded by Commissioner Trombetta, to approve the Amendment to the Administrative Policies and Procedures Manual: Section 6.3 membership rates for elected officials and employees of the Village of Oak Brook.

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

Ayes: Commissioners Truedson, Tan, Carson, Trombetta and President Knitter.  
Nays: None

9. NEW BUSINESS

- a. Construction Management Agreement for Central Park Improvements with Wight Construction Services, Inc. (\*\*Requires Waiving the Board 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 Construction Management Agreement for Central Park Improvements with Wight Construction Services, Inc. for a sum not to exceed \$130,000.

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

Ayes: Commissioners Truedson, Tan, Carson, Trombetta and President Knitter.  
Nays: None

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve the Construction Management Agreement for Central Park Improvements with Wight Construction Services, Inc. for a sum not to exceed \$130,000.

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

Ayes: Commissioners Truedson, Tan, Carson, Trombetta and President Knitter.  
Nays: None

b. Bids for Central Park Improvements

This issue was presented for review and discussion only.

Bob Johnson provided a review of bid packages and deadlines and said staff will make recommendations at the January board meeting. Once the contract is awarded, he said he hopes to break ground in March or April 2018.

There was no further discussion regarding this matter.

c. Purchase of Playground Equipment through National Joint Powers Alliance (NJPA) Cooperative Purchasing Group

This issue was presented for review and discussion only.

Ms. Kosey said by purchasing this equipment through the cooperative, the Park District does not need to go out to bid as it has already been done by the cooperative. She said she will present all the details at next month's meeting.

Mr. Johnson said this purchase will cover the Little Tykes playground equipment.

There was no further discussion regarding this matter.

d. Ordinance 18-0115: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof

This issue was presented for review and discussion only.

Mr. Johnson said this ordinance relates to the existing playground equipment which staff will once again work with the non-profit organization, Playgrounds for Kids, to donate the equipment to a needy community in another country. He said PDRMA has advised us that when selling or donating the equipment to another community in the United States, the Park District's liability goes with the equipment. When donating to another country, there is no liability.

There was no further discussion regarding this matter.



- e. Amendment: Administrative Policies and Procedures Manual Section 4.7 Fixed Asset Policy and Procedure

This issue was presented for review and discussion only.

Marco Salinas presented and reviewed the minor changes to this section of the Administrative Policies and Procedures Manual.

There was no discussion regarding this matter.

- f. Amendment: Personnel Policy Manual: Section VII: 7.6 Merit Pay Policy

This issue was presented for review and discussion only.

Marco Salinas presented and reviewed the minor changes to this section of the Administrative Policies and Procedures Manual.

Mr. Salinas said the proposed changes to this policy makes the requirements for merit increases consistent throughout the Park District.

There was no further discussion regarding this matter.

- g. Universal Playground Funding

This issue was presented for review and discussion only.

Commissioner Tan presented this matter stating discussion last month favored leasing equipment for the playground so that donations can continue to be received during the lease term. He said after further review of the current reserves of the Park District, his recommendation is that staff explore the option of paying \$500,000 from reserves and to lease the balance of the project's cost. He said this way, the debt payment would be reduced, and donations could still be sought. This would have less of an impact on the Park District's annual operations and provide a more reasonable annual donation goal.

The Board concurred.

It was recommended by the Board to put a clause in the lease which states that the Park District can pay the lease off early if we want.

There was no further discussion regarding this matter.

- h. Ordinance 18-0116: An Ordinance Approving the Oak Brook Park District Non-Discrimination and Anti-Harassment Policy in Accordance with Public Act 100-0554

This issue was presented for review and discussion only.

Ms. Kosey said the State is requiring this policy in light of the recent sexual harassment allegations throughout the country. She said the deadline for this policy to be in place is January 15, 2018; the same date as the Park District's next meeting. She said it will be on next month's meeting agenda for Board approval.

There was no further discussion regarding this matter.


10. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON January 15, 2018, 6:30 p.m.

President Knitter announced the next Regular Board Meeting of the Oak Brook Park District Board of Commissioners will be held on January 15, 2018, at 6:30 p.m.

11. ADJOURNMENT

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta, to adjourn the December 11, 2017 Regular Board Meeting at 7:20 p.m.

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

  
Laure L. Kosey, Executive Director