

**MINUTES OF THE  
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT  
BOARD OF COMMISSIONERS  
November 13, 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 6:31 p.m. in the Recreation Center's Canterberry Room. Commissioners Truedson, Tan Carson, and President Knitter answered "present." Commissioner Trombetta was absent. Also present were Laure Kosey, Executive Director, Marco Salinas, Chief Financial Officer, Dave Thommes, Director of Recreation, and Bob Johnson, Director of Parks and Planning.

2. OPEN FORUM

President Knitter asked if there were any public comments.

There were no public comments.

3. CONSENT AGENDA

Motion: Commissioner Truedson made a motion, seconded by Commissioner Carson 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 Truedson, Tan, Carson, and President Knitter.

Nays: None

Absent: Commissioner Trombetta

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve the November 13, 2017 Consent Agenda.

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

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

Nays: None

Absent: Commissioner Trombetta

a. APPROVAL OF November 13, 2017 AGENDA

b. APPROVAL OF MINUTES

i. October 16, 2017 Regular Meeting Minutes

c. APPROVAL OF FINANCIAL STATEMENT ENDING October 31, 2017

i. Approval of Warrant No. 605

#### 4. COMMUNICATIONS/PROCLAMATIONS

##### a. Board of Commissioners to share communications

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

Commissioner Carson mentioned an email she and President Knitter received via the website from a parent of a child enrolled in the parent tot aquatic fitness program. The email concerned issues the parent had with the program, however, the parent chose to withhold his/her name. Commissioner Carson said she and President Knitter tried to reply to the email but received no response and no email or telephone number was provided. Ms. Kosey also said that staff has tried to reach out to the parent but did not receive a response. Ms. Kosey said that staff also attended the class to see if the parent would come forward, but no one did.

##### b. Ten-year Service Recognition of Commissioner Kathy Carson

Laure Kosey and President Knitter presented the IPRA/IAPD Ten Year Service Recognition Plaque to Commissioner Kathy Carson.

A picture was taken.

##### c. Strategic Plan Update

Ms. Kosey reviewed the updates to the Plan since it was last discussed with the Board. She said she would like to make the Strategic Plan a working document which will be posted on the website and updated every six months. The board concurred.

##### d. Tennis Center Business Plan

Ms. Kosey said she would also like to make the Tennis Center Business Plan into a working document and post it on the website with updates every six months. The board concurred.

Alin Pop asked the Board if they had any questions regarding the Tennis Center Business Plan.

President Knitter asked Mr. Pop if he is worried about anything in particular at the Tennis Center.

Mr. Pop said his biggest concern is staffing because it is very difficult to attract young tennis pros. He said there are fewer younger coaches in tennis today with many of that age group not willing to work nights and weekends. He said he tries to have a tennis assistant work with each tennis coach so that the assistant can be trained on the job in the hopes that they will become a coach.

President Knitter asked Mr. Pop who is the Park District's biggest competition in regard to memberships.

Mr. Pop said Five Seasons, then Hinsdale Racquet Club. He also said during the summer months, country clubs pull many coaches away as they can make more money there as

these types of clubs offer a much better pay structure. He said country clubs are only interested in the membership dues, and do not generate revenue from lessons.

Commissioner Carson asked whether the Tennis Center facility is now considered up-to-date.

Mr. Pop said there needs to be many more improvements made which he believes will take approximately 10 years to complete.

Commissioner Carson asked if the flooding issues at the Tennis Center have been fixed.

Mr. Pop said since the drainage project was completed, flooding is no longer a problem but roof leaking still persists.

e. Funding Options for Universal Playground

Ms. Kosey said \$3,000 in donations for the playground was received this past month. She also said she and staff met with Hinsdale Nursery today in hopes that in exchange for signage and advertising, they will donate their services and materials to the project. She said landscaping makes up about \$20,000 of the project's cost. She said she is also considering this type of arrangement with a fencing contractor.

Ms. Kosey presented the option to the Board of leasing the playground equipment rather than buying it outright. She said there are several terms that are offered for leasing with a five-year term costing \$200,000 per year. She said by choosing this option, the Park District would not have a deadline for fundraising and could instead continue to fundraise over the lease term.

Ms. Kosey confirmed that to buy the playground equipment outright, it would cost \$750,000.

Commissioner Tan said \$200,000 per year is a lot of money, but that it may be a good idea with interest rates so low and being able to continually fundraise for the playground. He also suggested to explore all available leasing terms, particularly a term longer than five years, which would bring the annual cost down.

The board concurred to have staff further explore the leasing option.

5. STAFF RECOGNITION

- a. None

6. REPORTS:

- a. Administrative, IT, and Marketing Report

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

Ms. Kosey noted that the November, 2018 meeting will be the only month next year where the meeting date will be changed to the second Monday of the month.

Ms. Kosey said the staff recognition party will be held on February 9, 2018, at Pinstripes from 5:00 p.m. to 9:30 p.m.

President Knitter asked for a status on the Master Plan with the Village.

Ms. Kosey said that all permitting is moving along as it should. She also said she was contacted by President Lalmalani and Trustee Saiyed to arrange a meeting to discuss Park District lifeguard services at the Bath and Tennis Club. She said no meeting was scheduled at the time of their first contact, and she has not yet year back from either of them.

President Knitter said she believes this type of arrangement would be great for the Village, but bad for the Park District.

There were no further 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 changes made to his monthly reports which has them reduced in size from previous months.

Mr. Salinas said with the locker room project nearing completion, the Park District has so far paid \$900,000 with an additional \$200,000 left for the project. He noted that the bulk of the funds have come for the capital projects fund and the rest from the recreation fund.

Noting that aquatic program revenue is down, President Knitter asked what is being done to bring it back up.

Mr. Thommes said he has met with the marketing department to discuss promotional options and is considering changing the scheduling structure for open swim and programming.

Mr. Salinas said he and his staff are continuing to prepare for the upcoming software conversion.

Regarding the proposed Merit Pay Policy, Ms. Kosey said this is something that was implemented but never put down formally in writing via a policy. By having the policy it will formally detail how we distribute funds after a merit payment is approved.

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 locker room project is still on target to be completed on time.

Mr. Thommes mentioned the new event, the Turkey Dri Tri, which is to be held the day after Thanksgiving.

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 reviewed the various projects his staff is currently working on including planting several hundred bulbs and completing turf work at the soccer fields. He also noted that electrical and ethernet wiring was recently installed at the Dean Nature Sanctuary for security cameras to be located at the barn.

Commissioner Carson asked Mr. Johnson how he thinks the Park District can grow funding for park maintenance.

Mr. Johnson said he is not sure how funding can be increased, but that he does try wherever and whenever possible, to scale back on landscape maintenance by planting native prairie plant materials.

Commissioner Carson asked if there are areas of Park District property that could go greener by leaving them to grow naturally.

Mr. Johnson said the Park District has very limited space with almost all areas utilized.

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

7. UNFINISHED BUSINESS

a. None

8. NEW 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. A Public Hearing is scheduled to commence at the beginning of the December 11, 2017 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 Fiscal Year 2018-2019 for the Oak Brook Park District, DuPage and Cook Counties, Illinois.

This issue was presented for discussion only.

Ms. Kosey said the State did not impose a property tax freeze so the Park District will request the maximum allowed levy and will likely receive a little over 2%, which is in accordance with the current cost of living index.

There was no further discussion regarding this matter.

- 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

This issue was presented for discussion only.

Ms. Kosey said that Bob Johnson will serve as delegate.

There was no further discussion regarding this matter.

- c. Records Management and Disposal
  - i. Application for Authority to Dispose of Local Records No. 15:098: Records Disposal Certificate for March 23, 2017

This issue was presented for discussion only.

There was no discussion regarding this matter.

- d. 2018 Board Meeting Dates

This issue was presented for discussion only.

This matter was discussed under Ms. Kosey's report.

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

This issue was presented for discussion only.

Ms. Kosey said this offer to the Village Trustees was never formally put in writing, much like the merit policy discussed earlier. She said the Park District offers Village Board members the rate of \$10 per month for each Park District facility. She said currently, there are three trustees participating.

There was no further discussion regarding this matter.

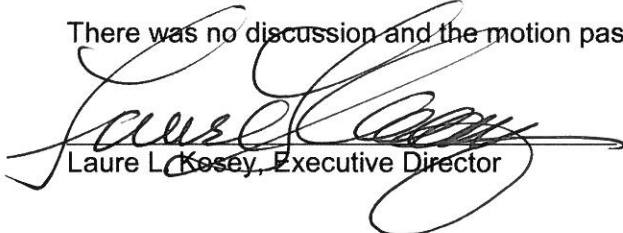
9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON December 11, 2017, 6:30 p.m.

President Knitter announced the next meeting of the Oak Brook Board of Commissioners will be held on December 11, 2017, at 6:30 p.m.

10. ADJOURNMENT

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to adjourn at the hour of p.m. 7:16 p.m.

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



Laure L. Kosey, Executive Director