

**MINUTES OF THE
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
January 15, 2018 – 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 6:30 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, Dave Thommes, Director of Recreation and Facilities, Marco Salinas, Chief Financial Officer, and Bob Johnson, Director of Parks and Planning. Steven Adams, Park District Attorney, arrived later in the meeting.

2. OPEN FORUM

President Knitter asked if there were any public comments.

There were no public comments.

3. CONSENT AGENDA

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

Nays: None

Absent: Commissioner Trombetta

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve the Consent Agenda as presented.

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

Ayes: Commissioner Truedson, Tan, Carson, and President Knitter

Nays: None

Absent: Commissioner Trombetta

a. APPROVAL OF JANUARY 15, 2018 AGENDA

b. APPROVAL OF MINUTES

i. December 11, 2017 Regular Meeting Minutes

c. APPROVAL OF FINANCIAL STATEMENT ENDING DECEMBER 31, 2017

i. Approval of Warrant No. 607

4. COMMUNICATIONS/PROCLAMATIONS

- a. Board of Commissioners to share communications

President Knitter said she had heard nice things about the locker rooms and the pool.

Commissioner Carson inquired about an email she had forwarded to Ms. Laure Kosey about the temperatures in the pool. Ms. Kosey said there were issues with cool water temperatures in the leisure pool. These issues have been repaired and the patron, who had emailed about the concern, was going to use the pool tonight.

5. STAFF RECOGNITION

- a. None

6. REPORTS:

- a. Administrative, IT, and Marketing Report:

Ms. Kosey asked the Board if it was easier to read the Marketing and Information Technology report. Modifications had been made to enlarge the format. The Board commented positively on the improvement.

Ms. Kosey said a special budget meeting would be scheduled to occur after the regular February 19, 2018 Board Meeting. The Board Meeting would start at the regular time of 6:30 p.m. The special meeting was for the purpose of discussing the budget for Fiscal Year 2018-2019. The capital projects will also be presented to Board.

Ms. Kosey said that staff is currently inputting the budget. Ms. Kosey said she has planned for a 4% merit increase, which would be administered according to the District's policy, and has budgeted a 10% increase for health insurance which would go into effect July 1, 2018.

Ms. Kosey reviewed some upcoming events: February 7, 2018 is Unwine Wednesday, a fundraiser for the new universal playground. La Barra is sponsoring this event. There will be various fundraisers and tickets are \$40 per person. February 9, 2018 is the staff recognition event which is held at Pinstripes and the Board is encouraged to attend. On March 15, 2018 from 9:00 – Noon, there will be a special meeting for the development of the District's Comprehensive Master Plan. The last time the District worked on the comprehensive plan was in 2010. The plan will help identify what the District will look like in 15 years. Commissioners are encouraged to attend.

- b. Finance & Human Resources Report

Chief Financial Officer Marco Salinas presented the financial reports. Two-thirds of the fiscal year has been completed. The General Fund shows a surplus, but this does not yet reflect the transfer to the capital projects fund.

Mr. Salinas said that revenue is down in the Family Recreation Center which may be contributed to the locker room construction.

Commissioner Knitter asked if we will be budgeting a 20% reduction in the aquatic revenue to reflect what is current?

Dave Thommes, Director of Recreation and Facilities, confirmed.

Mr. Salinas reported the Tennis Center has a deficit due to the capital projects this year.

Mr. Salinas said that the District is moving full speed ahead with the BSA financial software and plans to "go live" in February. We are going to run parallel payroll to make sure everything is working correctly. Mr. Salinas also reported that the tax levies have been filed with the counties and the annual Cook County Taxing District Debt Disclosure report has also been filed.

Mr. Salinas said that Human Resources are completing all the final year filings that are required.

There were no additional comments regarding the Finance and Human Resources Report.

c. Recreation & Facilities Report

Dave Thommes, Director of Recreation and Facilities presented his report. Winter recreational programs started on Monday. The park district's annual "Choose to Lose" program started as well. Youth basketball has strong participation with 134 children registered.

Mr. Thommes also reported on the move of program registration to the front desk. Information Technology has done a wonderful job getting everything ready at the front desk of the Family Recreation Center.

President Knitter said it will make it so much easier for customers to register.

Mr. Thommes said that Kathy Chartrand's experience with program registration will help the front desk staff to learn how to assist patrons with registration.

d. Parks & Planning Report

Bob Johnson, Director of Parks and Planning presented his report. Park staff has conducted the winter servicing of the park maintenance equipment and continues the maintenance on the ice rink and snow removal.

The light measurement test was conducted on the athletic field lights. Ball Field 1 had a few issues, but that will be corrected by the new project.

Attorney Steve Adams arrived at 6:47 p.m. during the light test discussion. Attorney Adams explained the results of the light measurement and said we had a good result. Everything but Ball Field 1 were in the requirements. The results of the test were ready the next day and he thought that everyone appreciated the report.

President Knitter asked about the need of the park district's Central Park ice rink, as the mall now has an ice rink.

Ms. Kosey said the park district's rink is getting used. It is free, whereas the one at the mall is not. We are monitoring the ice rink this season to see if it is used.

Ms. Kosey said the park district is planning to survey the homeowner associations to receive input regarding changing a tennis court to pickleball.

Discussion was had about the difference in the setup of the courts for tennis and pickleball. Mr. Johnson said the net is different for tennis and pickleball.

President Knitter inquired about the Tesla car charging stations in that the cost would be around \$1.00 hour.

Mr. Johnson said the cost would be shared by all cars hooked to the charger. The 70 cents to \$1.00 per hour provides only a maintenance charge to the vehicle.

Ms. Kosey said the cost is miniscule today, but in the future, it could be much more. Once a car receives a full charge, the station will shut off the charging.

Commissioner Tan inquired if there is availability for a coin or credit card charge.

Mr. Johnson said that the payment option is not available with this current program.

Discussion continued with concerns expressed for the ramifications of cost and maintenance in the future as the stations may become obsolete and require upgrades as the electric cars upgrade.

Attorney Adams said this is a radical change for our country. However, there is law that prohibits the expense of public funds for private individuals. He thinks that we need to go slow and keep the term short term.

Ms. Kosey said that Attorney Adams and Mr. Johnson can work together to investigate this project.

7. UNFINISHED BUSINESS

a. Bids for Central Park Improvements

Ms. Kosey said the bids came in very well and enables the District to accept the base bid plus alternate bid 1. Alternate bid 1 provides for the brick paver parking lot. The bids accepted, plus other direct costs, and items purchased through cooperative purchasing groups is budgeted for a total project cost of \$1,991,156.

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to accept the lowest qualified bids from the following bidders for the base scope of work, plus alternate bid 1, for a cost of \$1,100,592, with the project's total cost not-to-exceed \$1,991,156 and to authorize agreements between the park district and these bidders for the respective work and bid amount:

Bid Package & Work Description	Bidder's Name	Bid Amount
Pkg 1: Excavation & Site Utilities	Clauss Brothers	\$316,560
Pkg 2: Concrete	M & J Asphalt	\$92,942
Pkg 3: Electrical	Airport Electric	\$39,840
Pkg 4: Asphalt Paving	Clauss Brothers	\$22,865
Pkg 5: Landscaping	Allied Landscaping	\$160,830
Pkg 6: Playground Equipment	Kenneth Company	\$253,044
Pkg 7: Pavers	LPS Pavement	\$83,300
Pkg 8: Fencing	Peerless Fence	\$120,811
Pkg 9: Masonry	Cyberdyne Masonry	\$10,400
		\$1,100,592.00

Motion passed by roll call vote.

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

Nays: None

Absent: Commissioner Trombetta

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

Ms. Kosey explained the purchase of the playground equipment for the new universal playground is being procured through the District's membership in the National Joint Powers Cooperative Purchasing Group.

Motion: Commissioner Tom Truedson made a motion, seconded by Commissioner Tan to approve the purchase of playground equipment from Playpower LT Farmington, Inc, through the National Joint Powers Alliance for a total cost of \$169,894.31.

The motion passed by roll call vote:

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

Nays: one

Absent: Commissioner Trombetta

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

Ms. Kosey said that this ordinance is declaring the old playground equipment, located by the Tennis Center, as surplus property, which enables the nonprofit entity, Kids Around the World, to remove and refurbish the equipment for disadvantage children in other countries.

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve Ordinance 18-0115: An Ordinance Declaring Surplus Personal Property and Authorizing the Sale or Conveyance Thereof.

The motion passed by roll call vote:

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

Nays: one

Absent: Commissioner Trombetta

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

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve the Amendment to the Administrative Policies and Procedures Manual, Section 4.7: Fixed Asset Policy and Procedure.

The motion passed by roll call vote:

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

Nays: None
Absent: Commissioner Trombetta

With this approval, the policy will now be titled as the "Capital Asset Policy."

e. Amendment: Personnel Policy Manual: Section VII: 7.6 Merit Pay Policy

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve the Amendment to the Personnel Policy Manual: Section VII: 7.6 Merit Pay Policy.

The motion passed by roll call vote:

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

f. Universal Playground Funding

Ms. Kosey said the attached proposal from the Wintrust Government Funds will provide \$500,000 in financing for the universal playground equipment. The debt repayment would require an increase in cost of \$81,000 a year. Corporate and Community Relations will try to raise \$25,000 a year to offset this increased cost. In addition to the financing, \$300,00 - \$400,000 will be used from the district's reserves towards the cost of the universal playground.

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to accept the proposal from Wintrust Government Funds to provide \$500,000 in financing for the universal playground project.

The motion passed by roll call vote:

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

g. Ordinance 18- 0116: An Ordinance Approving the Oak Brook Park District Amended Sexual Harassment Policy

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve Ordinance 18-0116: An Ordinance Approving the Oak Brook Park District Amended Sexual Harassment Policy.

The motion passed by roll call vote:

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

h. Resolution 18-0117: A Resolution Approving an Intergovernmental Agreement for Pool Management Services Between the Village of Oak Brook and the Oak Brook Park District

Ms. Kosey said the attorneys are working on the agreement. The essence of the agreement is all set. The park district's insurer, PDRMA, is concerned because the pool is old. The village is reviewing the agreement now and it is on the Village Board's meeting agenda for the meeting to be held next Tuesday.

President Knitter reminded all that we told the village that we would make recommendations for the village to improve the facility over the next 5 years. Not all of it can be repaired in one year. She also inquired to confirm that there is no swimming at the pond beach.

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to approve Resolution 18-0117: A Resolution Approving an Intergovernmental Agreement for Pool Management Services Between the Village of Oak Brook and the Oak Brook Park District.

The motion passed by roll call vote:

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

Nays: None

Absent: Commissioner Trombetta

8. NEW BUSINESS

- a. Ordinance 18-0219: An Ordinance Transferring Funds from the Corporate Fund to the Capital Projects Fund

Ms. Kosey presented this for discussion only. She explained that this is the annual transfer to the capital projects fund from the general fund. \$410,000 has been budgeted for this year's transfer to capital projects fund.

- b. Ordinance No.18-0220: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings

Ms. Kosey said that the District reviews this requirement every six months.

The Board had no questions regarding this requirement.

- c. Market Based Salary Range Adjustments

Ms. Kosey said the Management Association of IL reaches out to the municipalities and park districts to provide recommendations for the annual salary range adjustments. The Management Association recommends to increase the salary ranges by 2% this year.

- d. Purchase of Sport Lighting through The Interlocal Purchasing System (TIPS) Cooperative Purchasing Group (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 purchase of Sports Lighting through the Interlocal Purchasing System (TIPS) Cooperative Purchasing Group by accepting the Proposal from Musco Sports Lighting, LLC for the purchase and installation of LED sports lighting on field number 1 for a total cost not-to-exceed \$288,650.

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 purchase of Sports Lighting through the Interlocal Purchasing System (TIPS) Cooperative Purchasing Group by accepting the Proposal from Musco Sports Lighting, LLC for the purchase and installation of LED sports lighting on field number 1 for a total cost not-to-exceed \$288,650.

The motion passed by roll call vote:

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

Nays: None

Absent: Commissioner Trombetta

- e. Resolution 18-0118: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price Of \$10,000.00 Or More For the Tennis Center HVAC Project

Ms. Kosey and Mr. Thommes presented this for discussion only.

- f. Electric Vehicle Charging Stations
This topic was discussed earlier this meeting under the Parks and Planning Report.

9. ADJOURN TO CLOSED SESSION

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan to adjourn at the hour of 7:30 p.m. the Open Session of the regular Board Meeting and *convene the Closed Session for the purpose of discussing and approving Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and for the Semi-Annual Review of Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and 5 ILCS 120/2.06(d).*

The motion passed by roll call vote:

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

Nays: None

Absent: Commissioner Trombetta

10. CLOSED SESSION – [Discussion Only.]

For the purpose of discussing and approving Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and for the Semi-Annual Review of Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and 5 ILCS 120/2.06(d).

- a. Discussion and Approval of Closed Special Meeting Minutes, October 5, 2017
- b. Semi-Annual Review of Closed Meeting Minutes for Release
 - i. Resolution 18-0221: A Resolution Regarding the Review of Minutes for Closed Meetings January 1989 through December 31, 2017

11. RECONVENE TO OPEN SESSION

Motion: Commissioner Kevin Tan made a motion, seconded by Commissioner Truedson to reconvene the *Open Session of the Regular Meeting at the hour of 7:35 p.m.*

The motion passed by roll call vote.

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

Nays: None

Absent: Commissioner Trombetta

12. POTENTIAL ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

No action was taken.


13. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON FEBRUARY 19, 2018, 6:30 p.m.

President Knitter announced the next Regular Meeting of The Oak Brook Park District Board of Park Commissioners will be held on February 19, 2018, 6:30 p.m. followed by a Special Budget meeting.

14. ADJOURNMENT

Commissioner Truedson made a motion, seconded by Commissioner Tan to adjourn the January 15, 2018 regular meeting at the hour of 7:37 p.m.

The motion passed by voice vote.


Laure L. Kosey, Executive Director