

**MINUTES OF THE
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
May 21, 2018 – 6:30 p.m.
Canterberry Room**

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

Vice-President Carson called the Regular Meeting to order at 6:30 p.m. in the Recreation Center's Canterberry Room. Commissioners Tan, and Trombetta answered "present." President Knitter and Commissioner Truedson were absent at the time of roll call. Also present were Laure Kosey, Executive Director, Dave Thommes, Deputy Director, Marco Salinas, Chief Financial Officer, and Bob Johnson, Director of Parks and Planning.

- a. Approval by a majority of the Commissioners present to allow President Knitter to attend the meeting by audio conference, as she is unable to physically attend because of employment purposes as provided in section I-G-1 of the Board Rules

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan, to allow President Knitter to attend the meeting by audio conference, as she is unable to physically attend because of employment purposes as provided in section I-G-1 of the Board Rules

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

Ayes: Commissioner Tan, Trombetta, and Carson

Nays: None

Absent: President Knitter and Commissioner Truedson

President Knitter joined the meeting.

2. OPEN FORUM

President Knitter asked if there were any public comments.

There were no public comments.

3. CONSENT AGENDA

Commissioner Truedson entered the meeting at 6:32 p.m.

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

Nays: None

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

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

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

Nays: None

- a. APPROVAL OF May 21, 2018 AGENDA
- b. APPROVAL OF MINUTES
 - i. April 16, 2018 Regular Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING April 30, 2018
 - i. Approval of Supplemental Warrant No. 610 A
 - ii. Approval of Warrant No. 611

4. ANNUAL MEETING

- a. Election of Park Board President and Vice President

President Knitter asked for nominations for Board President.

Commissioner Trombetta nominated Sharon Knitter as Board President.

There were no other nominations.

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Truedson, to nominate Sharon Knitter for Board President.

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

President Knitter asked for nominations for Vice-President.

Commissioner Trombetta nominated Tom Truedson as Board Vice-President.

Commissioner Tan nominated Commissioner Carson as Board Vice-President.

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Truedson, to nominate Commissioner Truedson as Board Vice-President.

Ayes: Commissioners Truedson and Trombetta

Nays: Commissioner Tan and President Knitter

Motion: Commissioner Tan made a motion, seconded by Commissioner Knitter to nominate Commissioner Carson as Board Vice President.

Ayes: Commissioners Tan and Knitter

Nays: Commissioners Truedson and Trombetta

To reach consensus, Commissioner Carson voted to elect Tom Truedson as Board Vice President.

Commissioner Truedson was therefore elected as the Board Vice-President.

b. Appointment of Board Secretary and Treasurer

President Knitter stated that the current Board Secretary is Executive Director, Laure Kosey and proposed that, since the Board's secretary has traditionally been the Executive Director, Laure Kosey should be reappointed to serve as Secretary unless any Board member has an objection.

Motion: Commissioner Tan made a motion, seconded by Commissioner Trombetta, to appoint Laure Kosey as Board Secretary.

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

President Knitter asked for nominations for Board Treasurer.

Commissioner Truedson nominated Commissioner Tan for Board Treasurer.

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta, to appoint Kevin Tan, as Board Treasurer.

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

5. COMMUNICATIONS/PROCLAMATIONS

a. Board of Commissioners to share communications

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

Commissioner Truedson said he was approached about pickle ball and whether the Park District is considering offering it. President Knitter said that we already offer indoor pickle ball.

Mr. Johnson said that later in the meeting, a proposal will be presented to resurface the tennis courts at the satellite parks and to include both pickle ball and tennis court markings. He noted that adjustable nets will also be installed for tennis and pickle ball use.

b. Semi-annual review of the Oak Brook Park District Strategic Plan

Laure Kosey presented the semi-annual review of the Oak Brook Park District Strategic Plan and all related materials can be found in the Park District records. Ms. Kosey said this review is performed every six months and that currently all is well at the Park District. She noted that the Family Locker Room project is now complete, and work is underway for the Central Park improvement project.

President Knitter said an area that we need to focus on is the Aquatic Center and said staff needs to do some brainstorming on a plan to improve usage and program participation.

There was no further discussion.

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 said that Liz Littwin, Corporate and Community Relations, has been doing a great job and has gotten the Foundation moving in the right direction. She said she consistently thinks outside of the box which has resulted in the District receiving an increase in corporate donations. She also noted that Ms. Littwin was able to obtain \$6,000 more dollars from Amita Health as a sponsorship for the triathlon.

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

- b. Finance & Human Resources Report

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

Regarding the financials for the previous fiscal year ending April 30, 2018, Mr. Salinas said he and his staff are still conducting year-end accruals, so the final bottom line figure is not yet available.

Commissioner Tan said regarding the General Fund, the actual figure for the 12 months is \$24,000 less than what was budgeted and wondered if it was a budgeting error.

Mr. Salinas said he will know once the final accruals are completed but said it may be a misallocation. He also said he will be presenting updated year-end figures at next month's meeting which should be nearly the final figures, but that the absolute final figures will not be available until the auditors complete the annual audit in late August.

Mr. Salinas noted that the Tennis Center shows a deficit of \$122,000 due to capital projects being completed at the facility.

Commissioner Tan said he is always concerned with ensuring that our expenditures are in line with our revenues.

There were no further questions 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 there were just under 1,000 participants in the recent Pink 5K Run, which is slightly better than last year but noted that bad weather did affect participation.

Commissioner Knitter said she received a lot of positive feedback about the new course. Mr. Thommes said we will be keeping this new course for the foreseeable future.

Mr. Thommes said the Bath & Tennis Club opens this weekend and that staff is ready.

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

d. Parks & Planning Report

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

Mr. Johnson provided an update on the field and drainage work currently underway as well as work being performed on the new universal playground. He said the LED lighting installation has been delayed due to weather, but the contractor will be setting the new concrete bases for the lights in the coming days.

There were no further questions regarding Mr. Johnson's report.

8. UNFINISHED BUSINESS

a. Ginger Creek Gabion Weir Project Bid

Motion: Commissioner Truedson made a motion, seconded by Commissioner Carson, to accept the base bid plus alternate bids 1 and 2 from Nettle Creek Nursery, Inc. and to approve an agreement between the Oak Brook Park District and Nettle Creek Nursery, Inc. for a total cost not-to-exceed of \$128,227.88.

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

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

Nays: None

b. Intergovernmental Agreement Between the Oak Brook Park District and Butler School District 53 for the Installation of Playground Equipment

Motion: Commissioner Carson made a motion, seconded by Commissioner Tan, to approve the Intergovernmental Agreement between the Oak Brook Park District and Butler School District 53 for the installation of playground equipment.

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

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

Nays: None

c. Tennis Center Court Fees

Motion: Commissioner Carson made a motion, seconded by Commissioner Tan, to approve the Tennis Center Court Fees as presented.

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

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

d. Brochure Printing and Mailing Services Bid

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Truedson to accept the quoted prices for brochure production and mailing services as stated in the bid submittal form and to approve an agreement between the Oak Brook Park District and Hagg Press, Inc. in accordance with the quoted price of \$30,767.00.

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

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

e. Ordinance 18-0521: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Truedson to Approve Ordinance 18-0521: An ordinance declaring surplus personal property and authorizing the sale or conveyance thereof.

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

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

f. 2018 Amendment to the Oak Brook Park District Executive Director Employment Agreement

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve the 2018 Amendment to the Oak Brook Park District Executive Director employment agreement as presented.

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. Resolution 18-0618: A Resolution of the Oak Brook Park District Regarding the Illinois Prevailing Wage Act

Laure Kosey presented this matter for review and discussion only.

She said the Park District is required by State Statute to approve this resolution

There was no discussion regarding this matter.

b. Natural Areas Stewardship Bid

Bob Johnson presented this matter for review and discussion only.

He said the bid relates to the maintenance of the native planted areas of the Dean Nature Sanctuary.

There was no discussion regarding this matter.

c. Approval of Travel Expense for Commissioner Attendance at the National Park and Recreation Association Conference held September 25 – 27, 2018 in Indianapolis, IN

Ms. Kosey presented this issue for review and discussion only. She asked the Board of commissioners to contact her if they are interested in going to this event so that it can be approved at the June meeting.

Commissioner Trombetta said he cannot attend, but Commissioners Tan, Truedson, Carson and Knitter said they will consider going.

d. Resolution 18-0522: A Resolution Authorizing and Approving A Change Order Involving a Decrease in The Contract Price the Central Park Improvement Project with Airport Electric, Inc. (Requires Waiving the Board Rules to approve at this meeting.)

Motion: Commissioner Tan made a motion, seconded by Commissioner Carson, to waive the Board's rules to approve at this meeting, Resolution 18-0522, a resolution authorizing and approving a change order involving a decrease in the contract price for the Central Park Improvement Project with Airport Electric, Inc. in the amount of \$950.32, for a new total cost not to exceed \$38,889.68.

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 Trombetta made a motion, seconded by Commissioner Tan, to approve Resolution 18-0522, a resolution authorizing and approving a change order involving a decrease in the contract price for the central park improvement project with airport electric, Inc. in the amount of \$950.32, for a new total cost not to exceed \$38,889.68.

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

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

e. Resolution 18-0523: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price for the Central Park Improvement Project with Claus Brothers, Inc. for Excavation & Site Utilities (Requires Waiving the Board Rules to Approve at this meeting.)

Motion: Commissioner Tan made a motion, seconded by Commissioner Carson, to waive the Board's Rules to approve at this meeting, Resolution 18-0523, a resolution authorizing and approving a change order involving an increase to the contract price for the Central Park Improvement Project with Clauss Brothers, Inc. in the amount of \$8,385, for a new total contract cost not-to-exceed \$324,945.

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 Tan made a motion, seconded by Commissioner Trombetta, to approve Resolution 18-0523, a resolution authorizing and approving a change order involving an increase to the contract price for the Central Park Improvement Project with Clauss Brothers, Inc. in the amount of \$8,385, for a new total contract cost not-to-exceed \$324,945.

Mr. Johnson said this change order concerns the relocation of the removed soil from the Central Park ballfield/playground project to the sled hill which will make the sled hill more appealing and useful.

President Knitter questioned if by making the sled hill bigger, it would increase the liability risk for the Park District.

Mr. Johnson said a sled hill is a managed risk and we do everything possible to make it clear to patrons that you use it at your own risk. He also said that staff takes all necessary measures to make it safe. He noted that fencing and signage will be installed, and the berm will be quadrupled in size.

Commissioner Tan said relatively speaking, our sled hill is small when compared to other park district sled hills.

Mr. Johnson said the sled hill and ice rink are inspected by staff daily and inspections are documented.

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

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

Nays: None.

- f. Resolution 18-0524: A Resolution Authorizing and Approving a Change Order Involving a decrease in the contract price for the Central Park Improvement Project with The Kenneth Company, 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, Resolution 18-0524, A resolution authorizing and approving a change order involving a decrease in the contract price for the Central Park Improvement Project with The Kenneth Company, Inc. in the amount of \$1,250.00, for a new total contract cost not-to-exceed \$251,794.

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 Resolution 18-0524, A Resolution Authorizing and Approving a Change Order Involving a Decrease in the Contract Price for the Central Park Improvement Project with The Kenneth Company, Inc. in the Amount of \$1,250.00, for a New Total Contract Cost Not-To-Exceed \$251,794.

Mr. Johnson said this change order request pertains to the playground surface design. He said the original plan was to install rubber tiles, but the trend now is to use a poured thickened rubber material which wears much better. He said many other park districts have used this material and are happy with it.

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

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

g. Tennis Center Boiler and Hot Water Tank Replacement Bid

Dave Thommes presented this issue for review and discussion only. He said this will replace very old equipment, and the work is slated to begin in August. He said he chose to go to bid earlier than usual for this project in case it required a re-bid. He said he expects to have a recommendation at the June meeting.

h. Bid for Satellite Park Athletic Court Resurfacing

Bob Johnson presented this bid information for review and discussion only. He said the bid addresses the resurfacing of the tennis courts located in the satellite parks. He said markings would be included for both tennis and pickle ball, and that adjustable nets would be installed so that they can be raised and lowered for both sports. He also noted that permanent signage will be installed.

There were no comments or discussion.

i. Amendment: Personnel Policy Manual: Section III: 3.10 Time-Off Benefits and Section VIII: 7.7 Premium Pay

Marco Salinas presented this amendment to the personnel policy manual for review and discussion only. He said it addresses the issue where an employee may be needed to show up in an emergency when the facilities are closed. He said each instance would have to be approved by Laure Kosey and the employee would receive time and a half.

There were no comments or discussion.

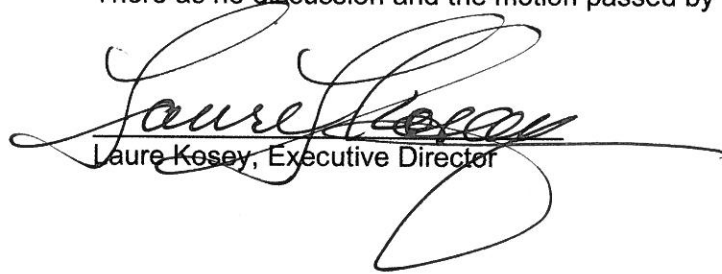
10. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON June 18, 2018, 6:30 p.m.

President Knitter announced that the next Regular Meeting of the Oak Brook Park District Board of Commissioners will be held on June 18, 2018, 6:30 p.m.

11. ADJOURNMENT

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to adjourn at the hour of 7:23 p.m.

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


Laure Kosey, Executive Director