

**MINUTES OF THE
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
October 15, 2018 – 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 6:30 p.m. in the Recreation Center's Canterberry Room. Commissioners Tan and Trombetta answered "present." Commissioners Carson and Truedson were absent. Also present were Laure Kosey, Executive Director, Marco Salinas, Chief Financial Officer, Dave Thommes, Deputy Director, and Bob Johnson, Director of Parks and Planning.

- a. Approval by a majority of the Commissioners present to allow Commissioner Carson to attend the meeting by audio conference, as she is unable to physically attend because of family or other emergency as provided in Section 1.1 I.G.1 of the Board Rules.

Motion: Commissioner Tan made a motion, seconded by Commissioner Trombetta, to allow Commissioner Carson to attend the meeting by audio conference, as she is unable to physically attend because of family or other emergency as provided in Section 1.1 I.G.1 of the Board Rules.

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

Ayes: Commissioner Tan, Trombetta, and President Knitter

Nays: None

Absent: Commissioners Truedson and Carson

After the motion passed, Commissioner Carson joined the meeting by audio conference.

2. OPEN FORUM

President Knitter asked if there was anyone in the audience who wished to address the board.

There were no requests to address the board and President Knitter closed Open Forum.

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, Trombetta, Carson and President Knitter

Nays: None

Absent: Commissioner Truedson

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

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

Ayes: Commissioners Tan, Trombetta, Carson and President Knitter

Nays: None

Absent: Commissioner Truedson

- a. APPROVAL OF October 15, 2018 AGENDA
- b. APPROVAL OF MINUTES
 - i. September 17, 2018 Regular Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING September 30, 2018
 - i. Approval of Warrant No. 616

4. COMMUNICATIONS/PROCLAMATIONS

- a. Board of Commissioners to share communications

President Knitter asked if there was anyone on the board who wished to share communications.

There were no communications shared.

- b. Presentation of the Comprehensive Annual Financial Report FY 2017-2018 of the Oak Brook Park District by Matt Beran, Partner, Lauterbach & Amen, LLP.

Matt Beran, Partner of Lauterbach & Amen, LLP, presented the Comprehensive Annual Financial Report and Management Letter from Lauterbach & Amen, LLP.

Mr. Beran stated that the Park District received the Certificate of Achievement for last year's audit, and his firm will be applying for it again this year as he sees no reason why it would not be received.

Mr. Beran briefly reviewed the audit report making note of the Opinion Page wherein his firm gave the Park District an Unmodified Opinion, which is the highest level you can receive.

Mr. Beran noted that the Park District has very healthy fund balances.

Mr. Beran reviewed the Management Letter which he said provides comments from his firm which do not fit into the audit report. He said there are three types of comments given: informational, best practices, and comments regarding internal control issues which need to be remediated right away. He said the Park district only received four information comments which is excellent.

Mr. Beran concluded his presentation and the board thanked him for his time.

- c. Annual Report of the Oak Brook Park District

Laura Kosey presented the Annual Report of the Oak Brook Park District, and a copy of the related documents can be found in the Park District records. Ms. Kosey said the

biggest challenge with the Report is that the Park District bases the report on its fiscal year which is goes from May to May. She said this allows for a lot of over-lap in projects but stilled offers a snap shot of what was accomplished the past year.

President Knitter said the Annual Report is very comprehensive and nice. She did ask Ms. Kosey whether, when drafting the Report, if she has identified any areas that she thinks should be addressed.

Ms. Kosey said rather than the Annual Report, she relies heavily on the Strategic Plan for this purpose because it spans over five years.

There was no further discussion regarding the Annual Report.

5. STAFF RECOGNITION

- a. None

6. REPORTS:

- a. Administrative, IT, and Marketing Report

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

Ms. Kosey reminded everyone of the open house being held on October 18th from 4:00 p.m. to 7:00 p.m. She said staff and commissioners will be available to answer questions regarding the referendum.

Ms. Kosey said Liz Littwin continues to do a great job in obtaining sponsors for the Foundation.

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 reviewed each fund noting that the Recreation Fund surplus is slightly higher than last year due to increased property taxes and a donation from the Foundation which relates to the Universal Playground project.

Mr. Salinas said the Tennis Center is experiencing a fund surplus as well which is largely due to an increase in programming revenue.

Mr. Salinas said the estimated tax levy will be presented to the board at next month's regular meeting.

Mr. Salinas noted that there recently were some changes made on how payroll checks are distributed.

Commissioner Tan congratulated Mr. Salinas on the excellent audit.

Ms. Kosey said the Park District has settled the final accounting with the Village for managing the Bath & Tennis Club this past summer and returned \$25,000 to the Village. She said staff is currently putting together a proposal for managing the B&T next year and will present it to the Sports Core Advisory Committee at their October 25th meeting. She also said the Village approached the Park District to manage the tennis courts at the Bath & Tennis Club next year and that Mr. Pop is currently putting together a proposal. This proposal will also be presented at the Sports Core Advisory Committee at their October 25th meeting.

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 the Haunted Forest was very successful and had the best attendance when compared to the last few years. He said a pumpkin swim will be held this Friday and Trick or Treating along with a hayride will be held for the preschool classes.

President Knitter suggested having actors in costume work the long lines to keep people interested while waiting at the Haunted Forest.

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

d. Parks & Planning Report

Mr. Johnson said his staff recently planted the fall mums throughout Central Park that were donated by Hinsdale Nursery.

Mr. Johnson said work is wrapping up on punch list items for the Central Park projects.

Commissioner Carson's telephone connection was lost at 6:52 p.m. President Knitter attempted to reconnect the telephone call, but ultimately, Commissioner Carson called back, and a connection was once again made at 6:52 p.m.

President Knitter asked if there was any feedback received on the new LED lights at the ballfield.

Mr. Johnson said not yet, but that testing was done to ensure that they are indeed compliant and that he is very confident with their usage.

President Knitter asked why the honey bees are being relocated to another location at the Dean Nature Sanctuary.

Mr. Johnson said they are being moved to try and better protect them during the winter and that the move will take place later this week or next week.

President Knitter asked for a status on the Pickle Ball court set up at the Tennis Center.

Mr. Johnson said they will be ready for the Spring as tennis nets will soon be taken down for the winter. It was noted that Pickle Ball is/will be available at the satellite parks as well.

Commissioner Tan said he recently walked the Naperville River Walk and noticed that there were trees with donation plaques throughout the area. He asked if this could be something that the Park District offers.

Mr. Johnson and Ms. Kosey both confirmed that this is already done with not only trees but also benches throughout the parks.

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

7. UNFINISHED BUSINESS

a. None

8. NEW BUSINESS

a. None

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON November 12*, 2018, 6:30 p.m.


*Due to the Thanksgiving Holiday occurring during the third week of November, the Board Meeting has been scheduled to occur on the second Monday of the month

President Knitter announced that due to the Thanksgiving Holiday occurring during the third week of November, the next Regular Meeting of The Oak Brook Park District Board of Park Commissioners will be held on November 12, 2018, 6:30 p.m.

10. ADJOURNMENT

Motion: Commissioner Trombetta made a motion seconded by Commissioner Tan, to adjourn the regular meeting at the hour of 6:57 p.m.

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



Laure L. Kosey, Executive Director