

**MINUTES OF THE
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
August 21, 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 6:30 p.m.in the Recreation Center's Canterberry Room. Commissioners Truedson, Tan, Trombetta, and President Knitter answered "present." Commissioner Carson 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.

2. OPEN FORUM

President Knitter asked if there were any public comments.

Bill Lindeman, an Oak Brook resident, addressed the Board. He said he does not think it is right to change the master plan for the baseball field reconfiguration. He urged the Board to stick to the original plan and not to risk losing the grant and time. He said sticking to the original plan will benefit the Park District even though it may cost more. He said the Park District is rolling the dice with taxpayers' money. He also said he does not believe that the authorities, including the State of Illinois, are aware of the dramatic changes that have been made to the master plan. He said he is amazed at the Park District's ability to mess things up and is shady to deal with. He suggested that the Park District hire a professional to oversee its projects noting that the original splash pad was poorly built and the tennis center was almost run into the ground when there were suggestions to run it as a therapy facility. He said the Park District is far from perfect, and is on its way to losing the grant and not getting village approval.

3. CONSENT AGENDA

Motion: Commissioner Truedson 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: Commissioner Truedson, Tan, Trombetta, and President Knitter

Nays: None

Absent: Commissioner Carson

Motion: Commissioner Truedson 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: Commissioner Truedson, Tan, Trombetta, and President Knitter

Nays: None

Absent: Commissioner Carson

- a. APPROVAL OF August 21, 2017 AGENDA
- b. APPROVAL OF MINUTES
 - i. July 17, 2017 Regular Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING July 31, 2017
 - i. Approval of Warrant No. 602

4. COMMUNICATIONS/PROCLAMATIONS

- a. Board of Commissioners to share communications

None.

- b. Discussion of the Special Use Application for the Park District's Master Plan

Laure Kosey conducted a presentation regarding the Special Use Application for the Park District Master Plan. She provided a detailed history and timeline of the Master Plan for Central Park which started in December, 2011, and noted that this is when discussion began regarding the reconfiguration of the ball fields.

Ms. Kosey said the Park District applied for the OSLAD grant in 2014, which was approved and then withdrawn due to the State's new governor, only to be reinstated in 2016.

Ms. Kosey said that the grant would only fund Phase 1 of the reconfiguration project which included the installation of LED lights, universal playground, expanded parking, and ballfield improvements.

Ms. Kosey discussed the baseball field reconfiguration project's budget and noted that it is available for public review on the Park District's website.

Ms. Kosey reviewed the survey results from approximately 500 resident respondents and said the grant will address five out of eight of the wishes of the survey respondents.

Ms. Kosey said the Park District hired a consultant to develop the baseball field reconfiguration and was told that we cannot complete the field reconfiguration as originally planned due to grading issues. She said there is a 24-foot decline in the land grade from the tennis center road to where the fields were to be re-located. The engineers said it would cost \$2,000,000 dollars over and above the budget for the OSLAD grant projects just to do the earthwork to reconfigure Field #1. She said the newly revised plan would eliminate the \$2,000,000 additional cost. The revised plan for Phase 1 of the project would be funded via \$400,000 from the OSLAD Grant and \$800,000 from the Park District. She noted that Phase I would still include the installation of a creative play area.

Ms. Kosey said the State of Illinois is aware of these changes to the Plan and that they have approved them. She said the approved change to the baseball field work would be to swap the installation of a synthetic infield on Field #1 for LED lights on Field #1.

Ms. Kosey said the universal playground will be funded partly by money raised via the Park District's Foundation. She said the plan for the universal playground includes a special surface instead of mulch. She said this poured in place surface is costly but would allow everyone to use the playground including grandparents and those with disabilities.

She noted that if the money needed to purchase the surface is not raised by the Foundation, the Park District would then have to install wood chips. Ms. Kosey noted that the Park District has three plans in place for the universal playground to be used depending on the amount of funding achieved.

Ms. Kosey said work planned for the baseball fields includes moving the backstop on Field #1, which is currently too close to home plate. She said by moving the backstop fencing, certain current hazards including padded light posts located in the field playing area will be eliminated.

She said the Park District isn't just throwing darts; we are strategically planning the phase work so that money can be saved in future phases.

Commissioner Trombetta said the plan to move the backstop 31 feet back has some Forest Gate residents concerned that it will cause more lighting issues.

Ms. Kosey said that with the LED lighting, the light spillover is minimal and will comply with the light ordinance.

Ms. Kosey noted that the Village ordinance calls for a lighting measurement of 30-foot lamberts or less and that the LED lights come in far below this level. She said that Musco lighting engineers confirm that the LED lights will easily meet the Village ordinance.

The Board and Ms. Kosey agreed that the contract with Musco should include a clause stating that the Park District will not pay for the lights if they don't meet ordinance requirements.

Ms. Kosey said the Park District has done its due diligence and urged the Park Board members to join her at the meeting with the Village Zoning Board on September 12th. She noted that Bob Johnson will also be attending this meeting.

Commissioner Trombetta said the field light issue always becomes political and questioned whether we want to go down this road. He said it seems that some Forest Gate residents have a lot of influence with some of the Village Board members who are afraid of losing votes. He said he doesn't see us getting support from the Village Board.

Commissioner Truedson said he favors the project and believes the Board has a fiduciary duty to follow through, but believes there is a lot of misinformation in the Village that Village Board members are listening to. He said he thinks that Forest Gate is a bit jaded from past lighting issues.

President Knitter said there are residents of Forest Gate that are in favor of the LED lights and that she is willing to go to the next step. She said if we don't get approval, then the Park District can return the grant money.

President Knitter said she believes that installing the LED lighting is the right thing to do and noted that the Park District is not asking for any variances to the existing ordinance.

Commissioner Tan voiced his frustration by stating that the Park District is attempting to make the fields safer, with lighting that produces less light spillover, and doing it at a reduced cost. He asked, "How is this bad?"

It was noted that a Forest Gate resident said he/she does not want non-residents coming into the community for tournaments. Ms. Kosey said we cannot host tournaments with only one lighted field.

Commissioner Tan suggested sarcastically. that if Forest Gate does not want the fields, the Park District can sell the land to a developer who can build a multi-story condominium building.

President Knitter agreed to work with Ms. Kosey on her presentation before the Village Board meeting on September 12th.

c. Proclamation of Merit in Appreciation of the Kiwanis Club of Oak Brook

Sharon Knitter read and presented the Proclamation of Merit and invited the Oak Brook Kiwanis representatives, Laura Butolph and Wayne Pritzel to the podium where Ms. Butolph presented a \$2,500 check for the Park District Foundation. President Knitter thanked the Kiwanis Club for their generosity and a picture was taken.

5. STAFF RECOGNITION

a. Kim Catris, new Recreation Supervisor/Pioneer Programs

President Knitter and the Board welcomed Kim Catris. Ms. Catris introduced herself stating that she was a preschool teacher at the Park District for the past seven years and before that she has 20 years of experience in the business world.

b. Kelsey Crecchio, new Facility Manager

President Knitter and the Board welcomed Kelsey Crecchio. Ms. Crecchio introduced herself and said she was previously the Facility Supervisor at the Park District before accepting this new position.

c. Ryan Husch, new Facility Supervisor

President Knitter and the Board welcomed Mr. Husch. Mr. Husch said he comes from the Geneva Park District but previous to that position, he was the Facility Coordinator at the Oak Brook Park District.

6. REPORTS:

a. Administrative, IT, and Marketing Report

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

President Knitter said she would love to see some of the social media or web trends in a graphical format in the financial report, as this has become a trend with most companies.

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 said the first quarter of the fiscal year recently ended and revenue is in line with last year's numbers while expenditures are slightly lower.

Mr. Salinas noted that morning preschool revenue is down when compared to last year and that he will be speaking with staff in the coming days to discuss. He said he will provide an update on this matter at next month's meeting.

Mr. Salinas said that Aquatic Center revenue is up since last month,

President Knitter suggested that staff review events such as the Pink 5K Run and Cori's Triathlon to see what can be done to improve participation.

Mr. Salinas reviewed with the Board the 457 deferred compensation plans offered by the Park District to its employees. He said the Park District currently offers four investment providers and is recommending that it eliminate one – Nationwide, noting that they are not flexible with the Park District's needs. He said he believes that offering four different investment companies is extreme with many Park District's only offering one. Mr. Salinas said we will have the matter included under Unfinished Business next month so we can move forward with a resolution to eliminate Nationwide and to offer only three providers. It was noted that there is only one current employee and six former employees investing with Nationwide. He said they will all be given proper notice and a list of options.

There were no further questions or 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 staff is preparing for preschool, the locker room construction is underway, and two new HVAC systems are scheduled to be installed next week via helicopter. He said installation using a helicopter is faster and cheaper than a crane.

It was also noted that birthday party bookings are picking up again.

There were no questions or 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 synthetic turf soccer field remediation is complete with no cost to the Park District. He said the ash trees in Central Park and some satellite parks are currently receiving ash borer treatment. Mr. Johnson also said that the tennis backboards at the satellite parks have been repaired and/or replaced.

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

7. UNFINISHED BUSINESS

a. Credit Card Authorization Signature Policy

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan, to approve the Credit Card Authorization Signature Policy eliminating the requirement to collect a customer signature for any credit card authorization/transaction less than \$25.00.

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

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

Nays: None

Absent: Commissioner Carson

b. Resolution 17-0821: A Resolution Regarding the Review of Minutes for Closed Meetings January 1989 through March 20, 2017

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve Resolution 17-0821: A Resolution Regarding the Review of Minutes for Closed Meetings from January 1989 through March 20, 2017.

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

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

Nays: None

Absent: Commissioner Carson

c. Ordinance No.17-0822 An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve Ordinance 17-0822: An Ordinance Authorizing the Destruction of Verbatim Record of Certain Closed Meetings.

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

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

Nays: None

Absent: Commissioner Carson

8. NEW BUSINESS

a. Amendment to the Articles of Agreement for the Gateway Special Recreation Association

This issue was presented for discussion only.

Ms. Kosey said the amendment is needed because Countryside is coming back into the Agreement.

There was no further discussion regarding this issue.

- b. New Administration Policy and Procedure: 6.15 Video and Electronic Surveillance Policy and Procedure

This issue was presented for discussion only.

Mr. Thommes said this new policy and procedure is required because the Park District receives requests from time to time, usually from the police department, to see our surveillance footage. He said this policy will formalize the process.

There was no further discussion regarding this issue.

- c. Amendment to Administrative Policies and Procedures Manual: Section 4.8 Fund Balance/Net Assets Policy

This issue was presented for discussion only.

Marco Salinas presented this issue and its materials, which can be found in the Park District records.

Mr. Salinas said the current fund balance policy only addresses five out of our ten funds and felt it needed to be updated. He said he added additional metrics to the five funds that were not addressed, and cleaned up and updated the wording. He said this update will minimize property tax objections from residents. Mr. Salinas noted that he reached out to other park districts in the area to discuss how they have set up their fund balance/net assets policies before making the proposed updates.

The Board questioned the status of the general fund and recreation fund reserve balances, and Mr. Salinas said he believes the balances are fine.

Mr. Salinas said this amendment to the policy will allow us to be able to keep a better eye on the fund balances and will be helpful during the budget process.

There was discussion regarding what should be the fund balance amount.

Ms. Kosey asked Commissioner Tan to provide his recommendation.

Commissioner Tan said he is comfortable with a wider range – a three to nine-month range with six months as the target.

Mr. Salinas noted that any excess funds within a fund are transferred into the Capital Projects fund.

There was no further discussion regarding this issue.

- d. Resolution 17-0823: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price of \$10,000 or More for the Tennis Center HVAC Upgrade with Pandecon, Inc. (***)Requires Board Action 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 17-0823: A Resolution

Authorizing and Approving a Change Order Involving an Increase in The Contract Price Of \$10,000 Or More For the Tennis Center HVAC Upgrade with Pandecon, Inc. for wiring and lighting repairs.

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

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

Nays: None

Absent: Commissioner Carson

Motion: Commissioner Tan made a motion, seconded by Commissioner Truedson, to approve Resolution 17-0823: A Resolution Authorizing and Approving a Change Order Involving an Increase in The Contract Price Of \$10,000 Or More For the Tennis Center HVAC Upgrade with Pandecon, Inc. for wiring and lighting repairs.

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

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

Nays: None

Absent: Commissioner Carson

- e. Resolution 17-0824: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price of \$10,000 or more for the Family Locker Room Renovation with Kingston Tile Company, Ltd. (***)Requires Board Action at this Meeting.)

Motion: Commissioner Trombetta made a motion, seconded by President Knitter, to waive the Board's Rules to approve at this meeting, Resolution 17-0824: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price of \$10,000 or More for the Family Locker Room Renovation with Kingston Tile Company, LTD. for tile partitions.

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

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

Nays: None

Absent: Commissioner Carson

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan, approve Resolution 17-0824: A Resolution Authorizing and Approving a Change Order Involving an Increase in the Contract Price of \$10,000 or More for the Family Locker Room Renovation with Kingston Tile Company, LTD. for tile partitions.

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

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

Nays: None

Absent: Commissioner Carson

9. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON September 18, 2017, 6:30 p.m.

President Knitter announced that the next regular meeting will be held on September 18, 2017, at 6:30 p.m.

10. ADJOURNMENT

Motion: Commissioner Tan made a motion, seconded by Commissioner Trombetta, to adjourn at the hour of 7:58 p.m.



Laure L. Kosey, Executive Director