

**MINUTES OF THE
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
February 20, 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, Bob Johnson, Director of Parks and Planning, and Steven Adams, Park District Attorney.

- 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 a family or other emergency as provided in section I-G-1 (iii) of the Board Rules.

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to allow Commissioner Carson to attend the meeting by audio conference, as she is unable to physically attend because of personal illness or disability as provided in section I-G-1 (i) of the Board Rules.

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

2. OPEN FORUM

President Knitter asked if there were any public comments.

There were no public comments.

3. CONSENT AGENDA

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

Nays: None

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

Nays: None

- a. APPROVAL OF February 20, 2017 AGENDA
- b. APPROVAL OF MINUTES
 - i. January 16, 2017 Regular Meeting Minutes
- c. APPROVAL OF FINANCIAL STATEMENT ENDING January 31, 2017
 - i. Approval of Warrant No. 596

4. COMMUNICATIONS/PROCLAMATIONS

- a. Board of Commissioners to share communications

President Knitter asked whether any Board members wished to share communications.

Commissioner Trombetta asked for the reason why exercise programming is changed for a one-day holiday such as today, Presidents Day. He said exercise programming was run on a holiday schedule.

Mr. Thommes said he was not aware of any holiday programming being implemented today but said he would look into the matter. He noted that any alteration to the group exercise schedule may have been due to a staffing issue with some employees having taken the day off.

5. STAFF RECOGNITION

- a. None

6. REPORTS:

- a. Executive Director & Marketing Department Report

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

In regard to the possibility of a cell tower at Dean Nature Sanctuary, Ms. Kosey said that she has had Steven Adams, the Park District attorney, review the Dean Nature Sanctuary covenants to see if having a cell tower on the property is allowed.

Mr. Adams said he has reviewed the covenants and said there is a multi-party agreement in place which includes the Dean family, the Park District, and McDonalds so it is a bit complicated. He also said that the conservation easement that is in place restricts the Park District from allowing the cell tower without the permission of the Conservation Foundation.

Commissioner Truedson said it is worth reaching out to the Conservation Foundation because it depends on how they define conservation use. He also said there should be a document showing the sequence of agreement events and the conservation easement.

Ms. Kosey said she will contact Brook McDonald, a member of the Conservation Foundation, for his thoughts.

Ms. Kosey said staff has been doing a great job planning next year's budget. She said the only change in the proposed 2017-2018 budget is moving up the purchase of a tractor from next year to this year. She said the funds are available and the tractor would be purchased via a joint purchasing agreement. She said Board approval for the purchase of the tractor will be on next month's meeting agenda noting that the process of buying the tractor through the joint purchasing agreement takes a couple of months. By approving the purchase next month, she hopes that Mr. Johnson will still be able to use the tractor this year.

There were no further questions or comments regarding Ms. Kosey's report.

b. Finance & Human Resources Report

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

Mr. Salinas said the Park District recently received the Certificate of Achievement for Finance Reporting. He also said he and his staff are currently working on buttoning up petty cash procedures.

Mr. Salinas referred to a newly formatted budget report schedule he provided to the Board members and asked for their input on its ease of reading and information provided.

The Board collectively agreed that they love the new reporting format and thanked Mr. Salinas for a job well done.

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.

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 record.

President Knitter said with the recent warm weather, she is concerned for the health of the bees in the hives located at the Dean Nature Sanctuary. Mr. Johnson said he will check on the hives.

Mr. Johnson said he only received four quality bids for mowing services at Central Park and all came in higher than he would like, so he is recommending remaining with the current contractor for these services.

Mr. Johnson said last fall the Park District went out to bid for the forced main sewer project at the maintenance building, but only one bid was received. He said the contractors all said they were far too busy to bid so it was decided to go to bid this Spring, which he will be doing shortly.

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

7. UNFINISHED BUSINESS

- a. Ordinance 17-0220: An Ordinance Transferring Funds from the Corporate Fund to the Capital Improvements Fund

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan, to approve Ordinance 17-0220: An Ordinance Transferring Funds from the Corporate Fund to the Capital Improvements Fund.

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

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

- b. New Policy for the Administrative Policies and Procedures Manual: Sale of Real Estate and Excess Property Policy

Motion: Commissioner Tan made a motion, seconded by Commissioner Truedson, to approve the New Policy for the Administrative Policies and Procedures Manual: Sale of Real Estate and Excess Property Policy.

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

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

- c. New Policy for the Administrative Policies and Procedures Manual: Park Master Plans Policy.

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan, to approve the New Policy for the Administrative Policies and Procedures Manual: Park Master Plans Policy

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

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

Nays: none

- d. Ordinance No.17-0221: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Truedson, to approve Ordinance No. 17-0221: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings.

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

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

Nays: none

- e. Market Based Salary Range Adjustments

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Truedson, to approve the Market Based Salary Range Adjustments as presented.

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

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

Nays: none

- f. 2017 Mowing Services Bid

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan, to reject all bids received for the 2017 Mowing Services Bid.

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

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

Nays: none

- g. Resolution 17-0222: A Resolution Regarding the Review of Minutes for Closed Meetings from January 1989 Through December 2016

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve Resolution 17-0222: A Resolution Regarding the Review of Minutes for Closed Meetings from January 1989 Through December 2016.

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

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

Nays: none

8. NEW BUSINESS

- a. Resolution 17-0320: A Resolution Approving an Addendum to an Agreement Between the Oak Brook Park District and Next Generation Screen Printing & Embroidery, Inc. for Apparel Screen Printing and Embroidery

This issue was presented for discussion only.

Ms. Kosey said this matter is up for approval annually and pertains to t-shirts purchased for the annual events such as the Pink 5K Run, Corey's Kids Triathlon and staff apparel.

There were no further comments or questions.

- b. Tennis Center Reflective Ceiling Insulation and Installation Bid

This issue was presented for discussion only.

Mr. Thommes said this project was moved from this past year's budget into the 2017-2018 budget and he hopes to receive more competitive bids. He noted some adjustments were made to the project.

There were no comments or questions.

- c. Tennis Center HVAC Improvements Bid

This issue was presented for discussion only.

Mr. Thommes again stated that this project was slated originally for this current year's budget but was moved into the 2017-2018 budget with the hope of receiving more competitive bids.

There were no comments or questions.

- d. Maintenance Building Force Main Improvements Project Bid

This issue was already discussed under Mr. Johnson's Parks and Planning Report.

- e. Personnel Policy Revisions

This issue was presented for discussion only.

Ms. Kosey said this review and revisions of the Personnel Policies was kick-started by the Travel Expense Act. She said staff found that other policies also required some tweaking and that moving forward, these policies will be reviewed every six months.

There were no comments or questions.

f. Tennis Center Membership Fees

This issue was presented for discussion only.

Mr. Thommes said small annual tennis membership fees are built into Alin Pop's business plan, with a \$2.00 per month increase slated for the 2017-2018 fiscal year budget. He noted that this increase does not affect junior and over 55 memberships.

President Knitter questioned whether 55 and over memberships should be changed to 65 plus. She said many other facilities such as movie theaters have increased the age requirement to 60 for senior discounts.

After discussion, the Board suggested that staff consider increasing the age requirement to 60 for senior memberships. It was also suggested that members currently receiving the senior membership rate that are under 60 be grandfathered into the senior discount.

Ms. Kosey noted that this really should be considered since the State is suggesting a property tax freeze.

It was confirmed that this proposed fee increase only pertains to memberships, not court fees.

There were no further comments or questions.

9. A SPECIAL MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS (FOR A BUDGET WORKSHOP) WILL BE HELD ON FEBRUARY 20, 2017, IMMEDIATELY FOLLOWING THE REGULAR BOARD MEETING

President Knitter announced that the Special Meeting of the Oak Brook Park District Board of Commissioners (for a Budget Workshop) will be held immediately following this Regular Board Meeting

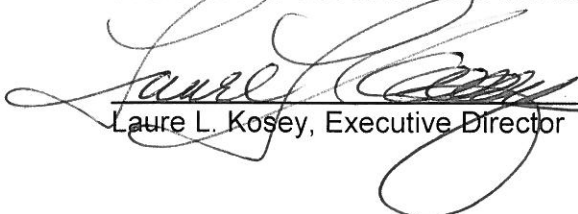
10. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON March 20, 2017, 6:30 p.m.

President Knitter announced that the next regular meeting of the Board will be on March 20, 2017, at 6:30 p.m.

11. ADJOURNMENT

Motion: Commissioner Tan made a motion, seconded by Commissioner Truedson, to adjourn at the hour of 7:02 p.m.

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


Laure L. Kosey, Executive Director