

**MINUTES OF THE
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
January 16, 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 personal illness or disability as provided in section I-G-1 (i) of the Board Rules.

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

Nays: None

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

Nays: None

b. APPROVAL OF January 16, 2017 AGENDA

c. APPROVAL OF MINUTES

i. December 12, 2016 Regular Meeting Minutes

d. APPROVAL OF FINANCIAL STATEMENT ENDING December 31, 2016

i. Approval of Warrant No. 595

4. COMMUNICATIONS/PROCLAMATIONS

a. Board of Commissioners to share communications

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

Commissioner Trombetta said he thinks we can do a better job in observing maintenance issues and specifically referred to an email the board received from a gentleman regarding the showers in the men's locker room. He said going back six to eight months ago, a patron pointed out to him that we had loose tiles in the men's showers, and at the time, it was pointed out to David Thommes who had it repaired. Commissioner Trombetta said he just went and looked at them this evening and again, at the base of some of the showers, there are tiles that appear to be coming out from the wall. He also said in addition to the failing tiles, the hardware in the men's showers is probably 1970's technology. He suggested that someone on staff be assigned to inspect the facility twice a month to look for needed repairs. He said it's the little things that grow into big things.

Commissioner Carson agreed.

Commissioner Trombetta said both he and Mr. Thommes both agree that the men's showers must have a professional inspection to offer a correct direction on fixing the problem. He said the men's locker room must look better.

President Knitter asked Ms. Kosey whether the men's and women's locker rooms are getting renovated through the OSLAD Grant project.

Ms. Kosey said she can't be sure until the family locker room costs are firm.

President Knitter said you can be sure that when the new family locker room is completed, people will want the current locker rooms remodeled too.

Commissioner Trombetta said the locker rooms need attention now.

Ms. Kosey said at this point, she does not know how far the \$950,000 Family Locker room Project will go, but would prefer to wait and see whether it can cover the remodeling of the current locker rooms.

Commissioner Carson said it was a very nice holiday party for the employees.

President Knitter said she received a lot of positive feedback regarding the family exercise programs held over the holidays.

Ms. Kosey said there were also many who did not like the family exercise programs and that staff will plan to offer it again at a degree that will be a happy medium for all.

b. Discussion of Verizon Cell Phone Tower

Ms. Kosey said she received a call from Verizon about installing a 150 foot tall cell phone tower at the Dean Nature Sanctuary. She noted that Verizon also approached the forest preserve. She also said that including multiple cell providers would be a part of the negotiations should the Park District decide to pursue obtaining the tower.

Mr. Adams said he has completed several cell phone tower negotiations for various clients and noted that several area park districts have cell towers on their property.

Commissioner Truedson said the Park District was approached approximately 12 years ago about putting a cell phone tower in Central Park, but the Village would not allow it.

Ms. Kosey said she already spoke with Bob Kallien at the Village who gave her the green light to pursue the tower.

Mr. Adams said the Park District would want to negotiate a higher fee/lease noting that Oak Brook is a desirable area and in need of better cell reception.

Ms. Kosey said she will have the Verizon representative make a presentation to the board at next month's meeting.

5. STAFF RECOGNITION

a. Marco Salinas, Chief Financial Officer

Ms. Kosey introduced Mr. Marco Salinas, the new Chief Financial Officer, to the board.

Mr. Salinas said his last position was as the Finance Director for the Village of Riverside, and that he also worked at Arthur Anderson for four years.

The board welcomed Mr. Salinas.

b. Alex Bonarirgo, Aquatic Supervisor

Ms. Kosey introduced Mr. Bonarirgo, the new Aquatic Supervisor, to the board.

Mr. Bonarirgo said he is looking forward to bringing excitement and fun back to the pool.

The board welcomed Mr. Bonarirgo.

6. REPORTS:

a. Executive Director & Marketing Department Report

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

Ms. Kosey presented the new travel expense form that reflects the new state rules effective March 1, 2017. She said the new procedure has the employee complete the form before a business trip using an estimate of costs and then has them complete the form again with actual figures once the trip is completed. Ms. Kosey noted that the parameters for the cap of each travel expense will be up for board approval tonight. There were no further comments or questions regarding Ms. Kosey's report.

b. Chief Financial Officer Report

Since Mr. Salinas only started working for the Park District last week, Ms. Kosey presented the financial report, which can be found in Park District records. Ms. Kosey said all financial reports are currently being revised so they will be more concise and easier to understand. She urged board members to reach out to Mr. Salinas with any suggestions. She said the new reports will be ready for use at the May meeting.

Mr. Salinas said he looks forward to hearing from the commissioners with their questions and comments.

It was noted that revenues in the Aquatic Center are lower than last year.

Mr. Thommes said private lesson revenue is down but staff is working on building them up. He said various factors play into the decrease in swim lesson revenue including a new swim facility that recently opened in Elmhurst and that some of the college aged swim coaches at the Park District left the Aquatic Center for school. Additionally, he said staff is seeing patrons signing up for only one session at time wherein the past, many had signed up for multiple sessions at registration.

There were no further comments or questions regarding the financial report.

c. Recreation & Facilities Report

Dave Thommes presented his report, which can be found in the Park District records.

Mr. Thommes said the facility has been very busy this past month and said several new memberships were received. He also said the new exercise class, Tabata, has been very popular.

Commissioner Trombetta said a patron recently asked him whether the Recreation Center could stay open longer on weekends.

Mr. Thommes said he has received this request primarily in regard to the summer weekend hours, and mostly from people who want to use the Splash Island after 4:00 p.m.

President Knitter asked if there is a way to keep just Splash Island open.

Mr. Thommes said the challenge is that the most popular time for a weekend Splash Island private party is from 4:00 p.m. to 6:00 p.m. He said regardless, staff will consider options to increase hours at Splash Island.

There were no further comments or 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 said on January 5th, the contractor took field light measurements and that Field #1 did not pass. He said the contractor told him that he knew immediately upon exiting his car that Field #1 would not pass. He said that vibrations from nearby traffic and wind can cause the misalignment of light fixtures. Mr. Johnson said the fixtures in questions will have adjustments made to them before the deadline of March, 1, 2017.

Mr. Johnson said his staff continues to conduct routine preventative maintenance throughout the Park District. He also said he will be going out to bid for the Central Park mowing contract for 2017.

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

7. UNFINISHED BUSINESS

- a. Contract negotiation results pertaining to the request for letter of interest and statement of qualifications for professional services for the "Ball Field Reconfiguration Project, including "the Clubhouse," a new facility providing programmable recreational space and other amenities for the inclusion of people of all abilities and ages

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Truedson, to accept the professional services proposal from Wight & Company for the ball field reconfiguration project, including "the Clubhouse" and to approve an agreement between the Oak Brook Park District and Wight & Company for a not-to-exceed cost of \$32,500.

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

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

- b. Ordinance no. 17-0116: An Ordinance Regulating Travel, Meal And Lodging Expenses In Accordance With The Local Government Travel Expense Control Act
Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan, to approve Ordinance 17-0116: an ordinance regulating travel, meal and lodging expenses in accordance with the local government travel expense control act.

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

This issue was for presented for discussion only.

Ms. Kosey said this transfer of funds is done annually.

There were no questions or comments from the board regarding this matter.

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

Ms. Kosey said that Bob Johnson's certification accreditation for CAPRA requires that we adopt this policy.

Mr. Adams noted that this policy will give the Park District more flexibility in matters such as the consideration of allowing a cell tower at the Dean Nature Sanctuary.

There were no questions or comments from the board regarding this matter.

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

Ms. Kosey presented this matter for discussion only.

There were no questions or comments from the board regarding this matter.

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

Ms. Kosey presented this matter for discussion only.

There were no questions or comments from the board regarding this matter.

- e. Market Based Salary Range Adjustments

Ms. Kosey said adjustment only pertains to salary ranges.

There were no questions or comments from the board regarding this matter.

- f. 2017 Mowing Services Bid

This matter was already discussed under Mr. Johnson's report.

9. ADJOURN TO CLOSED SESSION

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to adjourn to closed session at 7:18 p.m. pursuant to 5 ILCS 120/2(c)(21) for the approval, review and release of closed session minutes.

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

10. CLOSED SESSION

- a. Discussion and Approval of Closed Meeting Minutes, October 10, 2016
- b. Semi-Annual Review of Closed Meeting Minutes for Release
 - i. Resolution 17-0222: A Resolution Approving and Authorizing the Release of Minutes for Closed Meetings from January, 1989 Through December 2016

11. RECONVENE TO OPEN SESSION

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to reconvene open session at the hour of 7:27 p.m.

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

12. POTENTIAL ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION

A no action declaration was made stating that the Park District will not be releasing any closed minutes at this time.

13. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON FEBRUARY 20, 2017

President Knitter announced the next regarding meeting of the Oak Brook Park District Board of Park Commissioners will be held on February, 20, 2017.

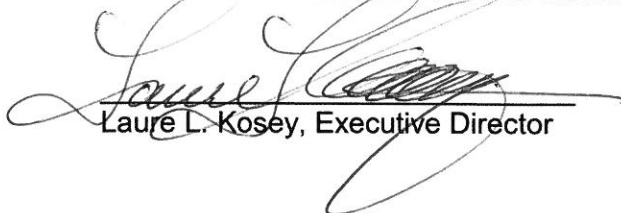
14. A SPECIAL MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS (FOR A BUDGET WORKSHOP) WILL BE HELD ON FEBRUARY 20, 2017, IMMEDIATELY FOLLOWING THE REGULAR BOARD MEETING

President Knitter announced that a special meeting of the Oak Brook Park District Board of Commissioners will be held on February 20, 2017, immediately following the regular board meeting. The special meeting is for a budget workshop.

15. ADJOURNMENT

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan, to adjourn the meeting at 7:28 p.m.

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


Laure L. Kosey, Executive Director

