

**MINUTES OF THE
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
July 17, 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 Tan, Trombetta, and President Knitter answered "present." Commissioner Truedson was absent. Also present were Laure Kosey, Executive Director, Karen Spandikow, Assistant Director of Recreation and Facilities, Marco Salinas, Chief Financial Officer, Bob Johnson, Director of Parks and Planning and Nicole Karas, Park District Attorney.

2. OPEN FORUM

President Knitter asked if there were any public comments.

There were no public comments.

3. CONSENT AGENDA

a. APPROVAL OF July 17, 2017 AGENDA

b. APPROVAL OF MINUTES

i. June 19, 2017 Regular Meeting Minutes

c. APPROVAL OF FINANCIAL STATEMENT ENDING June 30, 2017

i. Approval of Warrant No. 601

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

Nays: None

Absent: Commissioner Truedson

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

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

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

Nays: None

Absent: Commissioner Truedson

4. COMMUNICATIONS/PROCLAMATIONS

a. Board of Commissioners to share communications

Commissioner Carson said the flowers in front of the Recreation Center look great.

President Knitter said that she received several positive comments regarding the recent Walk in the Park event. Commissioner Carson also confirmed that she did too.

5. STAFF RECOGNITION

a. Liz Gnippe, New Corporate and Community Relations

President Knitter introduced Liz Gnippe, the new Corporate and Community Relations liaison, to the board.

Ms. Kosey said that Ms. Gnippe has hit the ground running since she started and has been doing a fantastic job.

The board welcomed Ms. Gnippe.

6. REPORTS:

a. Administrative, IT, and Marketing Report

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

Ms. Kosey noted that she and staff will be going before the Village Board on September 12th, to get approval of a special use permit for the revised Master Plan. She urged all board members to also attend.

Regarding the new responsive website design, President Knitter asked to review it before it goes live.

Ms. Kosey noted that immediately following this evening's meeting, she, staff, and board members will be meeting with Forest Gate representatives regarding the proposed LED field lights.

There were no comments or 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.

Mr. Salinas reviewed all financial reports with the board comparing current revenue and expense figures with the prior year.

It was noted that party rentals and day trip revenues are lower than last year.

Regarding the lower revenue figures for Pioneer programming, Commissioner Tan questioned why we are now using a third party company to manage the trips. He said this is a cost that could be avoided.

Ms. Spandikow said the third-party company is only used for long distance out-of-state trips which are break-even events for the Park District.

President Knitter noted that all the local trips are done in-house.

It was noted by the board that aquatic programs revenue has gone down significantly, and asked if staff believes this is a trend, and if so, what is planned to reverse it?

Ms. Spandikow said she believes it is due in large part to the Goldfish schools that recently opened in Elmhurst and Burr Ridge. She said she hopes to lure people back with the renovation of the locker rooms and our lower prices. She said she and staff will be meeting with the marketing department next week to create a promotion and are also working with area youth swim teams.

Mr. Salinas noted that there currently is a lag time for applying the Aquatic Center's membership revenue for those memberships that are a Fitness Center/Aquatic Center combination. He said the fee is received by the Fitness Center and split manually so the Aquatic Center's portion is delayed.

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

c. Recreation & Facilities Report

With the absence of Dave Thommes, Karen Spandikow presented his report, which can be found in the Park District records.

Ms. Spandikow reviewed the draft rendering for the proposed inclusive playground.

Ms. Kosey asked the Board for their input regarding the playground.

Commissioner Tan suggested that more seating in shaded areas be added.

Ms. Kosey said there will be some seating in shaded areas in the initial roll out of the playground, and more will be added at a later time.

President Knitter suggested that outdoor fitness equipment for adults be added as she has heard from parents that they would like to get a work out while watching their kids.

Mr. Johnson said adult fitness equipment is difficult to add because many safety organizations frown upon it being present on a playground for fear that a child may use it and get hurt.

The Board asked if pets would be allowed on playground?

Ms Kosey said she hasn't thought about it before, but assumed that they will eventually end up there from time to time.

The Board asked that a drinking fountain be included.

Commissioner Tan asked if this design allows for future feature expansion.

Ms. Spandikow said there will be no available room except to add more shaded seating.

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

d. Parks & Planning Report

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

Mr. Johnson said he recently visited the Elgin Park District to view their LED lighted field. He said the light testing contractor also attended and did light measurements which came back all very good. He said he is confident that the LED lights will be good for the baseball field. It was noted that representatives from Forest Gate were also visited the Eglin field and took pictures of the lights standing directly below them instead of from the outside of the field.

Mr. Johnson said staff is currently wrapping up work on the remaining portion of the barn at the Dean Nature Sanctuary.

Mr. Johnson said the synthetic soccer field will be closed for a short period of time for remediation work. He said the field turf is still under warranty and there has been an adhesive issue with some fields, but not ours.

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

7. UNFINISHED BUSINESS

a. Ordinance 17-0717: An Ordinance Declaring Surplus Personal Property and Authorizing the Sale or Conveyance Thereof

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Carson, to approve Ordinance 17-0717: 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 Tan, Carson, Trombetta, and President Knitter

Nays: None

Absent: Commissioner Truedson

b. Family Locker Room Renovation Bid

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Carson, to accept the lowest qualified bids for the base scope of work, plus alternates 1,3 and 5 for a total cost not-to-exceed \$1,051,549.

Representatives from Wight and Company provided an update regarding the locker room renovation project. Robert Ijams, Director of Parks and Recreation for Wight & Company, apologized to the board for Wight's errors in the design and budget for this project. He stressed that Wight & Company will stand by their work and have offered a \$30,000 credit for their design work.

Ms. Kosey noted to the board that Alternative 1 of the project is for the front desk, Alternative 3 is for the locker and installation, and Alternative 5 is for shower renovation.

President Knitter said the carpentry and plumbing portion of the project gives her concern because the lower bid is way, way, lower than the other bids received. She asked if Wight & Company has used these contractors before. She stressed that the Park District wants quality work performed.

Craig Polte, Director of Athletic Fields & Facilities at Wight & Company, said he has a lot of experience working with the carpentry contractor and that they are a good outfit. He said they have worked a few times with the plumbing contractor and believes that their bid was lower due to their close proximity to Oak Brook (they work out of Downers Grove). He also said that Kingston Tile made an error in their tile estimate, but said they will honor the price quoted. Mr. Polte said he has no reservations working with these two contractors.

President Knitter said timing is very important in that the Park District has only a small window of time to get this project completed.

Mr. Ijams said Wight & Company has assigned a senior project superintendent to this project who will be on site every day to ensure that work is progressing in a timely manner.

Commissioner Tan said he is hoping that the construction process will go smoothly and that the Park District receives assurance that it will be finished on time.

Commissioner Trombetta said this project has been a learning process for both the Park District and Wight & Company and he expects the very best from Wight & Company.

President Knitter said that she is very appreciative that Wight & Company is owning up to their error.

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

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

Nays: None

Absent: Commissioner Truedson

- c. Family Recreation Center HVAC Equipment Purchase Through US Communities Cooperative Purchasing Group

Motion: Commissioner Carson made a motion, seconded by Commissioner Tan, to approve the purchase of two Trane packaged gas/electric rooftop unit from Trane U.S. Inc. and through the District's membership in the U.S. Communities Cooperative Purchasing Program for a not-to-exceed cost of \$54,751.

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

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

Nays: None

Absent: Commissioner Truedson

- d. Family Recreation Center Lockers Purchase

Staff recommended for the Board to take no action on this agenda topic and to not proceed with the purchase of the lockers through the Cooperative Purchasing Group as a comparable price was submitted through the Family Locker Room Renovation Project Bid.

- e. Approval of a Software License and Services Agreement with Bellefeuil, Szur & Associates, Inc. ("BS&A") For The BS&A Financial Software Applications

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan, to approve a software license and services agreement with Bellefeuil, Szur & Associates, Inc. ("BS&A"), for the BS&A financial software applications in the amount of \$87,755.

Mr. Salinas said this will be a significant improvement to what we currently have.

Ms. Salinas noted that the Park District attorney is still working on the language for this agreement.

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

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

Nays: None

Absent: Commissioner Truedson

8. NEW BUSINESS

- a. Credit Card Authorization Policy

This issue was presented for review and discussion only.

Mr. Salinas said this authorization policy will allow for "no signature required" for customer purchases under \$25. He said he reached out to the credit card processor who said there is no problem offering this convenience.

President Knitter asked if the Park District is chip compliant.

Mr. Salinas said it is with the exception of the Tennis Center.

Mr. Pop, Tennis Director, who was present in the audience, said there have been some software issues that are currently being worked out and he expects the Tennis Center to be chip compliant shortly.

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

This issue was presented for review and discussion only.

There was no discussion regarding this matter.

9. CONVENE THE CLOSED SESSION

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan, to convene the closed session at the hour of 7:19 p.m.

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

10. CLOSED SESSION

- a. Discussion and Approval of Closed Meeting Minutes, March 20, 2017
- b. Semi Annual Review of Closed Meeting Minutes for Release
 - i. Resolution 17-0821: A Resolution Regarding the Review of Minutes for Closed Meetings January 1989 through March 20, 2017

11. RECONVENE TO OPEN SESSION

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Tan, to reconvene to open session at the hour of 7:23 p.m.

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

12. POTENTIAL ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION

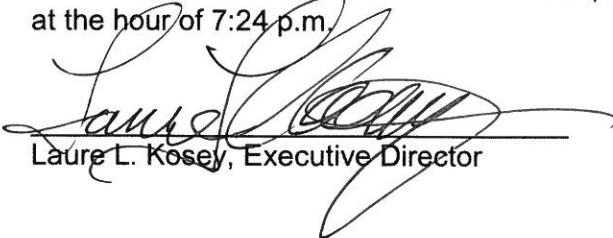
There was no action taken on items discussed during open session.

13. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON August 21, 2017, 6:30 p.m.

President Knitter announced that the next regular meeting will be held on August 21, 2017, at 6:30 p.m.

14. ADJOURNMENT

Motion: Commissioner Tan made a motion, seconded by Commissioner Trombetta, to adjourn at the hour of 7:24 p.m.



Laure L. Kosey, Executive Director