

**MINUTES OF THE
REGULAR MEETING OF THE OAK BROOK PARK DISTRICT
BOARD OF COMMISSIONERS
March 20, 2017 – 6:30 p.m., Canterberry Room**

1. CALL TO ORDER REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL

Acting-President Carson called the Regular Meeting to order at 6:32 p.m. in the Recreation Center's Canterberry Room. Commissioners Truedson, Tan, Carson and Trombetta answered "present." President Knitter was absent at the time of roll call. 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.

2. OPEN FORUM

Acting-President Carson asked if there were any public comments.

There were no public comments.

3. CONSENT AGENDA

President Knitter entered the meeting at 6:33 p.m.

Motion: Commissioner Truedson 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, Carson, Trombetta, and President Knitter
Nays: None

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

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

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

a. APPROVAL OF March 20, 2017 AGENDA

b. APPROVAL OF MINUTES

i. February 20, 2017 Regular Meeting Minutes

ii. February 20, 2017 Special Meeting Minutes

c. APPROVAL OF FINANCIAL STATEMENT ENDING February 28, 2017

i. Approval of Warrant No. 597

4. COMMUNICATIONS/PROCLAMATIONS

a. Board of Commissioners to share communications.

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

There were no communications.

b. Presentation of the Community Survey by Jarrod Scheunemann, University of Illinois

Laure Kosey introduced Jarrod Scheunemann from the University of Illinois.

Mr. Scheunemann made his presentation of the community survey and all related documents can be found in the Park District records.

Mr. Scheunemann noted that hard copies of the final reports of the survey are not yet available but will be provided in the next couple of weeks.

Mr. Scheunemann said the survey was sent to 3,300 residents in September and October of 2016, and 483 responses were received which translates to a 15% response rate.

In regard to special event participation, Commissioner Truedson suggested that the survey data be broken down by age group.

Mr. Scheunemann said the overall satisfaction rate of resident users came in higher than the national average. He also noted that one area that showed a need for improvement was theme party staffing and suggested that additional staff training be implemented.

Mr. Scheunemann noted that the survey results showed that the respondents are not in favor of naming rights in relation to Park District facilities.

President Knitter said that selling naming rights can be interpreted in many different ways and it would benefit the Park District to possibly conduct more research in this area.

Mr. Scheunemann suggested conducting focus groups for senior users so that they can participate in developing new senior programming.

In regard to many respondents wanting improvements to the Fitness Center, Mr. Scheunemann said it was directed more toward keeping on the cutting-edge of trends in equipment rather than facility expansion.

Mr. Scheunemann said offering more bike and walking trails came in second behind fitness center improvements.

Mr. Scheunemann said the survey results showed continued confusion amongst residents on what facilities and land belong to the Park District's and what belong to the Sports Core.

Mr. Scheunemann said the Oak Brook Park District received a very favorable response overall when compared to other park districts and noted that Oak Brook residents have very high expectations. He suggested that the Park District invest in its staff, maintain and continue to improve facilities, and continue to strive to partner with local government.

President Knitter noted that a future issue for the Park District will be when McDonalds sells its soccer fields because many people believe they are Park District property.

Mr. Scheunemann suggested conducting focus groups for younger adults, older adults, and minority groups as well as a focus group concerning special events.

Mr. Scheunemann said that the survey analysis found that as age increased, overall satisfaction increased.

Upon completion of his Mr. Scheunemann's power point presentation, President Knitter and the board thanked Mr. Scheunemann for his efforts and valuable information.

5. STAFF RECOGNITION

- a. None

6. REPORTS:

- a. Executive Director & Marketing Department Report

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

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 various financial reports which he re-formatted and asked board members to submit their feedback

President Knitter said the new report formatting is great. The board concurred.

Mr. Salinas said the full proposed budget is available for public review on the Park District website.

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

- c. Recreation & Facilities Report

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

Mr. Thommes noted that the Travel Club is currently in Sedona.

Mr. Thommes also said that turf field rentals have begun and that grass field rentals will begin once the weather improves.

Commissioner Trombetta asked Mr. Thommes whether the out-of-town Pioneer trips produce a profit for the Park District.

Mr. Thommes confirmed that the Park District does make a small profit.

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 the final field light measurement reading will be tomorrow night. He noted that one fixture is still causing an issue, but will be repaired soon.

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

7. UNFINISHED BUSINESS

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

Motion: Commissioner Carson made a motion, seconded by Commissioner Trombetta, to approve Resolution 17-0320: A Resolution Approving an Amendment to an Agreement Between the Oak Brook Park District and Next Generation Screen Printing and Embroidery, Inc. for Apparel Screen Printing and Embroidery.

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

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

- b. Tennis Center Reflective Ceiling Insulation and Installation Bid

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Carson, to accept the bid of Sports Interiors, Inc. for the Tennis Center Reflective Ceiling Insulation and Installation Project and to Approve an Agreement between the Oak Brook Park District and Sports Interiors, Inc., for a not-to-exceed cost of \$156,300.

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

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

- c. Tennis Center HVAC Improvements Bid

Motion: Commissioner Carson made a motion, seconded by Commissioner Tan, to reject all bids for the Tennis Center HVAC Improvements Bid.

President Knitter said four bids were received but all were too expensive.

Mr. Kosey said we are in direct competition with schools which offer larger contracts for work to be completed during the same time of the year.

Mr. Thommes said we will be reducing the scope of the project which may allow us to get a better bid price.

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

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

- d. Maintenance Building Force Main Improvements Project Bid

Motion: Commissioner Truedson made a motion, seconded by Commissioner Carson, to accept the bid submittal from Construction by Camco, Inc. for the Maintenance Building Force Main Project and to approve an Agreement between the Oak Brook Park District and Construction by Camco, Inc. for a not to exceed contract cost of \$19,545.00.

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

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

e. Personnel Policy Revisions

Motion: Commissioner Truedson made a motion, seconded by Commissioner Carson, to approve the revised Personnel Policy Manual as presented.

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

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

f. Tennis Center Membership Fees

Motion: Commissioner Truedson made a motion, seconded by Commissioner Carson, to approve the Tennis Center Membership Fees as presented.

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

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

8. NEW BUSINESS

a. Ordinance 17-0321: An Ordinance Approving Collateralization and Depository Agreements
(Requires Waiving the Board Rules to Approve at This Meeting.)

Motion: Commissioner Truedson made a motion, seconded by Commissioner Carson, to waive the Board Rules to approve at this meeting Ordinance 17-0321: An Ordinance Approving Collateralization and Depository Agreements.

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

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

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve Ordinance 17-0321: An Ordinance Approving Collateralization and Depository Agreements

Commissioner Carson asked for clarification of why this is needed.

Mr. Salinas said that investment policy requires it and it is a good practice for better protection.

Mr. Adams said it provides protection for certain securities exceeding FDIC insurance protection limits. He said it basically protects the balance of an investment that exceeds the FDIC insurance limit by holding the excess amount with a third-party bank.

It was also confirmed that the bank will monitor balances on a monthly basis, and will increase or decrease collateral coverage as needed.

Commissioner Truedson said we must be sure that this policy continues to be followed even when changing banking institutions.

Mr. Adams noted that it protects the Park District to have board approval on this issue.

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

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

- b. Purchase of a Kubota L4060HSTC loader/backhoe tractor through the National Joint Powers Alliance Cooperative Purchasing Program (*Requires Waiving the Board Rules to Approve at This Meeting.*)

Motion: Commissioner Truedson made a motion, seconded by Commissioner Carson, to waive the Board Rules to approve at this meeting the Purchase of a Kubota L4060HSTC Loader/Backhoe Tractor from the Kubota Tractor Corporation, with Russo Power Equipment as the local dealer, and through the District's membership in the National Joint Powers Alliance Cooperative Purchasing Program.

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

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

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to approve the Purchase of a Kubota L4060HSTC Loader/Backhoe Tractor from the Kubota Tractor Corporation, with Russo Power Equipment as the local dealer, and through the District's membership in the National Joint Powers Alliance Cooperative Purchasing Program in the amount of \$47,528.53.

Ms. Kosey said she and staff are trying to order the tractor ASAP so that it can still be used for the upcoming spring season.

Commissioner Trombetta asked Mr. Johnson what the tractor will be used for.

Mr. Johnson said the tractor is very versatile and can be used for different kinds of projects that include moving materials, water main repairs, seeding, aerating, mowing and snow removals. He said the list is endless.

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

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

- c. Budget for Fiscal Year 2017 – 2018 The tentative Budget and Appropriation Ordinance 17-0417 for Fiscal Year May 1, 2017 – April 30, 2018 has been placed on public display for thirty days following the publication notice in the Doings – Oak Brook Newspaper on March 16, 2017. The Budget and Appropriation Ordinance encompasses all previous reviews by the Board of Commissioners. The Public Hearing is scheduled to occur at the April 17, 2017 regular meeting of the Board of Commissioners for the purpose of receiving public comment on the Budget and Appropriation Ordinance. A Legal Notice of the Public Hearing will be published in the Doings – Oak Brook Newspaper on April 6, 2017.

This matter was presented for discussion only.

Mr. Salinas said there were a few changes made to the proposed budget to accommodate requested changes made at the budget workshop meeting last month.

There were no questions or comments.

- d. Ordinance 17-0418: An Ordinance For Transferring Anticipated Unexpended Funds From Certain Appropriation Items To Other Items Of Appropriation

This matter was presented for discussion only.

Mr. Salinas said this is an annual process which involves transferring unexpended funds from various General Ledger accounts that do not need to expend all of the budgeted funds to other various General Ledger Accounts.

There were no questions or comments.

- e. Resolution 17-0419: A Resolution Approving An Amendment To An Agreement Between The Oak Brook Park District And Classic Landscape, Ltd. For the Turf Grass Mowing Project

This matter was presented for discussion only.

Mr. Johnson said Classic Landscape has been providing mowing services for the last few years and he is very satisfied with their work. He said this Resolution will extend their contract through 2018.

There were no questions or comments.

- f. Renewal of the Intergovernmental Agreement Dated March 10, 2008 by and between the Board of Education of Butler School District # 53, the Oak Brook Park District and the LaGrange Area Department of Special Education for a Cooperative Preschool Program At The Oak Brook Park District Recreation Center for School Year 2017- 2018

This matter was presented for discussion only.

Mr. Kosey said this is an annual renewal of the Agreement with no changes.

There were no questions or comments.

- g. Renewal of the Intergovernmental Agreement Dated January 18, 2016, By And Between The Board Of Education Of Butler School District #53 And The Oak Brook Park District For A Before And After School Program At Brook Forest Elementary School

This matter was presented for discussion only.

Mr. Thommes said this is an annual renewal with no changes made to the Agreement.

Commissioner Truedson noted that he and Commissioner Tan have been out campaigning for the park commissioner election and that they have received consistent positive comments regarding the preschool program.

There were no additional questions or comments.

- 9. CONVENE TO CLOSED SESSION: Convene to the Closed Session for the purpose of discussing and approving Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and for the

Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District pursuant to 5 ILCS 120/2(c)(1) of the Open Meetings Act.

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to Convene to the Closed Session at the hour of 7:39 p.m. for the purpose of discussing and approving Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and for the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District pursuant to 5 ILCS 120/2(c)(1) of the Open Meetings Act.

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

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

10. CLOSED SESSION

- a. Discussion and Approval of Closed Meeting Minutes, January 16, 2017
- b. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District

11. RECONVENE OPEN SESSION

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to reconvene to open session at the hour of 7:52 p.m.

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

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

12. POTENTIAL ACTION ON ITEMS DISCUSSED IN CLOSED SESSION

There was no action taken.

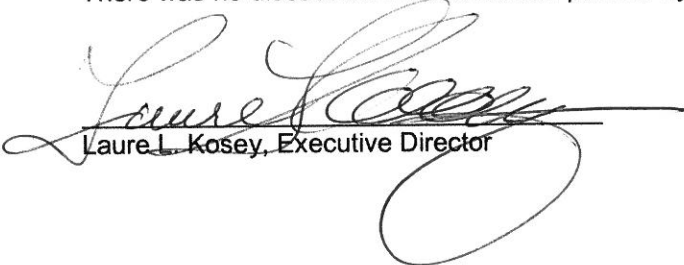
13. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON April 17, 2017, 6:30 p.m.

President Knitter announced that the next regular meeting and the Public Hearing for the Park District's FY 2017-2018 Budget will be held on April 17, 2017, 6:30 p.m.

14. ADJOURNMENT

Motion: Commissioner Truedson made a motion, seconded by Commissioner Tan, to adjourn at the hour of 7:52 p.m.

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


Laure L. Kosey, Executive Director