

Oak Brook Park District

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MINUTES OF THE REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS

July 11, 2011 - 6:30 p.m.

Meeting Room 1

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

Acting-President Truedson opened the regular meeting of the Oak Brook Park District at 6:32 p.m. in the Family Recreation Center, Room 1. Commissioners Carson, Trombetta and Acting-President Truedson answered, "present". President O'Brien and Commissioner Knitter were absent. Also present were Barb Gosselar, Park District Attorney; Nancy Strathdee, Finance & Human Resources Director, Cathy Fallon, Director of Recreation and Norm Russell, Director of Parks and Facility Services Director.

2) APPROVAL OF July 11, 2011 AGENDA

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Carson to approve the July 11, 2011 agenda.

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

3) OPEN FORUM

No one addressed the board.

4) APPROVAL OF MINUTES

a) Approval of June 13, 2011 Regular Meeting Minutes

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Carson to approve the June 13, 2011 regular meeting minutes.

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

Ayes: Commissioners Carson, Trombetta and Acting-President Truedson.

Nays: None

Absent: Commissioners Knitter and President O'Brien

5) APPROVAL OF FINANCIAL STATEMENT ENDING June 30, 2011

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Carson to approve the financial statement ending June 30, 2011.

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

Ayes: Commissioners Carson, Trombetta and Acting-President Truedson
Nays: None
Absent: Commissioner Knitter and President O'Brien

6) APPROVAL OF WARRANTS

a) Approval of Warrant No. 529

Motion: Commissioner Carson made a motion, seconded by Commissioner Trombetta to approve Warrant No. 529.

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

Ayes: Commissioners Carson, Trombetta and Acting-President Truedson
Nays: None
Absent: Commissioner Knitter and President O'Brien

7) COMMUNICATIONS/PROCLAMATIONS

a) Board of Commissioners to Share Communications

Commissioner Trombetta asked staff for a follow-up on an email received from a parent of a child in the summer camp program. Ms. Kosey gave a status on the situation stating that she talked with the mother and refunded her money.

Commissioner Carson said she has been participating in the aerobics classes and said they are fantastic.

Commissioner Truedson said he has received many positive comments from both residents and non-residents regarding the new membership fee schedule.

b) Annual Report of the Oak Brook Park District

Acting-President Truedson announced that the first annual report of the District has been provided for review and will be published online on the District's website. Hard copies will also be available upon request at the family recreation center

Ms. Kosey presented the board with a copy of the annual report brochure. She asked the board to offer their feedback and will move forward with disbursement once it is finalized. She also noted that she will be posting the brochure on the Park District's website as well.

8) STAFF RECOGNITION

a) None

9) REPORTS:

a) Executive Director

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

Ms. Kosey said she will be meeting with SRBL tomorrow morning, assuming it gets recommended tonight. She said she will plan for SRBL to give a 30 minute presentation to the board at the September board meeting noting that some of their representatives will be on vacation in August and thus, unable to attend the August meeting.

b) Finance & Human Resources Director

Nancy Strathdee presented her report which can be found in the Park District's records.

Ms. Strathdee stated that the annual audit started today and will continue through the end of next week.

Ms. Strathdee noted that the auditing firm is the same firm used last year and that the audit appears fairly cut and dry with no surprises expected. Ms. Strathdee asked the board whether they would like to switch auditing firms next year.

It was noted that the previous firm, Selden Foxx, was used for 10 years and that this is the third year with Wolff. **Ms. Kosey noted that whatever the board chooses to do, she would recommend that the auditing firm schedule follow the term of a commissioner.**

Barb Gosselar stated that park boards generally switch auditing firms every 4-5 years simply to see things with a fresh set of eyes.

c) Director of Recreation

Cathy Fallon presented her report which can be found in the Park District's records.

The board asked various questions regarding the recent concerts in the park.

d) Director of Parks & Facility Services

Norm Russell presented his report which can be found in the Park District's records.

Commissioner Trombetta asked for a status regarding the Dean House. Ms. Kosey said any project regarding the Dean House is in limbo right now as it is being considered in the master plan which currently being drafted. She said when the time comes to tear the house down, the Oak Brook Fire Department will use the house as a practice site for search and rescue.

e) Corporate Relations

In the absence of Mary Tansey, Laure Kosey presented Ms. Tansey's report which can be found in the Park District's records.

Ms. Kosey said that Ms. Tansey and staff are currently working on brand images and special events for the upcoming 50th anniversary.

10) UNFINISHED BUSINESS

a) Personnel Policy Manual Revision – Section 3

Ms. Kosey presented this issue and the related materials which can be found in the Park District records.

In regard to the sections discussed at last month's meeting, Ms. Kosey stated the following:

- The bereavement policy will remain unchanged.
- Current designated paid holidays will remain unchanged. She stated that the Park District is a government entity and follows the same paid holiday schedule as other park districts. Ms. Kosey did recommend that the Good Friday holiday be renamed Spring Holiday or simply make it a floating holiday but noted that it would be simplest to keep things status quo.

Ms. Gosselar said once every section of the policy manual is reviewed, it will be put together in its entirety for review and final approval by the board. The board will have 1 month to review the manual.

b) Request for Letter of Interest and Statement of Qualifications for Professional Services

Motion: Commissioner Carson made a motion, seconded by Commissioner Trombetta to accept the proposal of SRBL Architects, Ltd. for the scope of services to be performed for the district's master plan for a not-to-exceed price of \$61,000.

Commissioner Carson said the proposal looks good and seems reasonable.

Acting-President Truedson said that is important that actual completed projects come out of these services instead of ending up being useless/un-used information.

Ms. Kosey said that President O'Brien was present at the selection meetings and approved of SRBL Architects, Ltd.

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

Ayes: Commissioners Carson, Trombetta and Acting-President Truedson

Nays: None

Absent: Commissioners Knitter and President O'Brien

c) Brochure Printing and Mailing Services Bid

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Carson to accept the base bid of Hagg Press, Inc., and approve a contract for brochure printing and mailing services for a total annual cost of \$37,214.

Commissioner Trombetta said he is planning to visit this company before the Park District goes ahead with the contract to ensure that they have the proper equipment to handle our projects.

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

Ayes: Commissioners Carson, Trombetta and Acting-President Truedson.

Nays: None

Absent: Commissioners Knitter and President O'Brien

c) Confined Space Audit and Policy

Motion: Commissioner Carson made a motion, seconded by Commissioner Trombetta to approve the confined space audit and policy.

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

Ayes: Commissioners Carson, Trombetta and Acting-President Truedson
Nays: None
Absent: Commissioners Knitter and President O'Brien

- e) Resolution 11-0711: A Resolution Approving and Authorizing the Release of Minutes for Closed Meetings from January, 1989 through April, 2011

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Carson to approve resolution #11-0711: a resolution approving and authorizing the release of minutes for closed meetings from January, 1989 through April, 2011.

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

Ayes: Commissioners Carson, Trombetta and Acting-President Truedson
Nays: None
Absent: Commissioners Knitter and President O'Brien

- f) Ordinance No. 11-0712: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Carson to approve ordinance no. 11-0712: 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 Carson, Trombetta and Acting-President Truedson.
Nays: None
Absent: Commissioners Knitter and President O'Brien

11) NEW BUSINESS

- a) Resolution 11-0808: A Resolution Amending Membership Rates for Employees of the Village of Oak Brook.

Ms. Kosey presented this matter which was presented for discussion only.

Ms. Kosey stated that the Park District "piggybacks" onto the village health insurance offered to its employees and consequently, the village requested the Park District pay \$10,000.00 of the \$50,000.00 consultant fee incurred for searching out the best and most affordable health plan for employees. Ms. Kosey said in lieu of paying the \$10,000.00, she offered discounted memberships to all village employees.

The board commended Ms. Kosey on cost saving alternative.

- b) Ordinance 11-0809: An Ordinance Declaring Surplus Property and Authorizing Conveyance or Sale Thereof.

Ms. Kosey presented this matter which was presented for discussion only.

Ms. Kosey said in an effort to clean storage areas, she recommended various surplus items be sold.

In regard to the defibrillators being sold, Acting-President Truedson questioned whether it is wise to sell the machines if they are expired wondering if it opens up the Park District to potential lawsuits.

Ms. Gosselar said the units are being sold "as is".

The board concurred to not sell the defibrillators and to simply dispose of them.

c) Facility Name Change

Ms. Kosey presented this matter which was presented for discussion only.

Ms. Kosey said in an effort to be consistent, she recommends that the Racquet Club be renamed The Oak Brook Tennis Center. She said signage at the facility will be gradually change accordingly and in cost efficient stages.

d) Certified Professional Instructors

Ms. Kosey presented this matter which was presented for discussion only.

Ms. Kosey said this is a new personnel category created in an effort to attract and keep tennis pros, swim instructors and fitness center trainers. The plan is for the instructor to pay half of the premium and the Park District pay half of just individual coverage. Family coverage would be completely at their own cost.

Ms. Kosey noted that these employees must work over 1400 hours per year to qualify. She said the goal is to distinguish these part-time employees from other part-time employees.

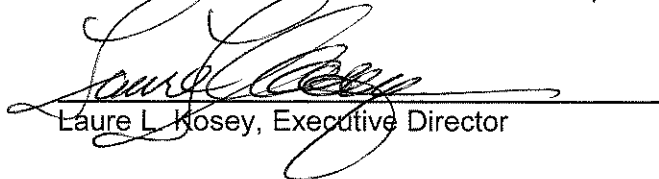
12) NEXT REGULAR MEETING: August 8, 2011

Acting-President Truedson announced the next meeting time and date.

13) ADJOURNMENT

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Carson to adjourn at the hour of 7:13 p.m.

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


Laure L. Kosey, Executive Director