

Oak Brook Park District

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

May 21, 2012 - 6:30 p.m.

Meeting Room 1

1) CALL TO ORDER REGULAR MEETING OF THE BOARD OF COMMISSIONERS AND ROLL CALL 6:30 p.m.

President O'Brien opened the regular meeting of the Oak Brook Park District at 6:30 p.m. in the Family Recreation Center, Room 1. Commissioners Carson, Trombetta, Truedson, Knitter, and President O'Brien answered, "present". Also present were Laure Kosey, Executive Director; Barb Gosselar, Park District Attorney; Nancy Strathdee, Director of Finance & Human Resources; Dave Thommes, Director of Recreation; Clint Lauderdale, Director of Facility Services and Norm Russell, Director of Parks and Planning.

2) APPROVAL OF May 21, 2012 AGENDA

Motion: Commissioner Carson made a motion, seconded by Commissioner Truedson to approve the May 21, 2012 agenda.

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

3) OPEN FORUM

President O'Brien asked if there was anyone who wished to address the board.

No one addressed the board.

4) APPROVAL OF MINUTES

a) Approval of April 9, 2012 Regular Meeting Minutes

Motion: Commissioner Knitter made a motion, seconded by Commissioner Carson to approve the April 9, 2012 regular meeting minutes.

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

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

b) Approval of April 26, 2012 Special Meeting Minutes

Motion: Commissioner Carson made a motion, seconded by Commissioner Trombetta, to approve the April 26, 2012 regular meeting minutes.

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

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

5) APPROVAL OF FINANCIAL STATEMENT ENDING April 30, 2012

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Knitter to approve the financial statement ending April 30, 2012.

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

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

6) APPROVAL OF WARRANTS

a) Approval of Warrant No. 538a

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Carson to approve Warrant No. 538a.

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

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

b) Approval of Warrant No. 539

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Carson, to approve Warrant No. 539.

Nancy Strathdee noted that there are two warrants on this evening's agenda because it is the fiscal year-end.

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

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

7) ANNUAL MEETING OF THE BOARD OF COMMISSIONERS

a) Election of Park Board President and Vice President

President O'Brien asked for nominations for Board President.

Commissioner Carson made a motion, seconded by Commissioner Trombetta, to nominate John O'Brien as Board President.

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

President O'Brien asked the board for a nomination for Board Vice-President.

Motion: Commissioner Trombetta made a motion, seconded by President O'Brien, to nominate Commissioner Carson as Board Vice-President.

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

b) Appointment of Board Secretary and Treasurer

President O'Brien stated that the current Board Secretary is Executive Director Laure Kosey. He proposed that, since the Board's secretary has traditionally been the Executive Director, Laure Kosey should be appointed to serve as Secretary unless any board member has an objection.

There were no objections.

President O'Brien asked for a motion to appoint Ms. Kosey as Board Secretary.

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Carson, to appoint Laure Kosey as the District's Board Secretary.

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

President O'Brien appointed Commissioner Trombetta for Board Treasurer.

8) COMMUNICATIONS/PROCLAMATIONS

a) Board of Commissioners to share communications

Commissioner Carson stated that she noticed staff had patched faulty areas of the walking paths at Saddlebrook and said it looks great.

President O'Brien noted that all board members should have received the annual report from PDRMA and urged everyone to read it as he found it to be very informative.

9) STAFF RECOGNITION

a) Dave Thommes, New Director of Recreation

Ms. Kosey introduced Dave Thommes, the new Director of Recreation to the board stating that he has been on the job just two weeks and is doing a fantastic job. She also noted that Mr. Thommes comes to the Oak Brook Park District from the Homewood Flossmoor Park District.

10) REPORTS:

a) Executive Director

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

There was discussion regarding signage and current ordinances. There was a suggestion made to install a digital sign which could greatly improve promoting Park District events and programs.

Ms. Kosey noted that the current ordinance does not allow for digital signage.

Ms. Kosey was asked by the board to pursue possible changes to the ordinance to allow for digital signage, and to see whether the Park District can erect signage on its property along Route 83.

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

b) Finance & Human Resources Director

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

There were no questions regarding Ms. Strathdee's report.

c) Director of Recreation

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

Sharon Knitter suggested that staff track tennis lesson participants and more specifically, what towns they reside in.

President O'Brien suggested to go to the local schools outside of Oak Brook where many Oak Brook children attend to solicit programming and events.

There were no further questions regarding Mr. Thommes' report.

d) Director of Parks & Planning

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

Commissioner Carson asked for a status on the tennis/basketball court crack repairs at Saddlebrook.

Mr. Russell said he placed a call today with the contractor who did the repair work on these courts last year to confirm that this recent damage is covered under the one year warranty. Mr. Russell indicated that he is still waiting to hear back.

There were no further questions regarding Ms. Russell's report.

e) Director of Facility Services

Clint Lauderdale presented his report, which can be found in the Park District records.

There were no questions for Mr. Lauderdale's report.

f) Corporate Relations

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

The board suggested inviting the McDonald's board to the Park District to see all of the programming the Park District offers the community.

There were no further questions regarding Ms. Tansey's report.

11) UNFINISHED BUSINESS

a) Fixed Assets Policy and Procedure

Nancy Strathdee presented this issue and its materials, which can be found in the Park District records. She asked that this item be continued until the August 20, 2012 board meeting.

Motion: President O'Brien made a motion, seconded by Commissioner Trombetta, to postpone/table action on fixed asset policy and procedure until the August 20, 2012 board meeting.

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

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

b) Biweekly Payroll Tax Policy and Procedure

Nancy Strathdee presented this issue and its materials which can be found in the Park District records.

Motion: Commissioner Trombetta made a motion, seconded by President O'Brien, to approve the biweekly payroll tax policy and procedure, as presented to the board.

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

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

c) Annual Budget Policy and Procedure

Nancy Strathdee presented this issue and its materials which can be found in the Park District records.

Motion: President O'Brien made a motion, seconded by Commissioner Trombetta, to approve the annual budget policy and procedure, as presented to the board.

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

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

d) Annual Payroll Audit

Nancy Strathdee presented this issue and its materials which can be found in the Park District records.

Motion: President O'Brien made a motion, seconded by Commissioner Trombetta, to approve the annual payroll audit, as presented to the board.

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

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

- e) Agreement Between the Oak Brook Park District and 3D Design Studio, LLC for Family Aquatic Center Outdoor Pool

President O'Brien asked the board for a motion on this item.

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Knitter, to accept the proposal from 3D Design Group for the Family Aquatic Center Outdoor Pool for a not to exceed contract price of \$49,975.00 and to approve an Agreement Between the Oak Brook Park District and 3D Design Studio, LLC for Family Aquatic Center Outdoor Pool, as presented to the Board.

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

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

- f) Agreement Between the Oak Brook Park District and Atlas Tracks, Inc., A Tarkett Sports Company, for Field Turf Installation According to The Cooperative Purchasing Network Contract

President O'Brien asked the board for a motion on this item.

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta, to approve the Agreement Between the Oak Brook Park District and Atlas Tracks, Inc. for Synthetic Turf Athletic Field Surface Project, for purchase and installation of the Field Turf synthetic turf for a not to exceed price of \$440,860.68.

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

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

- g) Central Park Performing Arts Gazebo

President O'Brien asked the board for a motion on this item.

Motion: Commissioner Carson made a motion, seconded by President O'Brien, to approve the purchase of the Central Park Performing Arts Gazebo for a not-to-exceed cost of \$24,803.00 and installation costs of approximately \$12,000.00.

Discussion took place regarding the necessity and goals for the new gazebo.

Ms. Kosey stated that the current gazebo is now located near the new turf field and not conducive for outdoor concerts. The board and Ms. Kosey discussed the new location (near the Ginger Lakes) for the proposed gazebo. Ms. Kosey assured the board that every effort was made to ensure that there would be no sun glare issues at the new location.

Ms. Kosey said that the current gazebo will still remain as there is a strong interest in rentals for weddings.

There was a lengthy discussion regarding the size of the new gazebo and the board encouraged Ms. Kosey and staff to ensure that the new gazebo is large enough to accommodate all events.

The board concurred to amend the motion to increase the allowed expense so that a larger sized gazebo could be constructed.

Amended Motion: President O'Brien made a motion, seconded by Commissioner Trombetta, to amend the motion to approve the purchase of the Central Park Performing Arts Gazebo for a not-to-exceed cost of \$50,000.00.

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

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

12) NEW BUSINESS

- a) Resolution #12-0618: A Resolution of the Oak Brook Park District Regarding Illinois Prevailing Wage Act

This issue was presented to the board for possible discussion only.

There was no discussion regarding this issue.

- b) Amendment and 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

This issue was presented to the board for discussion only.

There was no discussion regarding this issue.

- c) Salary Study and Evaluation of Full Time Personnel Salary Ranges

This issue was presented to the board for discussion only.

There was no discussion regarding this issue and the study will begin in June.

- d) Resolution 12-0619: A Resolution approving an Addendum to an Agreement Between the Oak Brook Park District and Hagg Press, Inc. for Brochure Printing and Mailing Services

This issue was presented to the board for discussion only.

Ms. Kosey noted that the price for these services remains the same, and staff is very pleased with the printing services provided by Hagg Press, Inc.

There was no further discussion regarding this issue.

e) Dean Nature Sanctuary Stewardship Bid

This issue was presented to the board for discussion only.

Ms. Kosey stated that the Pizzo & Associates contract is due to expire soon and it is therefore time to seek bids. She said specifications for the bid package will be created and will focus more on getting the appearance of the park area to improve with less attention to the canary grass in the wetland area.

It was noted that the Dean Nature Sanctuary open house is set for June 16th.

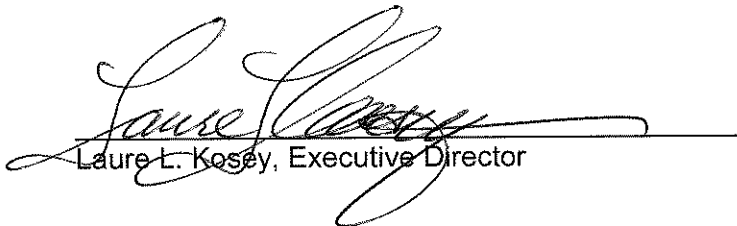
13) NEXT REGULAR MEETING: June 18, 2012 (Regular Meetings of the Park Board of Commissioners will now be held on the Third Monday of the Month)

President O'Brien announced the next board meeting to be held on June 18, 2012.

14) ADJOURNMENT

Motion: Commissioner Carson made a motion, seconded by Commissioner Trombetta, to adjourn at the hour of 7:12 p.m.

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



Laure L. Kosey, Executive Director