

Oak Brook Park District

1450 Forest Gate Road • Oak Brook, IL 60523-2151

Phone: 630-990-4233 • Fax: 630-990-8379 • www.obparks.org

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

March 17, 2014- 6:30 p.m.

Autumn Oaks Room

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

Acting-President Knitter opened the regular meeting of the Oak Brook Park District at 6:34 p.m. in the Family Recreation Center, Room 1/Autumn Oaks Room. Commissioners Trombetta, and Carson answered, "present". President O'Brien and Commissioner Truedson were absent. Also present were Laure Kosey, Executive Director; Harlan Spiroff, Park District Attorney; Nancy Strathdee, Director of Finance & Human Resources; Dave Thommes, Director of Recreation, and Jessica Cannaday, Marketing and Promotions Manager.

- a) Approval by a majority of the Commissioners present to allow President O'Brien to attend the meeting by audio conference, as he is unable to physically attend because of employment purposes as provided in section I-G-1 of the Board Rules

No motion was made as President O'Brien was unreachable due to a conflicting business travel itinerary.

2) APPROVAL OF March 17, 2014 AGENDA

Motion: Commissioner Carson made a motion, seconded by Commissioner Trombetta, to approve the March 17, 2014 agenda.

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

3) OPEN FORUM

Acting-President Knitter asked if there was anyone who wished to address the board.

Bill Lindeman, 11 Pembroke Lane, Oak Brook, addressed the board. He said he attended the Park District's recent informational meeting regarding its recent questionnaire/survey and was disappointed by the low turnout. He said he knows that another meeting will be held on April 10th and hopes that more people show up. Mr. Lindeman said there was a previous survey sent by the Park District to the "old people" of Oak Brook, but that he was not one of them. He clarified that it was sent to "old people housing" and asked if the results were ever tabulated and posted on the Park District website.

Ms. Kosey said there was never a survey sent to "old people" but rather to the different subdivisions of Oak Brook. She said the results from all surveys will be tabulated for proper review and analysis.

Mr. Lindeman said that on the questionnaire it suggested the idea of installing an outdoor pool. He asked if such a project would be funded via a resident approved tax increase.

The board said that it would not increase taxes for a pool or similar projects and that any project pursued would be paid for with funds that the Park District already has - not through a tax increase.

Mr. Lindeman questioned whether the Park District is serving too many people and therefore, risking overcrowding.

Commissioner Truedson entered the meeting at 6:39 p.m.

Mr. Lindeman asked if the recent survey results have been tabulated.

Ms. Kosey said they have not yet been tabulated.

Ms. Kosey said she received a letter including a list of 59 patron signatures requesting that an additional 20-20-20 class instructed by Jackie Yu be added either at 10:00 a.m. or 11:00 a.m. on Mondays.

Mr. Thommes said he and his staff are evaluating this request along with others received and will consider the additional classes for the next session. He said currently the space is available for the Monday time slot but staff feels that there is more of a demand for the class on Saturdays. He also noted that it is important to ensure that an instructor does not exceed the amount of hours they are contracted to work.

Acting-President Knitter noted an inaccuracy regarding the field lighting issue in the recent Oak Brook Civic Association Newsletter. She said the statement "...the degree of glare mitigation accomplished may be minimal and numerous options are available to create more acceptable field lighting" is incorrect. She said the report concluded that the Park District is not violating the Village ordinance regarding the field lights and there were no glare issues found by the consultant.

Commissioner Carson said she also noted an inaccuracy in the Oak Brook Civic Association Newsletter. She said in regard to ball field reconfiguration, the Newsletter states, "Commissioner Carson commented that the reconfiguration was considered for the Master Plan but was not pursued." She said in fact it was considered for the Master Plan but was not pursued because it was found to be too costly.

Commissioner Carson said the recent Choose to Lose event was very successful with several new memberships received from participants.

Ms. Kosey also noted that during the screening process of the event, one participant did the "heart healthy" evaluation, and found out that he needed quadruple bypass surgery. The gentleman said that this program saved his life.

4) APPROVAL OF MINUTES

a) Approval of February 19, 2014 Rescheduled Regular Meeting Minutes

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta, to approve the February 19, 2014 rescheduled regular meeting minutes.

Commissioner Carson noted that the minutes did not include the time that Commissioner Truedson entered the meeting and this must be corrected.

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

Ayes: Commissioner Truedson, Trombetta, Carson, and Acting-President Knitter

Nays: None.

Absent: President O'Brien

b) Approval of February 19, 2014 Special Meeting Minutes

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta, to approve the February 19, 2014 special meeting minutes.

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

Ayes: Commissioner Truedson, Trombetta, Carson, and Acting-President Knitter

Nays: None.

Absent: President O'Brien

5) APPROVAL OF FINANCIAL STATEMENT ENDING February 28, 2014

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Carson, to approve the financial statement ending February 28, 2014.

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

Ayes: Commissioner Truedson, Trombetta, Carson, and Acting-President Knitter

Nays: None.

Absent: President O'Brien

6) APPROVAL OF WARRANTS

a) Approval of Warrant No. 561

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Truedson, to approve warrant No. 561.

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

Ayes: Commissioner Truedson, Trombetta, Carson, and Acting-President Knitter

Nays: None.

Absent: President O'Brien

7) COMMUNICATIONS/PROCLAMATIONS

a) Board of Commissioners to share communications

Board members discussed their communications under open forum.

b) Recognition of Commissioner Carson's receipt of the Illinois Association of Park District's designation of a "Master Board Member" for demonstrating consistence in going above and beyond the call of duty as an elected official in the park and recreations field.

Acting-President Knitter announced Commissioner Carson's receipt of the Illinois Association of Park District's "Master Board Member" designation for demonstrating consistency in going above and beyond the call of duty as an elected official in the park and recreations field.

The board congratulated Commissioner Carson and a picture was taken.

8) STAFF RECOGNITION

a) None

There was no staff recognition.

9) REPORTS:

a) Executive Director & Marketing Department Report

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

Ms. Kosey urged board members to attend the April 8th Village Board Meeting as it will vote on the Park District's year-round field light usage request.

Ms. Kosey discussed the recent meeting with Forest Gate and Village representatives regarding the field lighting issue. She noted that Village Trustees Wolin and Yusif were present as well as Commissioner Trombetta, Village Manager Dave Niemeyer, Community Development Director, Bob Kallien, the Village's lighting consultant, the Park District's lighting consultant, Park District's attorney and three residents of Forest Gate. She said unfortunately, the meeting proved to be non-productive with Forest Gate representatives monopolizing the time with complaints pertaining to the lighting consultants' conclusions that there are no glare problems and that the Park District is following the lighting ordinance.

Commissioner Trombetta said that the Forest Gate representatives' behavior was very rude as they did not give the Park District the time and respect to state its position. He said he believed it was going to be a meeting with all parties coming together to reach an agreement, but that did not happen.

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.

There were no questions regarding Ms. Thommes' report.

d) Director of Parks & Facilities

In the absence of Clint Lauderdale, Laure Kosey presented his report, which can be found in the Park District records.

Commissioner Trombetta asked for a status of the ADA project. Ms. Kosey said the project is moving along but will take four or five years to complete. She also said that staff is currently tackling five or six of the smaller ADA projects with the larger ones to follow.

10) UNFINISHED BUSINESS

a) Budget for Fiscal Year 2014 - 2015

The tentative Budget and Appropriation Ordinance 14-0421 for Fiscal Year May 1, 2014 – April 30, 2015 has been placed on public display for thirty days following the publication notice in the Doings – Oak Brook Newspaper on March 13, 2014. The Budget and Appropriation Ordinance encompasses all previous reviews by the Board of Commissioners. The Public Hearing is scheduled to occur at the April 21, 2014 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 3, 2014.

Ms. Kosey presented a review of the fiscal year 2014-2015 budget status for discussion only.

There were no questions or comments regarding this matter.

b) HVAC Inspection and Preventative Maintenance Services Bid

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Carson to accept the bid from Voris Mechanical, Inc. for HVAC inspection and preventative maintenance services for an annual contract price of \$15,141.00, and to approve an agreement between the oak brook park district and Voris Mechanical, Inc. for the required services.

Commissioner Trombetta asked the question: "What does this service get us?"

Ms. Kosey said the service package includes four filter changes per year and one routine tune up. Any larger, out of the ordinary tune up would be extra. She said there will be a learning curve involved because this is a new vendor to the Park District, but they came in with a low bid and great references. Ms. Kosey emphasized that this is a preventative maintenance contract only and if and when emergency services are needed, we are not obligated to use this vendor.

Commissioner Truedson questioned the hourly rate of Voris. Ms. Kosey said their hourly rate only kicks in if we choose to use them for emergency repairs or other services outside the maintenance contract.

Commissioner Truedson said he would be interested in looking at how many hours we had in the past that fell outside preventative maintenance.

Ms. Kosey said staff already conducted this analysis and found that based on Voris's hourly rate, they came in the lowest.

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

Ayes: Commissioner Truedson, Trombetta, Carson, and Acting-President Knitter

Nays: None.

Absent: President O'Brien

c) Designation of staff to serve as the Freedom Of Information Act and Open Meetings Officer and to Complete the Annual Electronic Training Curriculum Developed and Administered by the Illinois Attorney General's Public Access Counselor

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Truedson to reconfirm the appointment of Nancy Strathdee as the District's freedom of information act and

open meetings officer and to acknowledge her completion of the annual electronic training curriculum developed and administered by the Illinois attorney general's public counselor.

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

Ayes: Commissioner Truedson, Trombetta, Carson, and Acting-President Knitter

Nays: None.

Absent: President O'Brien

- d) Policy and Procedure Governing Verbatim Tape Recordings of Closed Meetings of the Oak Brook Park District Board of Park Commissioners

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Carson, to approve the policy and procedure governing verbatim tape recordings of closed meetings of the Board of Park Commissioners, as presented to the Board

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

Ayes: Commissioner Truedson, Trombetta, Carson, and Acting-President Knitter

Nays: None.

Absent: President O'Brien

- e) Appointment of the ADA Coordinator

Motion: Commissioner Carson made a motion, seconded by Commissioner Trombetta , to appoint Karen Spandikow as the ADA Coordinator for the Oak Brook Park District.

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

Ayes: Commissioner Truedson, Trombetta, Carson, and Acting-President Knitter

Nays: None.

Absent: President O'Brien

- f) Americans With Disabilities Policy

Motion: Commissioner Carson made a motion, seconded by Commissioner Trombetta , to approve the Americans with Disabilities Policy, as presented to the Board.

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

Ayes: Commissioner Truedson, Trombetta, Carson, and Acting-President Knitter

Nays: None.

Absent: President O'Brien

- g) Service Animals Policy

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta , to approve the Service Animals Policy, as Presented to the Board.

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

Ayes: Commissioner Truedson, Trombetta, Carson, and Acting-President Knitter

Nays: None.
Absent: President O'Brien

h) Mobility Device Use Policy

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Truedson, to approve the Mobility Device Use Policy, as Presented to the Board.

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

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

i) Ordinance 14-0317: An Ordinance Amending the General Use Regulations of the Oak Brook Park District

Motion: Commissioner Carson made a motion, seconded by Commissioner Trombetta, to approve Ordinance No. 14-0317: An Ordinance Amending the General Use Regulations of the Oak Brook Park District.

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

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

j) Ordinance 14-0318: An Ordinance Declaring Surplus Property and Authorizing Conveyance or Sale Thereof

Motion: Commissioner Trombetta made a motion, seconded by Commissioner Carson, to approve Ordinance No. 14-0318: An Ordinance Declaring Surplus Personal Property and Authorizing the Conveyance or Sale Thereof.

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

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

k) RFQ for Engineering Design Services of Aquatic Center HVAC System

Dave Thommes presented this matter for discussion only.

Mr. Thommes said RFQ's were due last Friday, and the Park District received two with one coming from Cartland - the company that designed the Aquatic Center. He said after proper review of the RFQ's, he will present his recommendation at next month's meeting.

Ms. Kosey said both of the firms responding with RFQ's are very busy which is a good thing.

11) NEW BUSINESS

- a) Oak Brook Park District Grievance Procedure Under the Americans with Disabilities Act

Ms. Kosey presented this issue for discussion only stating that it is part of the Park District's accreditation process.

There were no questions or comments regarding the issue and it will be presented for board approval at next month's meeting.

- b) Ordinance 14-0422: An Ordinance For Transferring Anticipated Unexpended Funds From Certain Appropriation Items To Other Items Of Appropriation

Ms. Strathdee presented this issue for discussion only. She said these are routine transfers occurring in the 11th month of the current fiscal budget. .

There were no questions or comments regarding the issue and it will be presented for board approval at next month's meeting.

- c) Resolution 14-0423: A Resolution Approving an Addendum to an Agreement Between The Oak Brook Park District And Hagg Press, Inc. For Printing And Mailing Preparation Services

Ms. Kosey presented this issue for discussion only stating that she and staff are happy with Hagg Press, Inc. for printing and mailing services and this resolution extends the contract for another year.

There were no questions or comments regarding the issue and it will be presented for board approval at next month's meeting.

- d) Apparel Screen Printing and Embroidery Bid

Ms. Kosey presented this issue for discussion only.

There were no questions or comments regarding the issue.

- e) Wayfaring Signage Bid

Ms. Kosey said this item is not budgeted until May 1st (next year's budget), but wants to get the project moving by going out to bid now. She said it pertains to the signage project which still has 12 signs slated and pending. She said staff can determine how many signs can still be constructed when costs come in via the bids.

There were no questions or comments regarding the issue.

- f) Group Fitness Schedule Policy

Mr. Thommes presented this issue for discussion only stating that having this policy will allow for better communication by putting into writing what we already practice.

Acting-President Knitter said it is very wise to have this policy which will be presented for board approval at next month's meeting.

There were no questions or comments regarding the issue

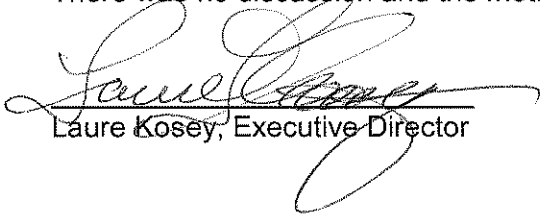
12) NEXT REGULAR MEETING: April 21, 2014, 6:30 p.m.

Acting-President Knitter announce that the next regular meeting of the board will be on April 21, 2014, at 6:30 p.m.

13) ADJOURNMENT

Motion: Commissioner Truedson made a motion, seconded by Commissioner Trombetta, to adjourn at the hour of 7:19 p.m.

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



Laure Kosey, Executive Director

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