

# **MINUTES**

*February 25, 2010*

Minutes of a regular meeting of the Board of Commissioners of the Oakbrook Terrace Park District held on February 25, 2010 at 7:00 p.m., at the Heritage Center, 1S325 Ardmore Avenue, Oakbrook Terrace, DuPage County, Illinois.

## **CALL TO ORDER**

President Sweitzer called the meeting to order at 7:05 p.m.

Roll Call: Maryann Neffke, Roger Sweitzer, Dan Flanagan, Susan Lugo, William Cizek.

Commissioners absent from the meeting: None.

Laura Barron, Director of Parks and Recreation; Larry White, Superintendent of Parks; Tim Reinbold, Superintendent of Recreation; Liane Knight, Superintendent of the Nature Center; Deanne Gust; Lauri Bauer, Recording Secretary.

## **MINUTES**

Approval of the minutes of the January 21, 2010 Regular Meeting. Motion to approve: Commissioner Cizek; Second: Commissioner Flanagan Ayes: 4, Nays: 0, Abstentions: 1.

## **OTHER**

Ms. Lugo asked about moving the copier leases to the capital account. Director Barron explained that the attorney and auditor both approved moving the leases to the capital account. With regard to the HVAC maintenance agreement, the attorney approved putting the agreement in capital while the auditor initially did not approve. Commissioner Flanagan asked for a written legal opinion with regard to the copier leases and the HVAC maintenance agreement.

Commissioner Lugo asked about the IAPD membership in that this membership is geared toward the commissioners. Director Barron indicated that this membership could be reinstated if the commissioners so desire. It was noted that the budget is not required to be passed until the end of the first quarter following the beginning fiscal year.

It was determined that future budget meetings will be done in March and April in order to secure the anticipated property tax dollar revenues from DuPage County to assist in the budget process. Discussion ensued as to having a more accurate portrayal of the property tax revenues.

## **NEDSRA**

Director Barron reported that NEDSRA discussion surrounds a sponsorship drive.

Budget cuts from the state are supposed to be reinstated.

## **FINANCIAL**

Approval of Disbursements for the month of January. Motion to approve: Commissioner Cizek; Second: Commissioner Flanagan. Ayes: 5, with Commissioners Flanagan, Cizek, Neffke, Lugo, Sweitzer voting in favor. Nays: 0, Abstentions: 0.

Approval of the Financial Statement for January. Motion to approve: Commissioner Cizek; Second: Commissioner Lugo. Ayes: 5, with Commissioners Flanagan, Neffke, Lugo, Sweitzer, Cizek voting in favor, Nays: 0, Abstentions: 0.

Director Barron had a comment on the Combined Profit and Loss Statement, page two which includes the capital improvements line item of \$138,444.71.

## **LEGAL**

Nothing to report.

### **Krilich Property**

There will be a meeting on Monday, March 1st with Greg Wilcox and the Krilich attorney.

The City lawsuit with Krilich has been continued.

### **Sporting Activities**

Mr. Reinbold was contacted by a lacrosse group looking for space to rent the park for a month or two. The commissioners were supportive of this rental.

### **Ardmore Avenue Extension**

Director Barron and Commissioner Neffke attended an IDOT meeting and were given contact information regarding the Ardmore Avenue Extension project.

### **Employee Manual**

Director Barron amended Section 1.13, Outside Employment, to change department head to director. Also amended was Sections 1.15, 1.18, and 1.18-11.

Upon motion made by Commissioner Flanagan, seconded by Commissioner Neffke, Sections 1.11 through 1.21-2. are approved as amended with Commissioners Flanagan, Cizek, Neffke, Lugo and Sweitzer voting in favor. There were no votes in opposition and no votes in abstention.

## **Culvert**

Director Barron explained the different options for repairing the culvert. Either option would also include engineering fees, including bid assistance, of approximately \$22,500. A construction manager on site would be an additional cost. Mr. Mayer will be at the March 25<sup>th</sup> meeting to discuss the entire proposal. Option 1 is \$55,000 and option two would be \$65,000.

## **Scoreboard**

Director Barron reported that Tim Child is working with scoreboard companies to secure mock ups of a scoreboard. More will be presented as it is received from the vendors.

## **NEW BUSINESS**

### **FOIA Policy**

Upon motion made by Commissioner Lugo, seconded by Commissioner Flanagan, the FOIA policy has been prepared and is approved as presented. The motion passed; there were no votes in opposition and no abstentions from voting.

### **Document Destruction and Retention Policy**

Upon motion made by Commissioner Lugo, seconded by Commissioner Cizek, the Document Destruction and Retention Policy, pending amendment, is approved. The motion passed; there were no votes in opposition and no abstentions from voting.

Executive Session minutes will be reviewed in January and July.

## **REPORTS**

### **Recreation**

Mr. Reinbold reported that summer is being prepared for along with the preparation of the summer brochure.

Commissioner Cizek noted that the Halloween program will be done by the park district only in future years.

Commissioner Neffke asked for the information similar to the details provided in Ms. Knight's Nature Center Report with regard to programs, attendance, and revenue and asked that the Recreation and Fitness Center provide similar information to Ms. Knight's report.

### **Lake View Nature Center**

Ms. Knight indicated that the shark exhibit is going very well. Spring Celebration planning has begun.

Commissioner Cizek asked that a marketing piece be put together with regard to the new nature center.

### **Recreation**

Commissioner Neffke asked questions about expenses relating to various events. National Night Out is being supported by the OBT fire department, York Center Fire Department and various other entities. Planning for National Night Out continues.

### **Fitness Center**

The Fitness Center report is attached.

### **Parks**

Mr. White passed out photos of tennis court paint colors. The board agreed that they preferred the blue courts.

### **Marketing**

The marketing report is included with the board package.

### **Administration**

Director Barron reported that the fire alarm at the Heritage Center is being finished tomorrow.

Director Barron asked about staff service awards. Mr. Stoddard and Ms. Knight will be celebrating fifteen years with the District. Several other employees have ten years of service. Commissioners were asked to give thought to this idea for discussion at the March 25<sup>th</sup> regular meeting.

With regard to the establishment of a foundation, Director Barron is researching the requirements.

## **OPEN DISCUSSION**

Commissioner Neffke asked about Commissioner Flanagan's neighbor who is interesting in teaching at the Fitness Center. Director Barron reported that there were some scheduling issues and Mr. Mulford is waiting to hear from her.

Online registration will be operational on Tuesday.

CDL licenses are not necessary to drive the park district vehicles. Commissioner Flanagan asked that the law be checked on this. Commissioner Flanagan will also check on this.

## **EXECUTIVE SESSION**

Upon motion made by Commissioner Lugo, seconded by Commissioner Flanagan, the Regular meeting was adjourned to Executive Session to discuss personnel at 8:58 p.m. The motion passed with Commissioners Neffke, Cizek, Flanagan, Lugo, Sweitzer voting in favor. There were no votes in opposition and no abstentions from voting.

Upon motion made by Commissioner Cizek, seconded by Commissioner Lugo, the Executive Session concluded at 9:40 p.m. The motion passed with Commissioners Neffke, Cizek, Flanagan, Lugo, Sweitzer voting in favor. There were no votes in opposition and no abstentions from voting.

Upon motion made by Commissioner Cizek, seconded by Commissioner Lugo, the Regular Session reopened at 9:42 p.m. The motion passed with Commissioners Neffke, Cizek, Flanagan, Lugo, Sweitzer voting in favor. There were no votes in opposition and no abstentions from voting.

## **ADJOURNMENT**

Motion to adjourn at 9:45 p.m. by Commissioner Lugo, seconded by Commissioner Neffke, and approved by all.

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Roger Sweitzer, President

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Maryann Neffke, Secretary