



**Park District of Oak Park
Regular Board Meeting
Hedges Administrative Center
218 Madison Street, Oak Park, Illinois
Thursday, January 16, 2014 at 7:30pm**

Minutes

The meeting was called to order at 7:30pm.

I. ROLL CALL

Present: Commissioners Aeschleman, Guarino, Lentz, Wick and President Bullock.

Park District Staff Present: Jan Arnold, Executive Director; Kyle Cratty, Director of Finance; Maureen McCarthy, Superintendent of Recreation; Mike Grandy, Superintendent of Buildings and Grounds/Facility Maintenance; Bill Hamilton, Superintendent of Revenue Services; Diane Stanke, Director of Marketing and Customer Service; Shari Wenzel, Program Manager; Jennifer LaFleur, Communications and Marketing Assistant; and Karen Gruszka, Executive Assistant.

Others Present: Daniel Grove, The Lakota Group; Mike Dockum, Sikich; Don McKay, Nagle Hartray; Gene Litterski, PMA; Mark Pellettieri; Andrea Green, Beth Cheng, Ellen Kuner, FOPCON; Joan Fiscella, League of Women Voters.

II. APPROVAL OF AGENDA

A motion was made to approve the agenda. **The motion was passed by a voice vote.**

III. VISITOR/PUBLIC COMMENTS – None.

IV. CONSENT AGENDA

A motion was made by Commissioner Guarino and seconded by Commissioner Wick to approve the Consent Agenda, which includes the Cash Status Report and Warrants and Bills for the month of December, 2013; Committee of the Whole Meeting Minutes December 5, 2013, Regular Board Meeting Minutes December 19, 2013; Greening Advisory Committee Appointment – Mark Pellettieri; and Surplus Property Disposal Ordinance 2014-01-01. **The motion was passed by a roll call vote of 5:0.** Mark Pellettieri thanked the Board for accepting his application to the GAC and stated the GAC has done great things in the past and he is looking forward to working with them in the future.

V. STAFF REPORTS

A. Director's Report

Jan Arnold, Executive Director, updated the Board on: RCRC construction, planned date for the Board tour of RCRC-scheduled for March 8, Lindberg Park and Cheney Mansion Greenhouse timelines, the IPRA/IAPD Conference with 29 staff attending, the Community Service Awards taking place at the February Regular Board Meeting, the moved up date for the start of the 2014 school year at D200 and D97 which could affect the running of RCRC pool. Possible solution of running Rehm pool on weekends and RCRC pool during weekdays, the Park Foundation's plans to run a fundraiser for a pre-opening for RCRC, the VOP's water reclamation timeline, and the PDOP's CIP timeline and the scheduling of projects affected.

B. Division Managers' Reports (Updates & Information): Shari Wenzel, Program Manager, presented current updates to the Board on staff and ongoing projects and achievements.

C. Revenue/Expense Status Report – None

VI. OLD BUSINESS

A. Recreation and Facility Program Committee – None

B. Buildings and Grounds/Facility Maintenance Committee

1. FOPCON – Oak Park Conservatory’s East Garden Concept and Grant Application Authorization*

Commissioner Lentz moved and Commissioner Guarino seconded that the Park Board of Commissioners give consensus for the plans of the Oak Park Conservatory’s East Garden Concept presented by FOPCON and authorize the Executive Director, Jan Arnold, to move forward with applying for grant funding through IDNR for this project and authorization to sign the resolution for the grant application. Executive Director Arnold reminded the Board of FOPCON’s presentation of the concept for the Conservatory’s East Garden at the Committee of the Whole Meeting and FOPCON’s fundraising for the project needed and to-date. Notification has been received for the museum grant that the project is eligible and Scott Stewart is taking the lead with our grant consultant. The Board briefly discussed the area and size of the area for the concept. **The motion passed with a roll call vote of 5:0.**

2. Comprehensive Master Plan*

Commissioner Guarino moved and Commissioner Wick seconded that the Park Board of Commissioners authorize the Executive Director, Jan Arnold, to enter into a contract with The Lakota Group in the amount of \$97,800 for the Comprehensive Master Plan. Executive Director Arnold reminded the Board of the extensive search and interviews for a company to assist with the PDOP’s vision for the next ten years with a updated Comprehensive Master Plan. The Board readdressed the thorough discussion of The Lakota Group that took place at the Committee of the Whole Meeting along with their working in conjunction with the community survey taking place in 2014. This contract is budgeted in the CIP. It was noted by the Board that the past Comprehensive plan was looked at differently due to the presence now of bonded debt which the Park District did not have at the time of the previous Master Plan. **The motion passed with a roll call vote of 5:0.**

C. Administration and Finance Committee - None

VII. NEW BUSINESS

1. **Nagle Hartray 218 Plan Recommendation** – Don McKay, Nagle Hartray, and Gene Litterski, PMA, ran through the Powerpoint of the renovation plans for the Buildings and Grounds Department and Administration in the Hedges Administrative Center at 218 Madison Street. The need for a new roof, HVAC system, sprinkler system and required stairwell were all discussed along with the cost summary, potential value engineering, and budgeted funds. Due to the higher than estimated cost of the renovation, it was agreed upon to push the project back three months while researching possible additional funds availability. This will be brought to the Board at the April Regular Board Meeting under the regular agenda.
2. **PDOP Marketing Plan Presentation** – Diane Stanke, Marketing and Customer Service Director, and Mike Dockum, Sikich, presented the PDOP Marketing Plan to the Board which included: target marketing, demographics, perception, traits, resident benefits, organizational goals, brand and identity, message strategy, taglines, and the Marketing Plan summary. Questions were discussed as they came up through the presentation. All felt it was a comprehensive presentation including a lot of information.

VIII. COMMISSIONERS’ COMMENTS

- **Commissioner Aeschleman** – attended the AYSO/OPYB meeting and informed they Board they are busy prepping for spring session and are excited about RCRC opening. He expects there will

be kinks to get through this first year with the athletic fields but they will be greatly used. He also has been enjoying the outdoor ice.

- **Commissioner Guarino** – none.
- **Commissioner Lentz** – asked about skates at the outdoor rinks and confirmed that it was not possible due to shelter, staff time, and weather. WSSRA has raised \$46,000 with fundraising in 2013. Pleasant Home is working on grants and is excited about their monthly music series and a major gift campaign. They have also started renting out the library for small group meetings.
- **Commissioner Wick** – questioned the possibility of marketing in local newspapers to bring the PDOP into the community for upcoming sessions or a possible fun fact page.
- **Commissioner Bullock** – none.

IX. EXECUTIVE SESSION

None.

X. ADJOURN MEETING

At 9:34pm the Regular Board meeting was adjourned by voice vote. The motion passed with a voice vote.


Secretary

Board of Park Commissioners

February 20, 2014

Date


President

Board of Park Commissioners

February 20, 2014

Date