



**Park District of Oak Park  
Committee of the Whole  
Oak Park Conservatory  
615 Garfield Street  
Oak Park, Illinois  
Thursday, February 6, 2014, at 7:30pm**

**Minutes**

The meeting was called to order at 7:33pm.

**I. Roll Call**

**Present:** Commissioners Guarino, Lentz, Wick, and President Bullock. Commissioner Aeschleman and President Bullock arrived at 7:35.

**Park District Staff present:** Jan Arnold, Executive Director; Maureen McCarthy, Superintendent of Recreation; Bill Hamilton, Superintendent Revenue Facilities; Kyle Cratty, Director of Finance; Diane Stanke, Director of Marketing and Customer Service; Scott Stewart, Conservatory Manager; Scott Sekulich, Customer Service Manager; Chad Drufke, Program Manager; Trina Hartzog, Customer Service Supervisor; Christina Waters, Facilities Scheduling Park Ambassador; Mike Mockler, Program Supervisor; and Karen Gruszka, Executive Assistant.

**Others Present:** Ben Ahring, PDCC Chair.

**II. Public Comment** - None

**III. Recreation and Facility Program Committee**

**A. PDCC Update**

Ben Ahring, PDCC Chair, updated the Board on the turnover in the PDCC and that applications are being accepted for open committee spots. The PDCC are glad to be a part of the master planning process, working with the consultants, and adding an extra layer of transparency to the public. The PDCC meetings are very vocal with the newest members actively involved and there is great sharing of different ideas. Mr. Ahring also stated they were happy with changes that have occurred at the Park District including the uses of the Scholarship Fund. No action is needed by the Board on this item.

**B. Screen Printed Apparel Bid**

Executive Director Arnold informed the Board that the Park District had gone out to bid for the apparel contract and seventeen companies had requested the bid packet. Only two bids were received at the due date; one of which was eliminated as it was incomplete. The Board questioned why the return rate was low and were informed the diversity of the apparel and size of the bid as possibly a factor. Our current vendor Sunburst Sportswear was the responsible low bidder and the Park District confirmed the good service provided this past contract year. Discussion took place regarding the possibility of the affiliates combining with the Park District for uniforms and the possibility of using vendors only selling U.S. made apparel. This will come before the Board at the February Regular Board Meeting under the Regular Agenda.

**C. Festival Theatre Affiliation Agreement**

Executive Director Arnold informed the Board that an Affiliate Agreement was created with Festival Theatre due to the nature of the relationship as well as their request for a \$6,000 contribution from the Austin Trust. Concerns from the previous season were discussed prior to creating the new Agreement and are being addressed in the Agreement. Also, Festival Theatre's website will now have a link to the Park District's website and the Park District will also have an

advertisement in Festival Theatre's brochure. This will come before the Board on the Consent Agenda at the February Regular Board Meeting.

**C. Sports Courts Report**

Scott Sekulich, Customer Service Manager; Chad Drufke, Program Manager; Trina Hartzog, Customer Service Supervisor; Christina Waters, Facilities Scheduling Park Ambassador; and Mike Mockler, Program Supervisor; informed the Board of the usage, current programs, future planning of programs, schedules, marketing of the sports courts, and the working towards inclusion of all ages at the sports courts. The Board questioned the impact of travel teams and the reaching out to the schools in Oak Park for marketing. No action is needed on this item at this time.

**IV. Buildings and Grounds/Facility Maintenance Committee**

**A. Lindberg Park Contract Update**

Executive Director Arnold informed the Board of the bid published on January 15, the pre-bid walk-thru on January 22, which nine vendors attended, and that bids are due on February 12, for Lindberg Park. The lowest responsible bidder will be brought to the Board at the February Regular Board Meeting after bids are reviewed and references checked. This will come before the Board at the February Regular Board Meeting under the Regular Agenda.

**B. Cheney Mansion Greenhouse Contract Update**

Executive Director Arnold informed the Board of the bid published on January 29, the pre-bid walk-thru on January 31, which six vendors attended, eight packets had been picked up to-date and that bids are due on February 14, for the Cheney Mansion Greenhouse. The lowest responsible bidder will be brought to the Board at the February Regular Board Meeting after bids are reviewed and references checked. This will come before the Board at the February Board Meeting under the Regular Agenda.

**D. Ball Fields Usage and Care Update**

Executive Director Arnold informed the Board that a presentation of the sports field usage and care will be presented to the Board at the February Regular Board Meeting. No action is needed on this item at this time.

**E. Fox Master Plan Community Meeting Update**

The Master Plan review for Fox Park will take place on February 18. Planning Resources Inc. is the firm that created the current master plan and they will be facilitating the review. Commissioner Guarino is the Board representative for the project and Mike Nowicki and Ben Ahring are the PDCC representatives. Flyers are being distributed in a two block radius as a reminder to the immediate residents of the meeting as well as using our usual marketing procedures for the entire community. No action is required on this item at this time.

**F. 2014 PARC Grant Funding Application Update**

Executive Director Arnold informed the Board of Governor Quinn's announcement of the state's released funds for PARC grants and the timelines for this grant. Staff, our grant writer, and IDNR had discussed the Park District's possible park plans which would meet the grant requirements currently in our CIP and have concluded that Rehm Pool's plan is the strongest candidate and has the best chance for being awarded the grant. Executive Director Arnold wanted consensus from the Board for this to move forward as a Community Meeting would need to be held. The Board discussed the Rehm Pool plan and gave their consensus. This will come before the Board at the February Board Meeting under the Consent Agenda.

**G. ComEd & Openlands Green Region Grant**

Executive Director Arnold informed the Board of the ComEd and Opensland's grant opportunity that the Park District would like to submit an application to be used for the installation of an interpretive bioswale at the Oak Park Conservatory. This project draws attention to the environmental practices of the Park District and will provide educational opportunities. Staff met with the VOP and they are supportive of the project. A resolution will be brought forward for the application for this grant at the February Regular Board Meeting under the Consent Agenda.

**V. Administration and Finance Committee**

**A. Personal Policy Update**

Jan Arnold, Executive Director, informed the Board of the change in the PDOP Personnel Policy manual in section 3-8, Personnel Leave of Absence. This change is looking for the Board's approval for the extension of group health insurance coverage, with the employee sharing in the cost of the premium versus paying 100%, for the duration of the personal leave if the employee is already under existing coverage. This will come before the Board at the February Board Meeting under the Consent Agenda.

**VI. New Business - None**

**VII. Executive Session - None**

**VIII. Adjournment**

At 9:29p.m. a voice vote was taken to adjourn the Committee of the Whole. **Motion carried in a voice vote.**

  
Secretary  
Board of Park Commissioners

March 20, 2014  
Date

  
President  
Board of Park Commissioners

March 20, 2014  
Date