



**Park District of Oak Park  
Committee of the Whole  
Oak Park Conservatory  
615 Garfield Street  
Oak Park, Illinois  
Thursday, April 3, 2014 at 7:30pm  
Minutes**

The meeting was called to order at 7:32pm.

**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; Mike Grandy, Superintendent of Buildings and Grounds; Diane Stanke, Director of Marketing and Customer Service; Bill Hamilton, Superintendent of Revenue Services; Scott Stewart, Oak Park Conservatory Manager; and Karen Gruszka, Executive Assistant.

**Others Present:** Mark Burkland, Attorney; Beth Cheng, Executive Director of FOPCON; and Ellen Kuner, Vice-President of FOPCON.

**II. Public Comments - None**

**III. Recreation and Facility Program Committee – None**

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

**A. Fox Master Plan – Phase II Review**

Executive Director Arnold reminded the Board that Planning Resources, Inc. (PRI) was hired in 2005 to create the Fox Master Plan with Phase I improvements being completed in 2009. The Park District engaged PRI to assist in the Fox Master Plan review and community meeting for Phase II which included irrigation, ball field improvements, spectator seating along with a request for additional seating throughout the park. The CIP has \$235,000 allocated. This will come before the Board at the April Regular Board Meeting under the Consent Agenda.

**B. Longfellow Master Plan – Phase II Review**

Executive Director Arnold reminded the Board that Planning Resources, Inc. (PRI) created the Longfellow Master Plan in 2007 with Phase I improvements being completed in 2009. The Park District engaged PRI to assist in the Longfellow Master Plan review and community meeting for the Phase II renovations including redeveloped ball field spectator and player areas with shade structures and backstop and fencing around the south end of the park. The CIP has \$205,000 allocated. This will come before the Board at the April Regular Board Meeting under the Consent Agenda.

**C. Professional Services for Fox and Longfellow Phase II**

Executive Director Arnold reminded the Board that professional services for Fox and Longfellow Phase II construction were approved in the 2014 CIP; \$45,000 was allocated. As these projects are similar in scope it was decided to bid the two projects together for possible savings. PRI's professional services and oversight for the two projects totaled \$27,970. The Board questioned if it was possible to combine future projects due to the savings the Park District received and were told it is rare that such similar scope and little complexity are being done at the same time. This will come before the Board at the April Regular Board Meeting under the Regular Agenda

**D. Ridgeland Common Recreation Complex Construction Update**

Executive Director Arnold updated the Board on the progress of RCRC construction, the opening of the turf field and dog park, the contingency, PMA's performance clause, and increased security at the sight due to a break-in. No action is needed by the Board on this item.

**E. Oak Park Conservatory Operations Annual Report**

Scott Stewart, Conservatory Manager, informed the Board that the Conservatory had seen a record number of visitors in 2013. He explained the three primary sources of revenue of the Conservatory: revenues, programs, and donations and that he is working on a 4 year revenue analysis, noting areas that need focus. The Tooth Sleuth was an extremely successful exhibit which brought in many first time visitors to the Conservatory, along with the popular Kidsfest, Fallfest and Fright at Night events. He finished with his plans for diversification, more partnerships with FOPCON, FOPCON's volunteer work which is equal to 3.2 full-time PDOP employees, perennial plants for future park beds, and programs and cancellations. Mr. Stewart will come back in July to discuss the Conservatory's budget. No action is needed by the Board on this item.

**F. FOPCON East Garden Funding**

Executive Director Arnold reminded the Board that when they were looking at the CIP last year, the Conservatory had been scheduled for 2017. FOPCON had asked to be allowed to fundraise, to move the garden to be included in 2015 CIP. Beth Cheng, Executive Director of FOPCON, and Ellen Kuner, Vice President of FOPCON, informed the Board that they were at 75% of the funding towards the garden and were looking for Board approval to continue. The Board thanked them for all of the efforts and gave consensus to continue with their fundraising with the plan of the garden being in the 2015 CIP. No action is needed by the Board on this item.

**V. Administration and Finance Committee**

**A. Naming of East Garden**

Beth Cheng, Executive Director of FOPCON, and Ellen Kuner, Vice-President of FOPCON, informed the Board that FOPCON had received a large anonymous donation for the East Garden with the stipulation that the garden be named after Elsie Jacobsen and be called the Elsie Jacobsen Discovery Garden. They explained all the community work that Elsie did for Oak Park including but not limited to the saving of the Garfield Conservatory (the former name of the Oak Park Conservatory) from being razed. Ms. Jacobsen was recognized by the Park District with a Community Service Award and the Illinois State House when they lowered their flag to half-mast when she passed away. Executive Director Arnold informed the Board that Ms. Jacobsen fit the criteria of the policy for naming a park. The Board was in consensus that the park be thus named. This will come before the Board at the April Regular Board Meeting under the Regular Agenda.

**B. Review of Community Survey Questions**

Diane Stanke, Director of Marketing and Customer Service, and Bobbi Nance, Project Manager, received input from the Board on the questions for the upcoming community survey. No action is needed by the Board on this item.

**C. Performance Measures**

Bobbi Nance, Project Manager, ran through the progress that has been made to the Mpower system which shows performance measures. The Board thanked her for all her work and questioned the rate of program cancellations in previous years and if there was a way also to show history in the program. No action is needed by the Board on this item.

**D. Executive Director's Contract Update**

The Board was reminded of the Executive Session scheduled following the Committee of the Whole Meeting for the Executive Director's contract and that if a consensus was reached by the

Board on the contract, it will be brought to the April Regular Board Meeting for final approval.

**VI. New Business - None**

**VII. Executive Session**

At 9:05pm Commissioner Wick moved and Commissioner Guarino seconded that the Park Board of Commissioners convene into closed session to discussion of appointment, employment, or performance of a specific employee of the District and to discuss matters related to the purchase or lease of real property for the use of the Park District and. **The motion passed with a roll call vote of 5:0.**

At 9:45pm a motion was made by Commissioner Lentz and seconded by Commissioner Guarino to adjourn the Executive Session. **The motion passed a voice vote.**

**VIII. Adjournment**

At 9:45pm a voice vote was taken to adjourn the Committee of the Whole. **Motion carried in a voice vote of 5:0.**

  
Secretary

Board of Park Commissioners

May 15, 2014

Date

  
President

Board of Park Commissioners

May 15, 2014

Date