



**Park District of Oak Park
Committee of the Whole
Oak Park Conservatory
615 Garfield Street
Oak Park, Illinois
Thursday, September 11, 2014**

Minutes

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

I. Roll Call

Present: Commissioners Guarino, Lentz, and Wick. Commissioner Aeschleman arrived at 7:34pm and President Bullock arrived at 7:40pm.

Park District Staff present: Jan Arnold, Executive Director; Mike Grandy, Superintendent of Buildings and Grounds/Facility Maintenance; Bill Hamilton, Superintendent of Revenue Facilities; Maureen McCarthy, Superintendent of Recreation; Diane Stanke, Director of Marketing and Customer Service; Kyle Cratty, Director of Finance; Helen Vogel, Cheney Mansion Supervisor; Bobbi Nance, Project Manager; and M.E. Kennedy, Recreation Department Assistant.

II. Public Comment - None

III. Recreation and Facility Program Committee - None

IV. Buildings and Grounds/Facility Maintenance Committee

A. Comprehensive Master Plan Recommendation Review

Daniel Grove, Lakota Group, presented preliminary strategic recommendations for the Park District of Oak Park to direct its resources over the next ten years. These included continuing to look for opportunities for land acquisition, creating efficiencies in operations, maintenance and programs, possible deconstruction of some neighborhood centers, conducting feasibility studies on an indoor multi-use facility and on an indoor pool facility, maintenance practices, walking and biking paths, basketball courts, the reduction of tennis courts in over-served areas, adjusting programming to better support adult fitness, enhancing environmental educational programming, signage, identifying new revenue opportunities, and maximizing usage of indoor facilities. The agreed upon recommendations will be presented to the community at three meetings scheduled for September 23, at the Conservatory, September 30, at Cheney Mansion, and October 7, at the GRC. **This will be brought to the Board at a future Regular Board Meeting.**

B. 218 Madison Bid Update

Executive Director Arnold informed the Board that the legal notice to bid on the 218 Madison renovation was placed in the Wednesday Journal. Throughout the last week, companies have been touring the building to gather insight. The bids will be opened on September 18, and will be brought to the Board in a continued Regular Board Meeting on Thursday, October 2. **No action is needed by the Board on this item.**

V. Administration and Finance Committee

A. Copier Lease Contract Recommendation

Kyle Cratty, Director of Finance, informed the Board that the Copier Lease Contract is set to expire in October, so vendors for the lease of copiers and printers for the District were sought. Illinois Paper and Copier, a member of US Communities, was the vendor that provided the District with the best equipment and service at the lowest cost. The agreement is a three-year

contract with two separate one-year renewals. The contract will lower our lease cost from per month, and the District will no longer pre-pay for usage. **This will be put on the regular agenda at the October Regular Board Meeting.**

B. Phone System Purchase Recommendation

Kyle Cratty, Director of Finance, informed the Board that, as part of the continued effort to leverage technology in order to improve operations, the Park District requires a new modernized phone system to replace the District's current phone system, which is more than ten years old. Staff worked with vendors to find the best technological fit while staying within the budget. Staff identified three companies, all part of joint purchases, to work with and find the best option, and determined that Advanced Telecommunications Inc. (ATI) will provide the District updated VOIP technology at a competitive price, under the amount allocated in the CIP. **This will be put on the regular agenda at the October Regular Board Meeting.**

C. 2014 Tax Year Levy

Kyle Cratty, Director of Finance, informed the Board that they must annually approve a property tax levy ordinance and file it with the County no later than the last Tuesday in December. The Property Tax Extension Limitation Law (PTELL) limits the dollar amount of the tax levy increase to an amount no greater than the consumer price index (CPI) or 5%, whichever is less. The 2014 Tax year levy PTELL limit is 1.5%. A Tax Levy Hearing will be held during the Committee of the Whole Meeting on Thursday, November 6. Staff requested input from the Board on the Draft 2014 Tax Levy. **This will come before the Board during the November Board Meetings.**

D. Brochure Series Printer Recommendation

Diane Stanke, Director of Marketing & Customer Service, informed the Board that bid specifications for the 2014-2015 Brochure Series were posted on the Park District website on August 12, and emails were sent to nine printing companies who had asked to be notified. Four companies submitted sealed bids for brochure printing services. John S. Swift Co., Inc. from Buffalo Grove, IL, submitted the lowest base bid for four issues with a four-color cover and two-color body and the lowest alternate bid for a four-color cover and body and references were checked. **This will be put on the regular agenda at the August Regular Board Meeting.**

E. Park District Citizen Committee New Member Appointment – Lauren Vander Berg

Executive Director Arnold informed the Board that the PDCC is below their member count per the by-laws of the PDCC. Lauren Vander Berg has expressed interest in joining the PDCC. She has a BA in German and an MBA in Marketing and Finance. She is involved in many aspects of Oak Park and her family and she are users and fans of the Park District. **This will be put on the consent agenda at the September Regular Board Meeting.**

F. First Budget Meeting, September 25, 2014, at the Oak Park Conservatory Update

Executive Director Arnold reminded the Board that the first budget meeting will be held on September 25, at the Oak Park Conservatory. **No action is needed by the Board on this item.**

G. Community Service Award Nominations Update

Executive Director Arnold reminded the Board that the Community Service nominations are due in by Friday, October 10. Two to three recommendations are desired. The Board had a discussion concerning whether anyone under a contract with the Park District should be eligible and all agreed that they should not while under contract. **No action is needed by the Board on this item.**

H. Field Park Master Plan Update

Executive Director Arnold informed the Board that the last review is schedule for Tuesday, October 28, at 7pm. Sandy and Paul will be the commissioners representing the Board at the meeting. **No action is needed by the Board on this item.**

I. NRPA Congress Update

Executive Director Arnold, Commissioner Lentz, Maureen McCarthy, and Bobbi Nance will be heading to the NRPA Congress taking place October 14-16. Bobbi will arrive a day early for CAPRA training. **No action is needed by the Board on this item.**

J. Fall Park Tour Update

The Fall Park Tour will take place on Saturday, October 4, 8am-10am. Sites to be toured are: Longfellow and Fox Parks, Oak Park Conservatory, Carroll Park, Austin Gardens, Cheney Mansion Greenhouse and Lindberg Park. **No action is needed by the Board on this item.**

K. IGOV Forum Update – October 25, 2014

Executive Director Arnold reminded the Board of the IGOV Forum scheduled for Saturday, October 25, at Brooks Elementary School. The Elected Officials' BBQ will directly following the meeting. **No action is needed by the Board on this item.**

VI. New Business

None.

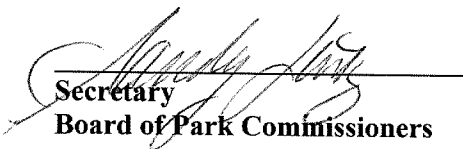
VII. Executive Session

At 9:03pm Commissioner Lentz moved and Commissioner Wick seconded that the Park Board of Commissioners convene into closed session for the discussion of the District and the discussion of the purchase or lease of real property for the use of the Park District. **The motion passed with a roll call vote of 5:0.**

At 9:11pm a motion was made by Commissioner Guarino and seconded by Commissioner Wick to adjourn the Executive Session. **The motion passed a voice vote of 5:0.**

VIII. Adjournment

At 9:11pm a voice vote was taken to adjourn the Committee of the Whole Meeting.


Secretary
Board of Park Commissioners

October 23, 2014
Date


President
Board of Park Commissioners

October 23, 2014
Date