



**Park District of Oak Park
Regular Board Meeting
Hedges Administrative Center
218 Madison Street, Oak Park, Illinois
Thursday, September 18, 2014 at 7:30pm**

Minutes

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

I. ROLL CALL

Present: Commissioners Guarino, Lentz, Wick, and President Bullock. Commissioner Aeschleman arrived at 7:33pm.

Park District Staff Present: Jan Arnold, Executive Director; Kyle Cratty, Director of Finance; Diane Stanke, Director of Marketing and Customer Service; Bill Hamilton, Superintendent of Revenue Facilities; Chris Lindgren, Asst. Superintendent of Buildings and Grounds/Facility Maintenance; and Karen Gruszka, Executive Assistant.

Others Present: 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 and Investment Summary and Warrants and Bills for the month of August; Regular Board Meeting minutes, August 21, 2014, Park District Citizen Committee New Appointment – Lauren Vander Berg. **The motion passed with a roll call vote of 5:0.**

V. STAFF REPORTS

A. Director's Report

Jan Arnold, Executive Director, updated the Board on the construction progress in the following parks: Cheney Mansion Greenhouse's glass installation, Fox Park, Longfellow Park, Carroll Park and Lindberg Park, D97 ball field maintenance contract, and Austin Gardens.

B. Division Managers' Reports (Updates & Information): Diane Stanke, Director of Marketing and Customer Service, 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 – None

C. Administration and Finance Committee

4. **Copier Lease Contract Recommendation** *

Commissioner Guarino moved and Commissioner Lentz seconded that the Park Board of Commissioners approve the hiring of Illinois Paper and Copier based out of Bolingbrook, Illinois, for a three-year contract with two one-year renewals. Executive Director Arnold reminded the Board that Illinois Paper and Copier was a member of US communities and would provide the District with the best equipment for the lowest price. This would lower the District's monthly fee currently being paid. **The motion passed by roll call vote 5:0.**

4. **Phone System Purchase Recommendation** *

Commissioner Guarino moved and Commissioner Wick seconded that the Park Board of Commissioners approve the contract for the replacement of the District's phone system with Advanced Telecommunications Inc. (ATI) based out of Naperville, Illinois, in the amount of \$54,961. Executive Director Arnold reminded the Board to continue to improve operations and technology, the District needed to improve and modernize the current system. ATI is a member of MiTCA, which competitively bids companies so the District did not need to. The Board was happy to hear that this upgrade was also under budget. **The motion passed by roll call vote 5:0.**

4. **Brochure Series Printer Recommendation***

Commissioner Guarino moved and Commissioner Wick seconded that the Park Board of Commissioners approve the contract with John S. Swift Co., Buffalo Grove, Illinois, in the amount of \$69,678 for the 2014-2015 brochure series along with the option for two one-year renewals at the same rate. Executive Director Arnold reminded the Board they had received four bids and John S. Swift Co. submitted the lowest bid with a four-color cover and two-color inside which is an upgrade from the current brochure. The Board questioned what was budgeted and was informed the bid came in under budget. **The motion passed by roll call vote 5:0.**

VII. NEW BUSINESS – None

VIII. COMMISSIONERS' COMMENTS

- **Commissioner Aeschleman** – Was pleased to see the fields looking great, people using them and the usage time at RCRC being adjusted. He is also looking forward to seeing the perennial beds improving.
- **Commissioner Guarino** – Thanked Jan and Kyle for working on the upcoming IGOV financial template.
- **Commissioner Lentz** – Informed the Board that this past Friday was the WSSRA rally at Cheney Mansion and that it was a very nice event and Pleasant Home will be holding their Mid-Century Modern House tour.
- **Commissioner Wick** – No comment.
- **Commissioner Bullock** – No comment.

IX. EXECUTIVE SESSION – None

X. ADJOURNMENT

At 7:52pm the Regular Board meeting was continued to the October 2, 2014, Committee of the Whole Meeting. **The motion passed with a voice vote.**


Secretary
Board of Park Commissioners

October 23, 2014
Date


President
Board of Park Commissioners

October 23, 2014
Date