



**Park District of Oak Park  
Committee of the Whole  
Oak Park Conservatory  
615 Garfield Street  
Oak Park, Illinois  
Thursday, December 4, 2014**

**Minutes**

The meeting was called to order at 7:34pm.

**I. Roll Call**

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

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

**Others Present:** Daniel Grove, Lakota Group; Neelay Blatt, Pros Consulting; Doug Holzrichter, PHM; Don Mathews, Gewalt Hamilton Engineering; Susan Cicelsky; Joshua Klayman; Mary Farmer, Wednesday Journal, and residents.

**II. Public Comment**

Robert Klepps, 1142 Kenilworth, was here this evening for two items. 1) Wanted to compliment the Park District on Scott Stewart, Conservatory Manager, and the Conservatory. He had written Scott regarding the decline of the Monarch butterfly along with questions regarding perennial plantings. He read part of the reply email from Scott and then noted he was extremely pleased at the efforts the Conservatory was taking in attempting to create the green plantings which encouraged continued wildlife and was pleased to see an increase in Monarchs seen this summer. 2) He questioned why the Agendas on the website were not in PDFs and were ASPX documents. He was informed that the Park District would look into the matter.

**III. Administration and Finance Committee**

**A. Comprehensive Master Plan**

Executive Director Arnold reminded the Board of the past presentations and updates given to the Board on the process, the community meetings, staff and stakeholders' meetings. Daniel Grove, Lakota Group, presented the Implementation Strategy Matrix broken down to seven categories; Parks & Open Space, Recreation Facilities & Buildings, Programming, Marketing, Organization & Planning, Administration, Maintenance & Operations, and Funding along with the narrative put together from staff's information and feedback gathered throughout the past year. The Board confirmed that if opportunities became available that they would be able to pursue them and Executive Director Arnold assured them it was a living/breathing document that would move with the Park District's needs each year. The Board stated they felt this CMP as well as the past one is of great use both historically and as well as meeting our residents' needs. **This will come before the Board on the consent agenda at the December Regular Board Meeting.**

**B. Park District Citizen Committee New Member Appointment – Joshua Klayman**

Executive Director Arnold reminded the Board of the PDCC's members and tasks of the PDCC. Joshua Klayman had been before the Board for public comment a few months ago and had learned of the PDCC. He has been a resident for 23 years, enjoys the RCRC pool, concerts in the parks and Festival Theatre. He is looking forward to being more involved in the Park District. The Board welcomed him and stated that many of them had started out on the PDCC and said that it was a

great way to become a part of the Park District. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

**C. Park District of Oak Park Policy Manuals**

Executive Director Arnold informed the Board that they had combined the four policy manuals that govern the Park District; the Administrative Policy, Board Policy, Personnel Policy, and Safety Policy, to eliminate any duplication or confusion. As stated at the November Committee of the Whole Meeting, the changes to the personnel policy manual as well as changes required by new legal requirements included in the PDOP Manuals are: the outside employment policy, language for compensatory/overtime and tuition reimbursement, and the opt-out program for insurance coverage, as well as the changes the Board requested for the connectivity of the manuals. **This will come before the Board on the consent agenda at the December Regular Board Meeting.**

**D. Park District of Oak Park Safety Manual**

As stated at the November Committee of the Whole Meeting, Executive Director Arnold informed the Board that it was a good business practice to look annually at the District's manuals and update accordingly and that there were no changes to the safety manual at this time. Per their previous comments, it now aligns with the terminology of the Crisis Manual. **This will come before the Board at the December Committee of the Whole Meeting.**

**E. Park District of Oak Park Crisis Management Plan**

Executive Director Arnold reminded the Board that this was the first annual review of this manual which was created for Park District staff to understand their responsibilities and plan of action during a crisis. Updates have been made per the Board's request from the November Committee of the Whole Meeting. **This will come before the Board on the consent agenda at the December Committee of the Whole Meeting.**

**F. Park District of Oak Park Rules and Regulations**

Executive Director Arnold stated that the Board had approved various rules and regulations regarding the use of the Park District's parks and facilities. From these approved rules and regulations a handbook had been made. Changes this year include: the removing of Chapter 2 from the title making it just the *Park District of Oak Park Rules and Regulations Governing Uses of Park Facilities*. The Board questioned the employees' knowledge of these rules and regulations along with all of the information in the manuals presented tonight and were informed that all employees were given all of the manuals prior to their start date, upon beginning work they are asked to sign an affidavit that the manuals have been read. The manuals are placed on the Employee Service Portal and trainings are given throughout the year. The *Rules and Regulations Governing Uses of Park Facilities* handbook is given to all employees to keep on hand while working and is also given to the Village and the Police Department. **This will come before the Board on the consent agenda at the December Committee of the Whole Meeting.**

**G. Board Action Calendar**

The Board was reminded that the Board Action Calendar is prepared to help staff track different items that we know will be coming before the Board in the upcoming year. **No action is needed by the Board on this item.**

**H. PDOP Attorney Review Update**

Executive Director Arnold informed the Board that she had met with Mark Burkland, counsel for the Park District, in November. She reminded the Board of the many times his counsel has been prudent in negotiations and administratively during the past year and recommended that Holland and Knight continue in the upcoming 2015 year. The Board questioned the (apparent) reduction of hours in the last months, Executive Director Arnold explained that there were ebbs and flows and

that with the upcoming master plans and contracts, there would be a slight increase in the next few months. **No action is needed by the Board on this item.**

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

##### **A. Maple Park Professional Fees**

Executive Director Arnold reminded the Board of the OSLAD grant received for this project, the timeline, and the past phase that has been completed. Altamanu and Terra Engineering were both involved in the creation of the Master Plan for Maple Park and the subsequent phase completed. Moving forward, Executive Director Arnold is looking for authorization for Altamanu to be engaged to create project bid specifications and to provide oversight to Phase II construction along with approval for Nagle Hartray's task order not to exceed \$4,000 for the mechanical, electrical and plumbing for the comfort station. The Board discussed the possibility of a stronger safety fence on the Harlem side of the park and was told it would be looked into but it is a state highway and therefore we do not have the ability to make changes on Harlem. **This will come before the Board on the regular agenda at the December Regular Board Meeting.**

##### **B. Mower Purchase**

Executive Director Arnold informed the Board of the recent shift in the maintenance of all fields and parks spaces to being handled in house which requires an additional mower. A used Toro 4300-D was available from Reinder's, a qualified vendor under the GSA (General Services Administration) purchasing program, which is in compliance with Illinois' purchasing law, the joint purchasing program the Park District has used in the past. This mower allows staff to mow the athletic fields in a quarter of the time of the current mower, saving staff time and money. The Board confirmed that this was for the District's athletic fields and that D97 would be purchasing another mower for our use for the care of their athletic fields once the IGA is approved. **This will come before the Board on the Consent Agenda at the December Regular Board Meeting.**

##### **C. Oak Park Conservatory Bioswale Intergovernmental Agreement**

Executive Director Arnold reminded the Board of the past intergovernmental agreements with the village. The Park District was awarded a grant from ComEd and Openlands to support an educational bioswale on the east side of the conservatory. This right of way is the property of the VOP and therefore must have in IGA in place to allow building. The PDOP will be responsible for ongoing maintenance of the bioswale as a functional component of the VOP's storm water runoff system. **This will come before the Board on the consent agenda at the December Regular Board Meeting.**

##### **D. Stevenson Park – Master Plan Update**

Executive Director Arnold informed the Board she was looking for direction moving forward with the placement of synthetic turf, as the master plan was being changed from the installation at Stevenson. She provided the Board with three options: doing nothing, collaborating with D97 and installing it at one of the school's facilities or renovating the playground. The Board expressed concerns as to timing of the notification which required the change and the costs already incurred. Discussion took place on the options and the Board directed the Executive Director to move forward with D97. **This will come before the Board on the Consent Agenda at the December Regular Board Meeting.**

#### **V. Recreation and Facility Program Committee**

##### **A. 2014 PACT Program**

Executive Director Arnold reminded the Board of the ongoing PACT Program and ran through the Agreements that had been received and the multi-year Agreements that had been developed per the Board's request. The Board questioned the new soccer group applying for a PACT as a Companion and their impact on the fields. They were informed that the group met the criteria of the PACT and that the Associates would be given their hours prior to the Companions. They all agreed how good the fields looked at the end of the season due to the synthetic turf that allowed games to be moved

off the grass, allowing it time to heal from games and bad weather. The Board asked why a group was rejected from the PACT program and were told that they did not meet the requirements of enough residents of Oak Park in their club. **This will come before the Board on the consent agenda at the December Regular Board Meeting.**

**VI. New Business**

- 1. D200 Pool Project** – Executive Director Arnold updated the Board on meetings she had with D200 on their pool project and the use of the Park District's facilities should they be needed with the final location chosen for the pool.

**VII. Executive Session**

None.

**VIII. Adjournment**

At 9:08pm a voice vote was taken to adjourn the Committee of the Whole. **Motion carried in a voice vote.**

  
Secretary  
Board of Park Commissioners

January 15, 2015

Date

  
President  
Board of Park Commissioners

January 15, 2015

Date