



**Park District of Oak Park  
Committee of the Whole  
Oak Park Conservatory  
615 Garfield Street  
Oak Park, Illinois  
Thursday, January 8, 2015, at 7:30pm**

**Minutes**

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

**I. Roll Call**

**Present:** Commissioners Aeschleman, Guarino, and Wick. Commissioner Lentz arrived at 7:34 and Commissioner Bullock arrived at 7:52.

**Park District Staff present:** Jan Arnold, Executive Director; Mike Grandy, Superintendent of Buildings and Grounds/Facility Maintenance; Maureen McCarthy, Superintendent of Recreation; Bill Hamilton, Superintendent of Revenue Facilities; Kyle Cratty, Director of Finance; Diane Stanke, Director of Marketing & Customer Service; Chris Lindgren, Assistant Superintendent of Buildings and Grounds/Facility Maintenance; Travis Stephen, Sports Field Manager; Chad Drufke, Program Manager – Sports & Fitness; Bobbi Nance, Project Manager; Liz Visteen, Program Supervisor – Fitness; Paul Goedjen, Facilities Scheduling & Parks Ambassador; and Karen Gruszka, Executive Assistant.

**Others Present:** Frank Lipo, Historical Society; Heidi Ruehle-May and Carol Yetkin, Pleasant Home Foundation; and Charlie Seville, PMA.

**II. Public Comment** - None

**III. Recreation and Facility Program Committee**

**A. Historical Society Update**

Frank Lipo, Executive Director of the Historical Society, presented the annual update for the Historical Society including: fundraising to-date towards the Historical Society's move; planned construction/layout of the new location, collaborations, events, and plans for their future. Frank expanded on the importance of the Historical Society in the community and their hopes to work even more closely with the Park District and Pleasant Home in the future not only on special events but throughout the year. **No action is needed by the Board on this item.**

**B. Pleasant Home Foundation**

Heidi Rhee-May, Executive Director of Pleasant Home, and Carol Yetkin, President of the Pleasant Home Foundation, explained the changes that took place in 2014 including bringing the Pleasant Home financials in-house and the learning curve that was needed. They discussed their fundraising, programs, grants, restructuring of Pleasant Home staff, collaborations and changes in their rentals making them much more suited for the property. The Board requested a breakdown of cost to be included in their future reports. Heidi also thanked Commissioner Lentz for being their liaison and attending all their meetings and functions. **No action is needed on this item at this time.**

**C. Frank Lloyd Wright Race Report**

Liz Visteen, FLW Race Coordinator, gave the report on the FLW races including the following: the number of participants, the committee, shirts, fees, packets, the transfer of spots from the 10K to the 5K, percentage of community participation, staff's time planning, and volunteers. The Board questioned the need for a family rate and felt the pick-up at RCRC went well. **No action is needed by the Board on this item.**

**D. Sports Court Report**

Chad Drufke, Program Manager – Sports & Fitness and Paul Goedjen, Facilities Scheduling & Parks Ambassador, ran through the report for the courts at Longfellow, Stevenson Park, the skate park, and the multi-purpose courts at Barrie Park as well as the tennis courts. Incidents decreased with the requirement of showing IDs when signing in at the basketball courts; hours were adjusted in the fall to accommodate decreased usage due to weather and new programming on the courts in 2015 with numerous one-day programs scheduled. The Board asked about the skateboard park's safety and was informed that all participants were required to wear a helmet and the rules were posted in the skate park. The Board confirmed that the tennis courts at Barrie were not used as much as those in other areas throughout the community. **No action is needed on this item at this time.**

**E. Center Utilization Update**

Bobbi Nance, Project Manager, explained the 2014 use of centers and programs scheduled in them. The Board questioned if the report showed participants or only the scheduled events and were informed that the scheduled events showed. The capability to track the cancelled programs tied to the location at this time is not available. It was noted that with the increase of facilities, the use of space had not decreased and that the most active centers were tied into afterschool and pre-school. As more data is gathered, we will be continuing to look at capacity and flexibility. **No action is needed by the Board on this item.**

**F. Field Utilization Update**

Maureen McCarthy, Superintendent of Recreation, and Travis Stephen, Sports Field Manager, discussed the utilization of the sports fields and the maintenance that took place in 2014 including: number of hours used on various fields, hours used by PACT affiliates, aeration, overseeding, irrigation, top dressing, and field rotation. He also expressed looking forward to the new mower and its usage for the upcoming year. The Board questioned using a sand mixture with clay, which can turn into a concrete-like texture. The Park District is using coarser sand that does not compact as finer sand does. **No action is needed on this item at this time.**

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

**A. Professional Fees WMA Consulting – Austin Gardens Environmental Education Center**

Executive Director Arnold reminded the Board of discussions during past meetings of the plans for the AGEEC and its uses. She reminded the Board of the \$400,000 OSLAD grant received and grants from DECO and the Illinois Clean Energy Community Fund to be used for the center's planned LEED Platinum build. Staff is requesting WMA Consulting Engineers Ltd., to be engaged at a cost of \$54,000. The Board agreed this had been brought to many meetings. **This will come before the Board at the January Regular Board Meeting under the regular agenda.**

**B. Professional Fees Altamanu, Inc. – Barrie Park Master Plan**

Executive Director Arnold reminded the Board of past renovations to Barrie Park and the upcoming master planning process for Barrie Park and center. The Barrie Park Master Plan Committee is recommending Altamanu, Inc. to create a master plan. They were chosen from eight proposals received and four companies that interviewed. The professional services will not exceed \$34,936.80 including focus group meetings, schematic designs, committee meetings, cost estimates and Board meetings. **This will come before the Board at the January Regular Board Meeting under the regular agenda.**

**C. Professional Fees Altamanu, Inc. – Stevenson Park /Julian Middle School Project**

Executive Director Arnold reminded the Board of the discussion at the December Board Meeting regarding the removal of synthetic turf from the master plan at Stevenson and the remaining work

looking to be completed at Stevenson. She reminded the Board of the letter sent to the VOP and the request for confirmation from the VOP to return the park back to its original state after the VOP's work is completed, e.g. natural turf, drainage, and backstops. An IGA with D97 is being created for the installation of synthetic turf at Julian Field. The Board confirmed that a D97 IGA would be created prior to any cost incurred and also questioned the community's involvement. The Board asked that the people involved in the Stevenson Master Plan be contacted about what updates will occur to the park during construction. Additionally, requested Executive Director Arnold discuss with D97 how they notify the community regarding school construction projects. **This will come before the Board at the January Regular Board Meeting under the regular agenda.**

**V. Administration and Finance Committee**

**A. Illinois Park and Recreation Conference January 22-24 Update**

Jan Arnold, Executive Director, reminded the Board of the upcoming conference; thirty-four employees will be attending along with three Commissioners. **No action is needed by the Board on this item.**

**B. 2014 Performance Measures Review**

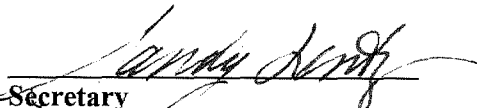
Bobbi Nance, Project Manager, ran through the highlights from 2014 along with the goals the Park District had met (29,000 registrations, 11,000 passes and 30% of households). She discussed the success of the dashboard and the innovate direction in which the Park District is going and the interest from other Park Districts asking to emulate our systems in their districts. The Board thanked her for her work. **No action is needed by the Board on this item.**

**VI. New Business - None**

**VII. Executive Session - None**

**VIII. Adjournment**

At 9:26p.m. a voice vote was taken to adjourn the Committee of the Whole. **Motion carried in a voice vote.**

  
Secretary  
Board of Park Commissioners

February 19, 2015  
Date

  
President  
Board of Park Commissioners

February 19, 2015  
Date