



Park District of Oak Park
Committee of the Whole Meeting
Hedges Administrative Center
218 Madison Street
Oak Park, Illinois
Thursday, September 3, 2015

Minutes

The meeting was called to order at 7:30pm.

I. Roll Call

Present: Commissioners Guarino, Lentz, Wick, and President Aeschleman. Commissioner Porreca was absent.

Park District Staff present: Jan Arnold, Executive Director; Kyle Cratty, Director of Finance; Maureen McCarthy, Superintendent of Recreation; Amanda Heiman, Program Manager – General Recreation; Mike Grandy, Superintendent of Buildings and Grounds; Chris Lindgren, Assistant Superintendent of Buildings and Grounds; Diane Stanke, Director of Marketing & Customer Service; Jennifer LaFleur, Communications & Marketing Coordinator; and M.E. Kennedy, Recreation Department Assistant.

Others Present: Diana Rosenbroch and Carolyn Newberry Schwartz, Collaboration for Early Childhood Care and Education and Joan Fiscella, League of Women Voters.

II. Public Comment – None

III. Recreation and Facility Program Committee

A. Park District Early Childhood Programming and Collaboration for Early Childhood

Executive Director Arnold began by reminding the Board of the partnership with the Collaboration for Early Childhood. Diana Rosenbroch and Carolyn Newberry Schwartz acknowledged the importance of the Park District’s work in early childhood development and programming and reviewed the highlights of the past year including: coordination of at-risk children, hearing and vision screenings, number of children served, launch of a development program and professional development advising. They provided a data model, noting that they are committed to expanding their programs and to increasing their efforts to ensure everyone’s needs are met locally. They noted that some of their professional development training was with the Oak Park Police Department, and gave an example of helping a family to stay in Oak Park. Discussion took place regarding their screening process and boundaries. The Board asked whether the Collaboration has any potential funding concerns and were informed they did not. They thanked the Park District for their involvement and contributions. **This will be put on the regular agenda at the September Regular Board Meeting.**

IV. Buildings and Grounds/Facility Maintenance Committee – None

V. Administration and Finance Committee

A. Draft 2016 Tax Levy

Kyle Cratty, Director of Finance, and Mitch Bowlin, Finance Manager, 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 2016 Tax year levy PTELL limit is 0.8%. A Tax Levy Hearing will be held during the Committee of the Whole Meeting on Thursday, November 5. Staff requested input from the Board on the Draft 2016 Tax Levy. **This will come before the Board during the November Board Meetings.**

B. Logo Review

Executive Director Arnold reminded the Board of the process which led to the logo being presented that evening. Diane Stanke, Director of Marketing & Customer Service, informed the Board that a branding study was completed in January 2014, which determined our brand personality, attributes, and message. It was also learned that while the logo is recognized by 92% of its audience, only 50% of those who recognize it feel that it adequately represents the organization. Consultants recommended that we refresh the existing logo, retaining some of the visual elements that make it recognizable, while giving it a more modern appearance. The in-house logo created by Jennifer LaFleur, Communications & Marketing Coordinator, who was part of the branding study, was beta tested with staff and PDCC members, and presented to the Board. The logo was shown in various formats and specific areas were discussed on how each would be emphasized: aquatics, arts & nature, athletics, etc. The Board responded favorably to the proposed new logo design. It was mentioned that playgrounds, walking trails, and historic properties should be highlighted in addition to the other program and service areas noted. **No action is needed by the Board on this item.**

C. First Budget Meeting, October 8, 2015 Update

Executive Director Arnold reminded the Board that the first budget meeting will be held on October 8, and the second budget meeting will be held on October 15, with the budget presented for approval at the November Board Meeting. All meetings will be held at the Hedges Administrative Center. **No action is needed by the Board on this item.**

D. Community Service Award Nominations Update

Executive Director Arnold reminded the Board that the Community Service nominations are due on October 8. Two to three recommendations for community members to recognize in February are desired. Some recommendations were briefly discussed. **No action is needed by the Board on this item.**

E. NRPA Congress Update

Executive Director Arnold reminded the Board of the two Commissioners attending the NRPA Conference along with eight staff attending, and the time of the announcements of the CAPRA winners and the Gold Medal Winners. She also informed them that the PDOP had been contacted by a member of the CAPRA team asking to use our process as a teaching tool across the United States. **No action is needed by the Board on this item.**

F. Fall Park Tour Update

A Fall Park Tour was confirmed to take place on Saturday, October 3, 8am-10am. **No action is needed by the Board on this item.**

K. Elected Officials BBQ & IGOV Forum Update

Executive Director Arnold reminded the Board of the past IGOV Forums and asked their thoughts on the scheduling of an Elected Officials' BBQ or of any knowledge of an IGOV Forum being planned. Jan will coordinate with others at the next management council meeting to discuss a date and details. **No action is needed by the Board on this item.**

VI. New Business

A. Austin Gardens Environmental Education Center Project Bids

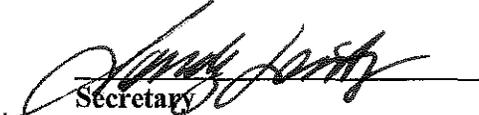
Chris Lindgren, Assistant Superintendent of Buildings and Grounds, informed the Board that the lowest bid on rough and finish carpentry was \$660 less than the original approved bid; information will be presented tonight in a Special Meeting directly following this meeting. The Board asked about working with companies on this short of a notice and were assured that windows needed to be ordered right away but all subcontractors are able to work within the

timeframe. Details about the process were also explained and the responsibility for insulation installation in response to questions from the Board.

VII. Executive Session - None

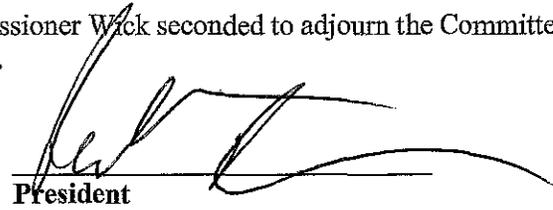
VIII. Adjournment to Special Meeting

At 8:44p.m. Commissioner Lentz motioned and Commissioner Wick seconded to adjourn the Committee of the Whole Meeting. **Motion carried in a voice vote.**



Secretary
Board of Park Commissioners

October 22, 2015
Date



President
Board of Park Commissioners

October 22, 2015
Date