



**Park District of Oak Park
Committee of the Whole Meeting
Hedges Administrative Center
218 Madison Street
Oak Park, Illinois
Thursday, October 1, 2015**

Minutes

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

I. Roll Call

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

Park District Staff present: Jan Arnold, Executive Director; Mike Grandy, Superintendent of Buildings and Grounds/Facility Maintenance; Chris Lindgren, Assistant Superintendent of Buildings and Grounds/Facility Maintenance; Kyle Cratty, Director of Finance; and Karen Gruszka, Executive Assistant.

Others Present: Frank Lipo, Historical Society, and residents.

II. Public Comment - None

III. Recreation and Facility Program Committee

A. Historical Society Update

Frank Lipo, Executive Director of the Historical Society, showed a Powerpoint presentation on their new facility including historical pictures of the building, ongoing pictures of work on the project, their plans for a smooth transfer from Pleasant Home to their new facility, goals, budget, and future collaborations. Discussion on the Lake Street corridor, landscaping, fundraisers, and the lease that will come to the Board in December was also discussed. **No action is needed by the Board on this item.**

IV. Buildings and Grounds/Facility Maintenance Committee

A. Custodial Contract Update

The Board was informed that the RFP for the Custodial Contract for seven recreation centers had gone out. Six firms had shown up for the pre-bid tour and two came back with bids. Based on the bid results, for the first time, the contract will be handled between two companies. Crystal Maintenance, Mt. Prospect, IL, will do groupings I and III and Eco Clean, Elmhurst, IL, will do grouping II. This will help the Park District to ensure good working habits continue with the knowledge of another company on the payroll and the District will always have a backup in case any problems occur. The Board questioned why each company was chosen for each group of centers and were told they were the lowest bidder for those sections. The Board was pleased with the bid prices. **This will be brought before the Board on the regular agenda at the October Regular Board Meeting.**

V. Administration and Finance Committee

A. PDOP and Austin Gardens Fund Draft Agreement

The Board was reminded of the presentation at the July Board Meeting by Kristin Carlson Vogen, President/CEO, Oak Park River Forest Community Foundation, where the Park Board was informed they had not been taking their distribution money annually per the contract for upkeep and projects within Austin Gardens. At that meeting, the Board gave consensus to take the past

distributions and put it towards the new facility construction at Austin Gardens. The agreement coming to the Board is to ensure that the money available annually will be taken by the PDOP. The Board had no questions. **This will be brought before the Board on the regular agenda at the October Regular Board Meeting.**

B. 2016-2018 Strategic Plan Update

The Board was informed that the new 2016-2018 Strategic Plan was being worked on with staff through many different meetings. Staff has also reviewed the strategic initiatives and re-examined the vision, mission and values for the Park District. From those meetings, staff was recommending a revised vision, mission and values and the re-adoption of the of the current mission statement; which would coincide with the approval of the completed 2016-2018 Strategic Plan. **No action is needed by the Board on this item.**

C. Audit Services Contract Update

An RFP will be put out by the end of the year for a new auditor, as the three-year contract has been completed with the current auditor, BKD. It is a good practice for the District to change auditors to stay vigilant in our daily practices. **No action is needed by the Board on this item.**

D. Community Service Awards Update

Executive Director Arnold reminded the Board that nominations could still be brought forward for the Community Service Awards. She informed them of nominations that had been discussed and a brief discussion took place on possible other nominations. The Community Service Awards will be presented during the February 2016, Regular Board Meeting. **No action is needed by the Board on this item.**

E. Budget Session Meeting Update

Executive Director Arnold, reminded the Board of the two upcoming Budget Session Meetings being held on Thursday, October 8, and Thursday, October 15, at 7:30pm, in the Hedges Administrative Center's Board Room. **No action is needed by the Board on this item.**

F. IAPD Legal Symposium Update

Executive Director Arnold informed the Board that the IAPD Legal Symposium is scheduled for Thursday, October 29, 2015, in Oak Brook. A few staff members will be attending to gather information and share it with their coworkers as well as Commissioner Lentz and Wick and invited any other Board member who wished to attend to let her know. **No action is needed by the Board on this item.**

G. Performance Measures

Bobbi Nance, Project Manager, ran through the progress to-date. She explained that as staff are now very familiar with the measures from individual use and quarterly meetings, conversations are now taking place on emphasizing the bringing of new households in and also on how to reach the 18-64 year old demographic. Bobbi continues to bring the PDOP's advanced information to other Districts. The Board discussed how customer service numbers were being captured, and what is being looked at for pulling the information. Budgeting and HR information is now available on the dashboards. The Board thanked Bobbi. **No action is needed by the Board on this item.**

VI. New Business

None.

VII. Executive Session

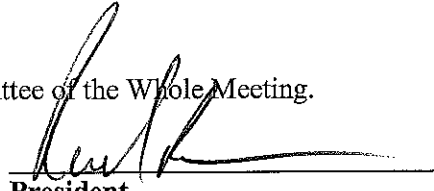
None.

VIII. Adjournment

At 8:23pm a voice vote was taken to adjourn the Committee of the Whole Meeting.


Secretary
Board of Park Commissioners

November 19, 2015
Date


President
Board of Park Commissioners

November 19, 2015
Date