



**Park District of Oak Park
 Committee of the Whole
 Oak Park Conservatory
 615 Garfield Street
 Oak Park, Illinois
 Thursday, December 3, 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; Maureen McCarthy, Superintendent of Recreation; Kyle Cratty, Director of Finance; Bobbi Nance, Senior Manager of Strategy & Innovation; Diane Stanke, Director of Marketing and Customer Service; Paula Bickel, Director of Human Resource & Risk Management; Chris Lindgren, Assistant Superintendent of Buildings and Grounds; and Karen Gruszka, Executive Assistant.

Others Present: Laurie McCall and Darrell Garrison, Planning Resources.

II. Public Comment

III. Recreation and Facility Program Committee

A. 2014 PACT Program

Executive Director Arnold reminded the Board of the ongoing PACT Program and that although some of the groups have multi-year Agreements many do not and need to be brought before the Board annually. These agreements continue to be tweaked to allow for the best partnership. The Board questioned the exchanges in the agreements and were informed of the exchanges and that the PDOP continually looks for ways to get space that will benefit the District. The Board also stated the need for the empty fields to be used either with better management and they all agreed that the generic language was much better in these PACT agreements. **This will come before the Board on the consent agenda at the December Regular Board Meeting.**

B. Apparel Contract Update

Executive Director Arnold informed the Board that we are currently out to bid for our apparel. Eighteen vendors picked up. The lowest bidder will be brought for approval in the December Board meeting. **This will come before the Board on the consent agenda at the December Regular Board Meeting.**

IV. Buildings and Grounds/Facility Maintenance Committee

A. Andersen Park Master Plan

Executive Director Arnold reminded the Board that Planning Resources (PRI) was hired in 2006 to create the Master Plan and Phase one was completed. Based on the ten year review cycle, the PDOP engaged PRI to assist with facilitating the Andersen Park's Master Plan. A community meeting was held, along with surveys sent out. PRI brought an updated master plan to the Board and discussed entrances, fencing, an outdoor education area, a picnic area, and fitness stations. Discussion took place on the runoff from the field/compacted soil, bike racks, curb cuts, costs, bleachers and further discussion on the picnic area/shade sails/fitness stations and space allowances. **This will come before the Board on the regular agenda at the December Regular Board Meeting.**

B. HVAC Update

The PDOP is currently out to bid for HVAC improvements and will be bringing the recommendation to the Board at the Regular Board Meeting. **This will come before the Board on the Consent Agenda at the December Regular Board Meeting.**

C. Oak Park Conservatory Ventilation Contract Update

The bids were opened for the Conservatory's heating and ventilation. Only one bid was received for the heating and no bids were received for the ventilation. The references were checked for the heating and came back positive. Staff will rebid the ventilation in early 2016 and feel both will be able to be done within the \$100,000 budget. **This will come before the Board on the consent agenda at the December Regular Board Meeting.**

V. Administration and Finance Committee

A. Historical Society Lease

Frank Lipo attended the October Board Meeting and updated the Board that their new home would not be completed until sometime in 2016. They are requesting to extend their lease for one year at the same rate of \$500 per month. The logistics of the move, timing, and rent throughout that term were briefly discussed. **This will come before the Board on the consent agenda at the December Regular Board Meeting.**

B. Strategic Plan 2016-2018

Bobbi Nance, Senior Manager of Strategy & Innovation, reminded the Board of the all the meetings that have taken place with staff and the Board, to create our 2016-2018 Strategic Plan. During the meetings Bobbi introduced brainstorming exercises to encourage everyone to think outside of the box and showed the Board a platter that was used with staff to show how much would be on our "plates" each year as staff positioned goals on each platter. The Board thanked Bobbi and expressed their appreciation for the final Strategic Plan. Discussion also took place on strategic plans with sister-agencies and the other entities in the community. **This will come before the Board on the consent agenda at the December Regular Board Meeting.**

C. Audit Engagement Update

Per previous updates to the Board, the Park District has sent out a request for quotes for a new PDOP Auditor. After meeting with the firms, the chosen firm will be brought to the Board for approval at the December 17, Regular Board Meeting. **This will come before the Board on the regular agenda at the December Regular Board Meeting.**

D. Appointment of WSSRA Representatives

Executive Director Arnold reminded the Board that Commissioner Porreca would remain in her role as the WSSRA Representative per our May, Annual Board Meeting. Annually WSSRA looks for the agencies to send an official letter stating the representative. **This will come before the Board on the consent agenda at the December Regular Board Meeting.**

E. Feasibility Study Update

Executive Director Arnold informed the Board that one representative from each entity has been invited to take part in the selection process to choose a firm for the Feasibility Study. The RFP is currently out. Each representative will be given a packet of the received RFPs to review and a meeting will take place to choose the firms that will be interviewed. Approval of the firm chosen will be brought to the PDOP Board in a continued Regular Board Meeting in January. As the representatives are all Board members, the Executive Directors or the equivalent position at each entity were also invited to attend as well. The chosen firm will hold key stakeholder meetings, will meet individually with each entity to capture their respective facility needs, will hold three task force meetings throughout the course of the project. **This will come before the Board at the Continued Regular Board Meeting in January.**

F. Park District of Oak Park Board Manual

Executive Director Arnold reminded the Board at the November Committee of the Whole Meeting, where they were informed no changes were being made to the Administrative manual nor the Board manual is this year and that both manuals were available on the HUB for their use and review. **This will come before the Board on the consent agenda at the December Regular Board Meeting.**

G. Park District of Oak Park Safety Manual

The Board was informed that no changes to the Safety Manual took place this year and that safety tips are shared monthly with staff. They were reminded the manual was available on the HUB. **This will come before the Board at the December Committee of the Whole Meeting.**

H. Park District of Oak Park Crisis Management Plan

The Board was informed that no changes to the Crisis Management Plan were needed this year. The Board questioned if other Oak Park governmental agencies were a part of the plan and were informed that RCRC is used as safety zone and there have been meetings regarding safety zones for the community. **This will come before the Board on the consent agenda at the December Committee of the Whole Meeting.**

I. Park District of Oak Park Personnel Policy Manual

Executive Director Arnold informed the Board that staff annually review it and look to update for any legal changes from the state as well as changes within the organization and no changes will be made at this time to the Personnel Manual and reminded them it was available on the HUB. **This will come before the Board on the consent agenda at the December Committee of the Whole Meeting.**

J. Board Action Calendar

The Board Action Calendar is prepared to help staff track different items that will be coming before the Board during the 2016 calendar year. **No action is needed by the Board on this item.**

K. PDOP Attorney Review Update

Executive Director Arnold reminded the Board of the attorney review. Staff and she felt that the organization has been well represented by Mark Burkland and Holland and Knight and recommended a continued relationship and the Board agreed. Discussion took place on succession plans. **No action is needed by the Board on this item.**

VI. New Business

None.

VII. Executive Session

None.

VIII. Adjournment

At 9:09pm a voice vote was taken to adjourn the Committee of the Whole. **Motion carried in a voice vote.**


Secretary
Board of Park Commissioners

January 21, 2016
Date


President
Board of Park Commissioners

January 21, 2016
Date