



**PARK DISTRICT  
of OAK PARK**

**Park District of Oak Park  
Regular Board Meeting  
Hedges Administrative Center  
218 Madison Street, Oak Park, Illinois  
Thursday, December 17, 2015 at 7:30pm**

**Minutes**

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

**I. ROLL CALL**

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

**Park District Staff Present:** Jan Arnold, Executive Director; Mike Grandy, Superintendent of Buildings and Grounds; Kyle Cratty, Director of Finance; Maureen McCarthy, Superintendent of Recreation; Chris Lindgren, Asst. Superintendent of Buildings and Grounds; Gabrielle Romanucci, HR Safety and Risk Manager; and Karen Gruszka, Executive Assistant.

**Others Present:** Joan Fiscella, League of Women Voters.

**II. APPROVAL OF AGENDA**

**The motion was passed by a voice vote.**

**III. VISITOR/PUBLIC COMMENTS** - None

**IV. CONSENT AGENDA**

A motion was made by Commissioner Wick and seconded by Commissioner Lentz to approve the Consent Agenda, which includes the Cash and Investment Summary and Warrants and Bills for the month of November; Board Minutes from the Committee of the Whole Meeting November 5, 2015; Regular Board Meeting November 19, 2015; approve the 2016 PACT Agreements; approve the Historical Society Lease; approve the PDOP Administrative Policy Manual; approve the PDOP Board Manual; approve the PDOP Safety Manual; approve the PDOP Personnel Manual; approve the PDOP Crisis Manual; approve the 2016 Board Action Calendar; approve the Appointment of WSSRA Representatives, and approve Disposal Ordinance 2015-12-01. **The motion passed with a roll call vote of 4:0.**

**V. STAFF REPORTS**

**A. Director's Report**

Jan Arnold, Executive Director, updated the Board on ongoing construction, that the gymnastics, rink, and recreation departments all passed the \$1M in revenues mark and the pool is scheduled to do so in 2016, and updated them on the RFPs received and interviews for the Feasibility Study. Executive Director Arnold reminded the Board that tonight was Mike Grandy's final board meeting and of his many accomplishments, contributions and relationships he has formed during his 39+ years in the Park District. Mike Grandy wanted to thank this Board and all the previous boards as well as all the staff that he worked with stating, "It was a pleasure!" Mike also was looking forward to watching the parks continue to grow. The Board thanked Mike and reiterated that their time with him was just a drop in the bucket compared to the many Boards he had worked with, saying that he had left his mark in the parks.

**B. Division Managers' Reports (Updates & Information):** Gabe Romanucci, HR Safety Risk Manager, presented current updates to the Board on staff and ongoing projects and achievements.

**C. Revenue/Expense Status Report** – The Board had a few item line questions.

## **VI. OLD BUSINESS**

### **A. Recreation and Facility Program Committee - None**

1. **Apparel Contract\***

**Commissioner Wick moved and Commissioner Lentz seconded that the Park Board of Commissioners approve the apparel bid with M&M Sports/Custompromos.com, Addison, IL, for screen printed apparel for 2016, with the option to award up to two more one-year extensions.** The PDOP received seven bids which met the PDOP requirements of which M&M Sports/Custompromos.com was the clear low bidder. The PDOP will evaluate the relationship after the first year and decide if we will partake in the one-year option or if we will go out to bid at that time. The Board discussed the budget for apparel next year. **The motion passed by a voice vote 4:0.**

2. **Feasibility Study – Community Recreation Center Update\***

Executive Arnold informed the Board of the two meetings that had taken place; one for reviewing of the RFPs and the actual interviews where the group chose a firm to conduct the study. The Board discussed the cost elements/hours, the timeline, stakeholders, and the three deliverables: 1) amenities, 2) three site locations, and 3) probable costs. The task force also discussed the need to tell a partner if an item they are requesting for the center is not a good fit. The Board requested the PDOP survey showing the community's desires is discussed during the feasibility process. **This motion will come to the Board at the Continued Regular Board Meeting in January.**

### **B. Buildings and Grounds/Facility Maintenance Committee - None**

1. **Andersen Park Master Plan\***

**Commissioner Wick moved and Commissioner Porreca seconded that the Park Board of Commissioners approve the Andersen Park Master Plan.** Executive Director Arnold noted to the Board the adjustments to the plans derived from discussion at the COW Meeting for bike racks and plans for the large Elm tree area should it decline. The Board discussed the possibility of collaboration for a wetland and the expenses for one as well as a possible cistern in the future. **The motion passed by a voice vote 4:0.**

2. **HVAC Contract\***

**Commissioner Wick moved and Commissioner Porreca seconded that the Park Board of Commissioners approve a one-year maintenance contract with a second & third year option for an annual cost of \$21,580 with Premier Mechanical, Inc., of Addison, IL.** The Board was reminded of the history behind the HVAC contract. Seven companies attended the walk-thru, five bids were turned in. Premiere Mechanical, Inc., Addison, IL, was the lowest bidder. The Board questioned the amount of breakdowns that occur and if we budget for those breakdowns, hourly costs, and questioned the possibility of the GRC and RCRC going on a combined contract and were informed those centers are currently under warranty. **The motion passed by a voice vote 4:0.**

3. **Conservatory Heating and Ventilation Contract\***

**Commissioner Wick moved and Commissioner Lentz seconded that the Park Board of Commissioners approve a contract with Premier Mechanical, Inc., of Addison, IL, for an amount not to exceed \$60,000.** The PDOP only received one bid for the heating repairs and no bids for the ventilation automation work seemingly due to current workloads of possible bidders. Therefore, the PDOP will be going back out for bid in January for the ventilation. The low/only bidder for the repairs was Premiere Mechanical, Addison, IL. The Board questioned if we would still be able to do both within the original budgeted amount which was confirmed. **The motion passed by a voice vote 4:0.**

**C. Administration and Finance Committee**

1. **PDOP 2016-2018 Strategic Plan and PDOP Mission, Vision, and Values\***

Commissioner Wick moved and Commissioner Lentz seconded that the Park Board of Commissioners adopt the 2016 – 2018 Strategic Plan as well as adoption of the revised vision and values and re-adoption of the current mission statement included in the plan. The Board was reminded of the presentation of the Strategic Plan at the COW meeting. Areas of collaboration were pointed out within the plan where applicable. The Board again stated their appreciation of all the work that went into it and the final plan. **The motion passed by a voice vote 4:0.**

2. **Audit Engagement Update\***

The PDOP went out to look for a new auditor but were unable to find a good fit within the budgeted amount. We have two additional annual options on our current auditor BKD and have decided to move forward on one of the options with their promise that we are a priority and to provide us with a new team. After reviewing their work this coming year, the decision will be made at that time to either go out looking for a new auditor or extending it for the final option. A discussion took place on the possible causes of the higher costs of a new firm. **No motion is required by the Board.**

**VII. NEW BUSINESS**

1. **Donation Of "The Goalie" Painting**

Timothy Lennon, a local artist who restored the Reginald Mars paintings, contacted the Park District to see if we were interested in a painting he had done of his brother-in-law, Jim McShee, as a Goalie at the Ridgeland Common rink. He is a highly respected artist and it was noted the Art Advisory Committee felt positively about the donation and recommended the Board accept it. Mr. Lennon is requesting the painting hang at the new RCRC rink. The Board all agreed it was a wonderful painting and would fit well at the RCRC. **This will come before the Board at the Continued Regular Board Meeting on January 7.**

**VIII. COMMISSIONERS' COMMENTS**

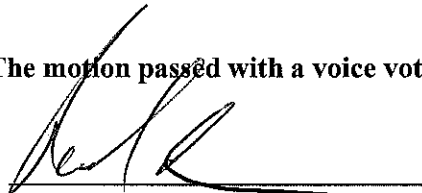
- **Commissioner Guarino** – Commented the holiday lights look nice in the parks. He again thanked Mike Grandy and said he looked forward to seeing him around town.
- **Commissioner Lentz** – The dispute between the Historical Society and Pleasant Home on the tour fees has been resolved and all are pleased and looking forward to the next year. Festival Theatre had a wonderful event – The 9<sup>th</sup> Annual Mid-Winter's Tale which was covered well in the Wednesday Journal.
- **Commissioner Porreca** – The FOPCON Board are excited for the wooden storage cabinet to store the children's tools used in the Discovery Garden. The WSSRA Board wrote a letter to IAPD regarding their concerns and an annual review of their Executive Director took place.
- **Commissioner Wick** – Attended the Park Foundation meeting, the treasurer resigned as he is moving. They continue their work on spearheading fundraising for the \$30,000 for artwork in front of the GRC and deadlines were discussed.
- **Commissioner Aeschleman** – was absent.

**IX. EXECUTIVE SESSION - None**

**X. ADJOURNMENT**

At 8:25pm the Regular Board meeting was adjourned. **The motion passed with a voice vote.**

  
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 Secretary  
 Board of Park Commissioners

  
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 President  
 Board of Park Commissioners

January 21, 2016  
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 Date

January 21, 2016  
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 Date