



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; Diane Stanke, Director of Marketing and Customer Service; Chris Lindgren, Superintendent of Buildings and Grounds; and Karen Gruszka, Executive Assistant.

Others Present: Josephine Bellalta and John MacManus, Altamanu, Inc.

II. Public Comment - None

III. Recreation and Facility Program Committee

A. 2014 PACT Program

Executive Director Arnold reminded the Board of the ongoing PACT Program which was launched in 2012. The Board discussed the hour allocation, multiple year agreements, the change to charging per field use versus per child, and the comparing of what cities around Oak Park are charging comparatively. **This will come before the Board under the consent agenda at the December Regular Board Meeting.**

IV. Buildings and Grounds/Facility Maintenance Committee

A. Euclid Square Park Improvement Phase II Recommendations

Executive Director Arnold reminded the Board of the Phase II improvement recommendations including: the tennis courts, fencing, playground updates, pathways, irrigation, concrete work, and the bio-swale. The old playground will be donated and repurposed overseas via Playgrounds Around the World. The PDOP went out to bid on November 2, 2016, thirty-two companies downloaded the bid, seven submitted bids. Friedler Construction, Chicago, IL, was the lowest responsible bidder at \$1,068,329 including both alternates and a 13.5% contingency. Any extra monies will be applied back to the CIP budget for future projects. The Board discussed the bio-swale and were informed that an IGA would be signed with the Village but they would not be putting any dollars towards the project. **This will come before the Board under the regular agenda at the December Regular Board Meeting.**

B. Taylor Park Drainage Update

The Board was reminded of the past bidding for this project that came in high and that we are out to bid again. Approximately fifteen contractors have downloaded the information. Bids will be opened on December 5, 2016, with hopes of bringing a recommendation to the Board at the December Regular Board Meeting. **This will come before the Board under the regular agenda at the December Regular Board Meeting.**

C. Community Solar Discussion

Mark Burger, consultant with the OPRF Community Foundation is working with all the Oak Park government agencies to evaluate energy needs and has asked if we would consider exploring a community solar lease agreement. This letter has no obligations, just allows both entities to explore. The Board discussed what the solar energy would bring to the residents, where it would be

set up, and gave their approval for continuing the exploration of community solar energy. **This will come before the Board on the regular agenda at the December Regular Board Meeting.**

D. Dog Park Policy

The PDOP has two dog parks and the current policy only allows for residents to purchase dog park passes. The District has continually been contacted from non-residents asking to purchase a dog pass. Currently there are 263 pass holders and the PDOP feels they can accommodate up to 600 passes. The policy would be changed to allow for non-residents to purchase up to 100 dog park passes on a first come first serve basis, once those 100 non-resident passes were used, no more would be sold. This will be reviewed after the first year to determine if the number should be increased or decreased. **This will come before the Board under the consent agenda at the December Regular Board Meeting.**

E. D200/PDOP 2017-2021 IGA – First Reading

Executive Director Arnold reminded the Board of the past Intergovernmental Agreements the PDOP has had with D200 for indoor facility use, outdoor ground use, and affiliate use. During the review process these items were reviewed along with the scheduling and usage of the facilities and fees. The Board discussed the communication between the two entities and actual usage of spaces and the costs that will be reduced if not used. Upon approval at D200's Board Meeting this will be brought back for the PDOP Board approval. **This will come before the Board on the consent agenda at the December Regular Board Meeting.**

V. Administration and Finance Committee

A. Internal Controls Review

Lauterbach and Amen performed an internal control audit to assure safeguards are in place at the Park District. They had two recommendations: segregation of duties between paying of staff/vendors and the inputting of staff/vendors of which procedures have already been instituted; and the structure and operations of the Memorial Trust. The Board discussed the current operating of the Trust under Tom and Nancy Holmes and the control deficiencies created by outside people handling a Trust account in the Park District's name. Therefore, the PDOP is looking for approval to move the handling of the Trust back to the Park District which is also stated in the Comprehensive Master Plan. The Board gave approval to make the recommended changes of Lauterbach and Amen to the Memorial Trust and segregation of duties. **No action is needed by the Board on this item.**

B. Network Switches

The PDOP's current network was installed in 2012, and is reaching the end of its useful life. After discussing the PDOP's needs with four firms, DCW-G, Chicago, IL, was chosen as the vendor to provide Hewlet Packard routers and wireless access points to improve the District's reliability and connectivity. These devices would be purchased under the National Joint Power Alliance Technology Solutions contract which fulfills the District's bidding requirements. The cost would be \$56,888; there is \$40,000 in the 2016 budget for this and \$20,000 in the 2017 budget. **This will come before the Board under 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 naming the representative. **This will come before the Board under the consent agenda at the December Regular Board Meeting.**

E. Semi-Annual Executive Session Minutes Review and Release*

Executive Director Arnold reminded the Board of the requirement to review the Executive Session minutes semi-annually to see if confidentiality was still needed or if they could be released to the public. The Board had consensus for the minutes from March 19, 2015, and April 9, 2015, to be

released; and the minutes from August 21, 2014, and September 25, 2014, not to be released. **This item will be brought before the Board on the consent agenda at the November Regular Board 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. **This will come before the Board under the consent agenda at the December Regular Board Meeting.**

C. 2016 Strategic Plan Update

In December 2015, the 2016-2018 Strategic Plan was approved and there were nine goals for 2016. At this time seven of the nine have been accomplished and the remaining two should be accomplished in December. There are twelve goals in 2017. **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 if they were ever needed. **No action is needed by the Board on this item.**

VI. New Business

None.

VII. Executive Session

None.

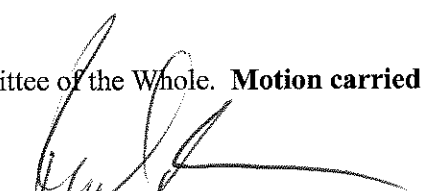
VIII. Adjournment

At 8:25pm a voice vote was taken to adjourn the Committee of the Whole. **Motion carried in a voice vote.**


Secretary
Board of Park Commissioners

January 26, 2017

Date


President
Board of Park Commissioners

January 26, 2017

Date