



**PARK DISTRICT
of OAK PARK**

**Park District of Oak Park
Regular Board Meeting
Hedges Administrative Center
218 Madison Street, Oak Park, Illinois
Thursday, January 26, 2017 at 7:30pm**

Minutes

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

I. ROLL CALL

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

Park District Staff Present: Jan Arnold, Executive Director; Chris Lindgren, Superintendent of Buildings and Grounds; Kyle Cratty, Director of Finance; Maureen McCarthy, Superintendent of Recreation; Diane Stanke, Director of Marketing and Customer Service; Travis Stephen, Sports Field Manager; Bobbi Nance, Senior Manager of Strategy & Innovation, and Karen Gruszka, Executive Assistant.

Others Present: Mark Burkland, Holland and Knight; and Joan Fiscella, League of Women Voters.

II. APPROVAL OF AGENDA

An agenda item for an Austin Gardens Update will be added under New Business. **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 December, 2016; approve minutes from the Committee of the Whole Meeting December 1, 2016, and Regular Board Meeting December 15, 2016; and approve Disposal Ordinance 2017-01-01. **The motion passed with a roll call vote of 4:0.**

V. STAFF REPORTS

A. Director's Report

Jan Arnold, Executive Director, informed the Board that thirty staff members attended the IPRA Conference and brought back a lot of great information that was shared at the Manager's Meeting today and will continue to be shared with staff, Representative Lilly and Senator Harmon joined us at our table at the IPRA/IAPD awards luncheon and were very complimentary of the Park District, the Community Service Awards are coming up at the February Regular Board Meeting, Thursday, February 16, the ice rinks are up but the weather is not cooperating and they are currently melted, Winterfest will take place at Austin Gardens on Saturday, January 28, with lots of fun activities planned.

B. Division Managers' Reports (Updates & Information) – Written Report Included in Board Packet.

C. Revenue/Expense Status Report – Kyle Cratty gave the Board an update on the 2016 year in review. The Board thanked staff for all of their hard work over the past year for their strong financial performance.

VI. OLD BUSINESS

- A. Recreation and Facility Program Committee - None
- B. Buildings and Grounds/Facility Maintenance Committee - None
- C. Administration and Finance Committee - None

VII. NEW BUSINESS

1. Center Utilization

Bobbi Nance, Senior Manager of Strategy & Innovation, handed out a page of charts showing the usage of the PDOP's centers stating this is the 4th year of gathering this data and the first full year of data gathered at RCRC. The charts showed improvement in most areas. The Board questioned if Austin Gardens had been included and if it can be rented and was told that it can and had been. After a brief discussion of centers and their futures, it was noted that if centers were scheduled for demolition, a discussion would need to take place prior to that regarding the need for replacement. **No Board approval is needed for this item.**

2. 2016 Performance Measures

Bobbi Nance, Senior Manager of Strategy & Innovation, informed the Board that while the year-end financials have not yet been finalized, she feels the current data used reflects the Park District's performance. Discussion took place on reevaluating our goals annually and adjusting them to make them realistically aggressive, pass sales, measuring the CIP, participation, and the positive numbers. **No Board approval is needed for this item.**

3. Park Report Card

Bobbi Nance, Senior Manager of Strategy & Innovation, reminded the Board that each park in our system was visited twice May through August with the results recorded to complete the report card. Items graded in the parks included: paths, sidewalks, passive greenspace, playgrounds, bathrooms, sitting areas, drinking fountains, athletic space, and parking lots. The grades of the report were briefly discussed along with residents ability to inform the District of items needing to be fixed in the parks, bathroom improvements, maintenance responsibilities, and the Board's request to have bike racks be moved to the parking section of the report card. The Board was informed that the PDOP has been contacted by other Park Districts to get information on how to create a report card of their own, and that in the near future we will be using our GIS material to map out every bench, bike rack and garbage can, and that the lowest scoring parks align with our Master Plan and are scheduled for upgrades in 2016, 2017 and 2018. **No Board Approval is needed for this item.**

4. Field Utilization Study

Maureen McCarthy, Superintendent of Recreation, and Travis Stephen, Sports Field Manager, discussed the utilization of the sports fields and the maintenance including: 2016 vs 2015 permits and fields' usage, the new cisterns placed at Longfellow, Austin Gardens, the Conservatory, and that a future one is slated for Field, aeration, over-seeding, slit-seeding, top dressing, irrigation, IPM strategy, field position, the managing of the additional D97 school fields and that Longfellow won Field of the Year. The Board discussed some high demand fields and the synthetic turf fields at Irving, Brooks, Julian, and RCRC that have alleviated some pressure off the grass fields. The Board thanked them for the comprehensive report and the continued movement towards improvement. **No action is needed on this item at this time.**

5. Austin Gardens

A Community Meeting will be held on Monday, January 30, at the 19th Century Club, regarding the 1000 Lake property. The developer and the VOP will be in attendance to answer questions. Sandy, Paul, and Jan met with the VOP today to see and discuss the proposed plan of the building. They brought forward concerns regarding the building's height on Austin Gardens and the effect on the trees and plant life. The Board discussed the time-line from this preliminary information put out to the final plan being brought to the Board

for voting and Mark Burkland, legal counsel, informed the Board of the state requirements the VOP has in place and must follow. **No action is needed on this item at this time.**

VIII. COMMISSIONERS' COMMENTS

- **Commissioner Guarino** – Absent.
- **Commissioner Wick** – Stated that the IPAD/IPRA Conference was a great investment. He took advantage of six sessions along with the Commissioners' Round Table. He also congratulated Sandy for being recognized for her Board Service and suggested the rest of the Board go on line and begin filling out the application and adding their points to achieve this recognition.
- **Commissioner Porreca** – None.
- **Commissioner Lentz** – Stated she was glad that the PDOP was invited into the community discussions for 1000 Lake, felt it was very collegial. She attended very good legal sessions at the conference as well as the Commissioner's Round Table and received a lot of good information.
- **Commissioner Aeschleman** – Enjoyed the annual conference luncheon that he attended and thanked staff for all of their work they put into the past year and the reports and numbers that reflected it that was presented that evening.

Mark Burkland, Holland and Knight, invited the Board to the seminar his firm will be hosting for all their clients.

IX. EXECUTIVE SESSION - None


X. ADJOURNMENT

At 8:51pm the Regular Board meeting was adjourned. **The motion passed with a voice vote.**



Secretary
Board of Park Commissioners

February 16, 2017
Date



President
Board of Park Commissioners

February 16, 2017
Date