



**Park District of Oak Park
Regular Board Meeting
Hedges Administrative Center
218 Madison Street, Oak Park, Illinois
Thursday, February 21, 2019**

Minutes

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

I. ROLL CALL

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

Park District Staff Present: Jan Arnold, Executive Director; Chris Lindgren, Superintendent of Parks and Planning; Kyle Cratty, Director of Finance; Maureen McCarthy, Superintendent of Recreation; Bill Hamilton, Superintendent of Special Facilities; Jamie Lapke, Program and Operations Manager – GRC; Chad Drufke, Program Manager; Mike Loszach, Program Manager; Kayla Fauria, Aquatic & Rink Program Manager; and Karen Gruszka, Executive Assistant.

Others Present: Joan Fiscella, League of Women Voters, Gary Cuneen, Frank Heitzman, Renee Davis, Margaret Scully-Granzeier, and Maria Kunigk. and residents.

II. APPROVAL OF AGENDA

No changes to the Agenda. **The motion was passed by a voice vote.**

III. COMMUNITY SERVICE AWARDS

The Park Board presented the Community Service Awards to the following recipients: Gary Cuneen, Frank Heitzman, Renee Davis, Margaret Scully-Granzeier, and Maria Kunigk. The Board thanked them for their many hours of service and selfless devotion to their community. A brief reception took place for the awardees.

IV. VISITOR/PUBLIC COMMENTS - None

V. 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 January, 2018; approve minutes from the Committee of the Whole Meeting January 11, 2018, and Regular Board Meeting January 25, 2018; approve Park District Citizen Committee New Member Appointment – Karen McMillin; and approve Disposal of Surplus Property Ordinance 2018-02-01. **The motion passed with a roll call vote of 5:0.**

VI. STAFF REPORTS

A. Director's Report

Jan Arnold, Executive Director, informed the Board that the Winterfest pop-up event will take place this Saturday from 11-1pm with a lot of fun activities planned; currently due to weather conditions, all the outdoor ice rinks are down; staff have exceeded our 50/50 goal we had set to meet in 2020, congrats to the work of the staff to achieve this a year early; all six entities met to discuss how each will approach the TIF in 2019; the PDOP and the VOP are working on Dole and are hoping to bring that forward to the Board in March; and with the dog park becoming free in 2019, we went from 12 new households in 2018, to 20 new households in 2019; and we have had 77 more dog registrations than last year as well. The Board asked if dog park usage could be tracked.

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

C. Revenue/Expense Status Report – No questions asked.

VII. OLD BUSINESS

A. Recreation and Facility Program Committee

1. Registration Software Contract

Commissioner Lentz moved and Commissioner Wick seconded that the Park Board of Commissioners give approval of a contract with Amilia Enterprises Inc. of Montreal, Quebec Canada, for .8% of annual sales and \$11,940 annually for maintenance. As well as a one-time amount not to exceed \$20,000 for implementation. Executive Director Arnold reminded the Board of the PDOP's decision to change registration software after the upgrade in 2016 did not provide the improvements needed for improved service to our residents. Staff met with several software providers who showed demos, they placed the RFP with six companies responding. Two firms were invited back for a more detailed demonstration. After review staff went with Amilia of Montreal, Quebec, Canada. The three-year contract will have the District paying .8% of sales and \$11,940 annually for support and maintenance with one time implementation costs not to exceed \$20,000. \$100,000 is budgeted. The District will be saving approximately \$30,000 on the server and storage upgrades that will no longer be needed. **The motion passed with a roll call vote of 5:0.**

B. Parks and Planning Committee - None

C. Administration and Finance Committee

1. Community Survey Contract

Commissioner Guarino moved and Commissioner Lentz seconded that the Park Board of Commissioners approve Executive Director Arnold to negotiate a contract with Jeff Andreasen from aQuity Research and Insights of Evanston, Illinois, in an amount not to exceed \$27,700. The Board was reminded per the PDOP's Comprehensive Master Plan, we would engage the community in a survey every five years. Six firms responded to the RFP and two firms were interviewed by staff. aQuity was the firm chosen by staff and references have been checked. The cost to the District is \$27,700 and \$50,000 was allocated in the budget. This contract guarantees 600(+/- 10%). **The motion passed with a roll call vote of 5:0.**

VIII. NEW BUSINESS

1. Annual Recreation Department Report

Maureen McCarthy, Superintendent of Recreation; Mike Loszach, Program Manager-After School, Early Childhood, Day Camp, and Teens; and Chad Drufke, Program Manager – Sports and Fitness; reviewed the 2018 Comprehensive Program Participation Report and answered questions pertaining to the data presented including: wellness, martial arts, youth and adult sports, teens, fine arts, early childhood, nature & environmental, community events and general programming. The Board discussed the lack of staff showing as a decrease in +expenses, possible programs, and that the rates for programs were not raised in 2018. The Board stated they were pleased to see the investment that staff have put into their work and they were excited for the recreational program bike which will be a further reach into the community. **No action is needed by the Board on this item.**

2. Annual Special Facilities Report

Bill Hamilton, Superintendent of Special Facilities, Kayla Fauria, Program Manager – Aquatic and Rink, and Jamie Lapke, Program and Operations Manager – GRC, presented the 2018 Annual Special Facilities Report. Items discussed were the pools' past season, attendance, the pool passes, life guards, the Ellis Platinum award received, concession and vending, and the swim lessons. The ice arena operations were presented including: hockey, learn to skate, concessions, and the new curtain and window blind improvements. The gymnastic program discussed their waitlists, meets, open gym, and special programs, including: team and drop in programs and birthday parties. The Board was informed that more marketing for non-residents for the dog parks would take place in 2018 as very few non-resident passes were acquired and the Board questioned the

percentage of use of each dog park. The Board also discussed possible programming for the GRC and concession costs, which they were informed a meeting with other districts has been set to discuss their concessions. **No action is needed by the Board on this item.**

3. Stevenson Professional Fees Contract

With the District receiving the \$400,000 OSLAD, we will be moving forward with the full master plan. Altamanu, Inc. will provide the Landscape Architecture Services and also created the Master Plan in 2010, and SMP Group Design Associates, LLC will provide the civil engineering. Included in the plans are: a handicapped accessible entrance, a continuous walking path, a new playground, outdoor table tennis, hit/kick wall, and a bioswale. Work for this project will kick off in mid-summer and be completed in November. **This will be brought to the Board under the regular agenda at the Continued Board Meeting on March 7.**

4. Barrie Flooring Contract

The Park District has been doing our building reports since 2016 on our seven facilities, to help keep abreast of our facility maintenance. The Barrie floor has had monies designated in the 2019 budget for its repair. We went out to bid on February 15, and bids will be opened on February 28. Work is planned to take place during spring break. **This will be brought to the Board under the regular agenda at the Continued Board Meeting on March 7.**

IX. COMMISSIONERS' COMMENTS

- **Commissioner Wick** – Attended the IGOV new candidate forum, which over half the new candidates attended. Attended the FOPCON meeting and they are working on their Masquerade night and are working on hiring a new part-time Executive Director. David also thanked everyone for their reports that evening, he felt they were all very passionate in their work and the reports had great details.
- **Commissioner Porreca** – Wanted to remind everyone of the Parks Foundation karaoke night at School of Rock.
- **Commissioner Lentz** – Spoke with Diane Stanke regarding her thoughts on a village-wide calendar for benefits and fundraisers for organizations so that better planning can take place between organizations to have the most attendees as possible at events.
- **Commissioner Guarino** – Attended the D200 meeting and the COG.
- **Commissioner Aeschleman** – Missed the Pleasant Home Meeting and the Festival Theatre meeting but knows Festival Theater are busy working on their summer season. He expressed concern that the commissioners need to attend the meetings that they are liaison too.

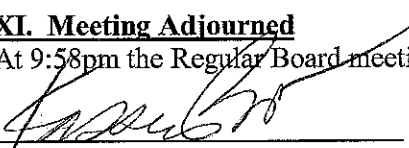
X. EXECUTIVE SESSION

At 9:25pm Commissioner Wick moved and Commissioner Porreca seconded that the Park Board of Commissioners convene into closed session for the discussion of performance of a specific employee of the Park District. **The motion passed with a roll call vote of 5:0.**

At 9:58pm a motion was made by Commissioner Lentz and seconded by Commissioner Wick to adjourn the Closed Session. **The motion passed a voice vote of 5:0.**

XI. Meeting Adjourned

At 9:58pm the Regular Board meeting was adjourned. **The motion passed with a voice vote.**



Secretary
Board of Park Commissioners



President
Board of Park Commissioners

March 21, 2019

Date

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