



**Park District of Oak Park
Regular Board Meeting
Hedges Administrative Center
218 Madison Street, Oak Park, Illinois
Thursday, March 19, 2020 at 7:30pm**

Minutes

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

I. ROLL CALL

Present: Commissioners Wick and Wollmuth. Commissioners Porreca, Worley-Hood, and President Lentz attended electronically.

Park District Staff present: Jan Arnold, Executive Director and Karen Gruszka attended electronically.

Others Present: Igor Studenkov, Wednesday Journal attended electronically.

II. APPROVAL OF AGENDA

A motion was made to approve the agenda. **The motion was passed by a voice vote.**

III. VISITOR/PUBLIC COMMENTS – Executive Director Arnold informed the Board that due to the meeting being held electronically, they posted on the website and social media that public comments could be submitted electronically. She then read the two public comments submitted.

1. Royal Health Care – Wanted to know what type of relief his business would qualify for during the shut down.
2. Lynn O'Donnell – Stated that she wished the parking ban could be lifted during the Covid19 shut down and encouraged the Village to provide a briefing for Oak Park.

Executive Director Arnold stated that both comments should have gone to the Village and she would pass along the information. She went on to say that all the government entities are working together and the Park District is gathering a list of volunteers from our part-time staff, for any way that we can help. President Lentz stated the churches are doing the same such as Grace Lutheran gathering a list of all the seniors and setting up a phone contact list to check on them.

IV. CONSENT AGENDA

A motion was made by Commissioner Porreca 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 February, 2020; approval of minutes from the Committee of the Whole Meeting February 13, 2020, and the Regular Board Meeting February 20, 2020; approval of closed session minutes from the February 13, 2020, and the February 20, 2020; and approval of the Park District Citizen Committee Appointment of Lauren Johnson. **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 Park District is following the Village of Oak Park's order to shelter in place through April 3, the Library is closed through April 5, and the Village is running with a minimum crew. The Park District has discussed its essential staff with the Village who was supportive. PDOP

staff are working from home, interviews are taking place over phones and on-line trainings are being taken by all staff. Executive Director Arnold informed the Board that staff have been in contact with the affiliates and are constantly looking at contingency plans as well as long-term plans but it is a continually moving target. Tomorrow is a Preparedness Meeting.

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 – None

B. Parks and Planning Committee

1. CRC Architect and Engineering Services Contract Approval

Commissioner Wollmuth moved and Commissioner Lentz seconded that the Park Board approve Perkins and Will to serve as the architect on the Oak Park Community Recreation Center project along with their identified subcontractors: Terra Engineering, Altamanu, Larson Engineering and IMEG for a total cost of \$1,232,920 for the design, bid specification and construction oversight. Executive Director Arnold reminded the Board Lindsey Peckinpaugh, Perkins and Will, attended the Committee of the Whole Meeting and spoke and answered questions regarding their role. Specifically, we are moving forward with this to be prepared for when we have the funds for the project. If the project is delayed, we will still need designs. Commissioner Wollmuth agreed that we need to keep moving forward. **The motion passed by a roll call vote of 5:0.**

2. CRC Construction Manager Contract Approval

Commissioner Wollmuth moved and Commissioner Worley-Hood seconded that the Park Board of Commissioners approve Bulley and Andrews to serve as Construction Manager on the Oak Park Community Recreation Center project for \$67,960 for the design and specification phase and 5.53% for the construction phase. Executive Director Arnold reminded the Board that Tim Puntillo, President of Bulley and Andrews, attended the Committee of the Whole Meeting and shared how working with the architect from the very beginning of design can provide cost saving opportunities to the District. They will be responsible for the coordination of the subcontractors and bids once the District is ready to move forward. They were the General Contractors for the RCRC project and all felt it was a great job done. Executive Director Arnold explained that the \$67,960 is for the pre-construction and the 5.53% will be based on actual construction bidding. President Lentz stated Construction Managers can often earn their keep by identifying savings. Commissioners Wollmuth and Wick both agreed with that statement. **The motion passed by a roll call vote of 5:0.**

C. Administration and Finance Committee

1. Brochure Bid Contract Approval

Commissioner Porreca moved and Commissioner Worley-Hood seconded that the Park Board approve the base bid for printing the 2020-2021 from Schumann Press, Inc. from Fall River, WI, to print the Park District of Oak Park's 2020-2021 Brochure Series in the amount of \$80,487.23. Additionally, give Executive Director Arnold authorization to extend two additional years based on the printed brochures meeting the expectations of the District. The Board was reminded that at the Committee of the Whole Meeting the Board was informed of this new company that came in under our budgeted amount. After the first year they will be evaluated and if all is well, they can be approved for a second and third year. Two staff went to their facility and were pleased with their processes. President Lentz was pleased that it came in under budget. Commissioner Porreca confirmed that we pay for the brochure because the online brochure is great but the printed brochure is still a value to the community. Commissioner Wick agreed that the community puts a high value on the printed brochure evidenced by our Community Survey's results. **The motion passed by a roll call vote of 5:0.**

VIII. NEW BUSINESS - None

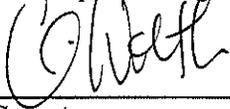
IX. COMMISSIONERS' COMMENTS

- **Commissioner Porreca** – Thanked Executive Director Arnold and staff for all their efforts in this continually changing situation and stated to all to stay healthy.
- **Commissioner Wollmuth** – Also thanked Jan and staff and for reaching out to the hospital and others to see what we can do to help; it's great to see the vision and support we are providing.
- **Commissioner Worley-Hood** – Appreciates everything we are doing and working with the other governmental agencies and all our reaching out efforts.
- **President Lentz** – Echoed what everyone else has stated and said she was pleased with how we have stepped up by providing the polling places and our ongoing efforts.
- **Commissioner Wick** – Stated he hopes that we are taking notes of all that we are doing during this Covid19 shutter in place so that we can use these notes for procedures for the future.

X. CLOSED SESSION - None

XI. ADJOURNMENT

At 7:52pm the Regular Board meeting was adjourned. **The motion passed with a voice vote.**



Secretary
Board of Park Commissioners

April 16, 2020
Date



President
Board of Park Commissioners

April 16, 2020
Date