



Park District of Oak Park
Committee of the Whole
Oak Park Conservatory
615 Garfield Street
Oak Park, Illinois
Thursday, December 5, 2013

Minutes

The meeting was called to order at 7:36pm.

I. Roll Call

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

Park District Staff Present: Jan Arnold, Executive Director; Mike Grandy, Superintendent of Buildings and Grounds/Facility Maintenance; Maureen McCarthy, Superintendent of Recreation; Kyle Cratty, Director of Finance; Bill Hamilton, Superintendent Revenue Facilities; Diane Stanke, Director of Marketing and Customer Service; Bobbi Nance, Program Manager; Mike Papa, IT Manager; Chad Drufke, Program Manager; Liz Visteen, Program Supervisor; and Karen Gruszka, Executive Assistant.

Others Present: Don McKay, Nagle Hartray; Gene Litterski, PMA.

II. Recreation and Facility Program Committee

A. Park Foundation Update

Dick McKinlay showed the Board their first video, on Cheney Mansion, in a series of planned videos produced by the Park Foundation showcasing donation opportunities in the Park District that the community can continue to donate to. He explained the committees that have been formed, their duties and plans along with the gift they will be giving the Park District in 2014. The Board requested that the Park Foundation do a video with the affiliates of OPYB/S and AYSO for their donations and help in building the baseball cages at RCRC and the Irving Park turf field. Different areas the gift could be given to in the Park District was discussed. No action is needed by the Board on this item.

B. Board Action Calendar

The Board was reminded that the Board Action Calendar is prepared at this time of year and helps the staff to track different items that we know will be coming before the Board in the upcoming year. The Board requested that updates continue with the utilization of the fields with Bobbi and Travis using numbers from the utilization study. This will come before the Board on the consent agenda at the December Regular Board Meeting.

C. Performance Measures Update

Bobbi Nance and Mike Papa walked the Board through the dasher boards which now have the ability to pull up-to-date information. Examples were shown of information that can be pulled up to form reports and graphs, trend lines, financials, registrations, the work order system, employee satisfaction, cancellations and the micro-main. Work continues on this for more intricate queries and breakdowns of analogies. The Board asked that this be put on the Board Action Calendar to come to the Board quarterly and they thanked them for their work on it. No action is needed by the Board on this item.

D. Utilization Study Update

Bobbi Nance and Mike Papa explained to the Board that the Utilization Study is using the dasher boards to access information on the seven centers to use as a decision making tool. The Board questioned them on the showing of numbers of actual people vs. the showing of the program

running, the effective use of the spaces, and finances needing to be broken down manually. Work will continue on the Utilization Study. No action is needed by the Board on this item.

E. Strategic Plan Update

Executive Director Arnold gave each Board member the Strategic Plan showing the goals and responsibilities for 2013 and informed them that all goals had been met as well as the confirmed goals for 2014. No action is needed by the Board on this item.

F. PDOP Attorney Review Update

Executive Director Arnold informed the Board that President Bullock and she had met with Mark Burkland for his review. The PDOP was satisfied with his responses, timeliness and work that he has performed for the District. The Board confirmed that it is an hourly rate and the budgeted hours versus the actual used to-date. No action is needed by the Board on this item.

III. Buildings and Grounds/Facility Maintenance Committee

A. 2014 PACT Program

Executive Director Arnold reminded the Board of the ongoing PACT Program and ran through the Agreements that had been received and the multi-year Agreements that had been developed per the Board's request. Maureen McCarthy, Superintendent of Recreation, explained the groups that had not yet returned their Agreements and why. The Board requested that the Agreements be consistent for each group. The Board also questioned what could be done with athletic fields not being used and it was explained that in the PACT Agreement the group purchases the field and times regardless if the field is used or not. The Park District continues to stress if a field is not being used to inform the Park District so it can be scheduled otherwise. This will come before the Board on the Consent Agenda at the December Regular Board Meeting.

B. Frank Lloyd Wright Race Report

Liz Visteen, FLW Race Coordinator, gave the report on the FLW races including the following: the races were just shy of being maxed out, staff's time planning and working the event has decreased, the moving of 10K spots to the 5K, packet pick-up, "Will Run for Pancakes" t-shirt sales for the Scholarship Fund, sponsorships, the survey given for feedback, and an increase of Oak Park residents participating. Discussion took place on increasing the size of the race which after speaking with the police and looking towards safety does not seem probable. The Board thanked Liz and stated what a success it was. No action is needed by the Board on this item.

C. PDOP Marketing Plan Update

Diane Stanke, Director of Marketing and Customer Service, ran through the process that has taken place to for the Marketing Plan which will be brought to the Board during the January Board Meeting. No action is needed by the Board on this item.

IV. Administration and Finance Committee

A. Memorial (Trust) Program/Memorial (Trust) Tree Program

Mike Grandy, Superintendent of Buildings and Grounds, and the Board briefly discussed the need to rebuild program. Discussion also took place on the difficulty of purchasing a memorial tree. No action is needed on this item at this time.

B. Tree Installations and Removals

Mike Grandy, Superintendent of Buildings and Grounds, informed the Board of the planted trees versus the removed trees and why trees are removed. The Board requested that in future Master Plans that trees and bushes not be labeled together. No action is needed on this item at this time.

C. Landscape Contract

Executive Director Arnold informed the Board in February 2012, we went out to bid for a landscape contract and awarded it to Nilco for a 12 month period with two one year extensions

available. The PDOP placed a legal bid notice and held a pre-meeting, with four bids being opened on November 19. The low bidder was Nilco; coming in under the budgeted figure. The Board discussed the possibility of taking the sod out of the bid as it was felt that it would be better for it to be bid under as an alternate and done through change orders. Past years sod used was tracked with the Board acknowledging the downward trend of use. Executive Director Arnold was asked to discuss the possibility of changing the bid at this point with the Park District Attorney and continuing the conversation at the Regular Board Meeting. This will come before the Board on the regular agenda at the December Regular Board Meeting.

V. New Business

None.

VI. Executive Session

None.

VII. Adjournment

At 8:40pm a voice vote was taken to adjourn the Committee of the Whole. **Motion carried in a voice vote.**


Secretary
Board of Park Commissioners

January 16, 2013

Date


President
Board of Park Commissioners

January 16, 2013

Date