



**Park District of Oak Park
Regular Board Meeting
Hedges Administrative Center
218 Madison Street, Oak Park, Illinois
Thursday, July 18, 2013 at 7:30pm**

Minutes

The meeting was called to order at 7:30p.m.

I. ROLL CALL

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

Park District Staff present: Jan Arnold, Executive Director; Kyle Cratty, Director of Finance; Bill Hamilton, Superintendent of Revenue Facilities; Neil Adams, Project Manager; Mike Grandy, Superintendent of Buildings and Grounds; Diane Stanke, Director of Communications; Bobbi Nance, Projects Manager; and Karen Gruszka, Executive Assistant.

Others Present: Joan Fiscella, League of Women Voters; residents.

II. APPROVAL OF AGENDA

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

III. VISITOR/PUBLIC COMMENTS - None

IV. CONSENT AGENDA

A motion was made by Commissioner Guarino and seconded by Commissioner Wick to approve the Cash and Investment Summary and Warrants and Bills for the month of June; Committee of the Whole Meeting minutes, June 13, 2013; Regular Board Meeting minutes, June 20, 2013; IPRA Environmental Report Card; Personnel Policy Manual; and the Disposal of Surplus Property Ordinance 2013-07-01.

The motion passed with a roll call vote of 5:0.

V. STAFF REPORTS

A. Director's Report

Executive Director Arnold discussed the following information she wanted to advise the Board of: Construction updates for the GRC and RCRC, the brochure delivery on July 27-28, Dog Park Plus end date of August 4, the VOP sign meeting scheduled for Wednesday July 24, the pool's attendance increase with the warmer weather, the second Ellis Audit and the District's "Exceeds" evaluation, irrigation completion at Taylor Park and continuation at Longfellow and Field, the IGA expiration next year with D97 - meetings are being set to prepare for new one, the Accreditation run-through that went well yesterday with the actual review scheduled in October, she introduced Cody Collins, intern at the PDOP for the last few weeks and stated he has been extremely helpful on many fronts, the setup of the temporary Dog Park Plus behind Stevenson Center which was discussed at the COW - cost should be no more than \$6,000, the new Superintendent of Recreation, Maureen McCarthy, starting on Monday and the new Accounting Manager, Mitch Bowlin, starting on August 1.

B. Division Managers' Reports (Updates & Information): Bobbi Nance, Project Manager, presented updates and information to the Board.

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

VI. OLD BUSINESS

A. Recreation and Facility Program Committee - None

B. Buildings and Grounds/Facility Maintenance

1. **Pleasant Home Summer Porch Bid Recommendation***

Commissioner Aeschleman moved and Commissioner Wick seconded that the Park Board of Commissioners approve.

- a) Authority for the Executive Director to negotiate final contract language with the low bidder, Illinois Restoric LLC.
- b) After final contract terms have been agreed upon by both parties, proceed with execution of a contract and hiring Illinois Restoric LLC. for an amount not to exceed \$183,700 for the improvements to the Pleasant Home Summer Dining Porch.

Executive Director Arnold reminded the Board of the bidding process for the summer porch and that Illinois Restoric LLC had been the low bidder. She also informed the Board that their references had all come in with excellent reviews. Due to the inability to review the contract with legal counsel, she was asking the Board to allow her to make adjustments in the contract accordingly after further review before signing. **The motion passed with a roll call vote of 5:0.**

2. **RCRC Drain Tile Repair Change Order***

Commissioner Aeschleman moved and Commissioner Lentz seconded that the Park Board of Commissioners approve the change order for \$27,961 to repair the Ridgeland Common Recreation Complex's basement drain tile. Executive Director Arnold reminded the Board that the damaged drain tile was found during a routine routing and was not due to the construction. This repair would double in cost should it not take place now during construction. The Board agreed this repair should take place. The cost of the repair will be paid through the contingency fund. **The motion passed with a roll call vote of 5:0.**

C. Administration and Finance Committee

1. **Compensation Study***

Commissioner Guarino moved and Commissioner Lentz seconded that the Park Board of Commissioners approve the Compensation Study including:

- a) Adjusted salary ranges based on the 50th percentile as prepared by Voorhees Associates LLC effective January 1, 2014, and
- b) Establishment of an open-range pay plan where salary ranges are established without a predetermined increase.

Executive Director Arnold reminded the Board that the last compensation review took place in 2002 and that Voorhees Associates LLC were hired to do the study during which they compared the District to 14 other park district's compensation practices. We were now coming to the Board for their approval on the study and the criteria established. The Board confirmed that each employee had signed off on their job description and that they agreed with the pool of resources be available without a predetermined increase. **The motion passed with a roll call vote of 5:0.**

VII. NEW BUSINESS

1. **Dog Park Plus***

The Board compared criteria gathered from FOOPD, staff and the Board, and then discussed, eliminated, and added criteria to create the final version. After the criteria was agreed upon, the weighting system and the percentage needed to be considered for DPP was agreed upon. This system will be confirmed with John MacManus next week and each of the District's parks will be scored to determine their viability for a DPP program.

VIII. COMMISSIONERS' COMMENTS

- Commissioner Aeschleman – The affiliate groups were getting ready for their fall programs and awaiting permits. AYSO has a new VIP program for special needs kids which it is introducing

this fall. OPYBS appreciated Jan and Travis attending the last meeting and sharing field information. Paul noticed the new irrigation at Taylor and stated it was running great and he thanked Bobbi for her presentation at the Board Retreat.

- **Commissioner Guarino** – Asked that a breakout of reports also be sent to the Board along with the electronic packet for easier studying and locating.
- **Commissioner Lentz** – attended the Pleasant Home meeting and they are working very hard to bring more patrons in and have planned many events including the upcoming Steampunk event and ice cream social. On October 5, is Pleasant Home's Annual House Walk.
- **Commissioner Wick** – wanted to give a shout out to the Park District staff on their passion, dedication, ownership, and love of their work they do for the community.
- **President Bullock** – attended the Council of Governments meeting which unites all the government bodies in Oak Park that contribute and work together for a better community. The D97 Intergovernmental Agreement is ending this year and the meetings have begun for the new agreement. Two commissioners should be a part of the discussions and she asked anyone interested to contact Jan.

IX. EXECUTIVE SESSION - None

X. ADJOURN MEETING

At 9:07p.m. the meeting was adjourned by a voice vote.


Secretary
Board of Park Commissioners

August 15, 2013
Date


President
Board of Park Commissioners

August 15, 2013
Date