

**Park District of Oak Park
Committee of the Whole Meeting
Held as a Zoom Meeting
Thursday, December 3, 2020**

Minutes

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

I. Roll Call

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

Park District Staff Present: Jan Arnold, Executive Director; Maureen McCarthy, Superintendent of Recreation; Mitch Bowlin, Director of Finance; Chris Lindgren, Superintendent of Parks and Planning; and Karen Gruszka, Executive Assistant.

Others Present: None.

II. Public Comment – None

III. Recreation and Facility Program Committee

A. 2020 PACT Agreements

Executive Director Arnold reminded the Board of the ongoing PACT Program which was launched in 2012, which stands for Partner, Associate, Companion and Tenant. In 2019, the Board approved a number of multiple-year PACT agreements such as AYSO, OPYB/S, Alliance, etc., and in the interim year, included moving many more PACT agreements to multi-year agreements. The PACT agreements before the Board today were the annual agreements for Boy Scout Group 20, Fenwick High School, and the Oak Park River Forest Youth Ultimate Organization. Executive Director Arnold informed the Board that staff has been working with Fenwick since March and has not been able to gain access due to the pandemic but the Park District had continued to provide field space and meet our end of the agreement with tennis courts as well as baseball space. For 2021, we've been working with them to see what facilities we will have access to for residents to keep them at a partner level. The Board discussed the difficulties Fenwick faced with their swapping of facilities during the pandemic. Commissioner Porreca stated as a school it makes sense since you are limiting the number of people in your facility, especially visitors. Commissioner Wick stated that we may need their help at some point. Maureen McCarthy, Superintendent of Recreation, said that we had asked for the use of pools on Sundays for lessons and training purposes and are waiting for a response. Commissioner Wollmuth said he was interested in what their response would be and asked about their use of the tennis courts and if their price was industry standard. Maureen answered that it was industry standard four years ago and that she thinks that there is a limit to their use and we have to be mindful of balancing with schools using our tennis courts so that residents can use the courts as well. Executive Director Arnold then informed the Board that the remaining PACT groups are awaiting signatures and will come to the Board in January. **This will come before the Board under the consent agenda at the December Regular Board Meeting.**

B. Oak Park Society of Model Engineers – Lease Agreement

The Board was reminded of the lease for the Oak Park Society of Model Engineers that we entered into in July 2019. We asked that they look at increasing their membership levels, hold community open houses, and have community involvement which they accomplished. Their rates are based on

their square footage and being in the basement. The terms of the lease are for three years. The Board all agreed that they have met all of their requirements. **This will come before the Board at the July Regular Board Meeting under the consent agenda.**

IV. Parks and Planning Committee

A. Annual Parks Report Card

The Board was given the results of the 2019 Report Card by Greg Stopka. The Board discussed the scheduling of the visits to the parks by staff and their gathering of the grades. **No action is needed by the Board on this item.**

V. Administration and Finance Committee

A. Strategic Plan Update

Executive Director Arnold reminded the Board in December 2018 they accepted the 2019-2021 PDOP Strategic Plan. All the fourteen goals in 2020 will be completed by the end of the year. There are fourteen goals for 2021, along with the additional 2020 goal of applying for the Gold Medal. **No action is required on this item.**

B. Bi-Annual Executive Session Minutes Review and Release*

Executive Director Arnold reminded the Board of the requirement to review the Executive Session minutes semi-annually to see if confidentiality was still needed or if they could be released to the public. The new minutes to be reviewed which the Board, after reviewing, had consensus to be released are: July 2, 2020, and October 1, 2020. They have determined that there is still a need for keeping the minutes from August 21, 2014, and September 25, 2014, not to be released. No questions were asked by the Board. **This item will be brought before the Board on the consent agenda at the December Regular Board Meeting.**

C. Board Action Calendar

The Board Action Calendar is prepared to help staff track different items that will be coming before the Board during the 2021 calendar year. This is a fluid calendar that is updated throughout the year as new items come forward for the Board. **This will come before the Board under the consent agenda at the December Regular Board Meeting.**

D. PDOP Attorney Review Update

Executive Director Arnold reminded the Board of the attorney review. Staff and she felt that the organization has been well represented by Mark Burkland and Elrod Friedman, LLP. and recommended a continued relationship. Commissioner Lentz commented that we are very lucky to have Mark as our counsel and Commissioner Porreca commented it's nice to have someone to calm her down. **No action is needed by the Board on this item.**

E. Marketing and Communications Department Update

Executive Director Arnold reminded the Board of Diane Stanke's, Director of Marketing and Communications, retirement as of February 26. As positions become available, especially within the Senior Leadership Team she informed them, it is standard practice to look at the duties and responsibilities in that position and look at what is still current, what our future needs of the District are, and for opportunities. We are looking at an option seeking a proposal, from PCI, to provide us with direct marketing and communication expertise and after reviewing that and if deemed appropriate, we will bring it to the board in January. There will also be some restructuring of her position and the current portfolio of what that entails. PCI is our current Crisis Management provider and they are currently working with one other park district that we are aware of, as a marketing and communication provider. Commissioner Wick asked if they will have a chance to discuss any concerns before this is taken out of house. Executive Director Arnold stated that she will spend time talking with them and the Board prior to it being brought for approval but wanted the Board to think of it like how the District handled all the IT aspects and needs by hiring Noventech which has turned out very positive; we have come a long way in the nine months since

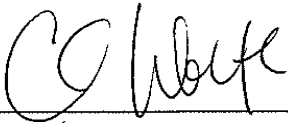
they have been on board and during the pandemic. She also stated that 2021 will be more of communication year needed than marketing; we will need strong council with the CRC and should have more benefits from PCI for that need. There will still be a physical marketing person here who will work with PCI and handle in-house needs. Commissioner Lentz stated with the time that Diane has been here, it is a real opportunity to look at what the job's needs are and how best we can get them done. This would be a one-year agreement. **This will come before the Board under the regular agenda at the January Regular Board Meeting.**

VII. New Business – None.

VIII. Closed Session – None.

IX. Adjournment

At 9:06pm Commissioner Wick motioned and Commissioner Worely-Hood seconded for the meeting to adjourn. **Motion carried in a roll call vote 5:0.**



Secretary
Board of Park Commissioners

January 21, 2021

Date



President
Board of Park Commissioners

January 21, 2021

Date