



PARK DISTRICT
of OAK PARK

**Park District of Oak Park (PDOP)
Regular Board Meeting
John Hedges Administrative Center
218 Madison Street
Oak Park, Illinois 60302**

Thursday, April 20, 2023 at 7:30pm

Minutes

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

I. ROLL CALL

Present: Commissioners Lentz (arrived at 7:33pm), Wick, Worley-Hood, and Wollmuth.

Absent: President Porreca

Park District Staff Present: Jan Arnold, Executive Director; Mitch Bowlin, Director of Finance; Bill Hamilton, Superintendent of Special Facilities & Customer Service; Chris Lindgren, Superintendent of Parks & Planning; Nelson Acevedo, Buildings Supervisor; and Edith Wood, Executive Assistant.

II. APPROVAL OF AGENDA

The motion was passed by a roll call vote of 3:0.

III. VISITOR/PUBLIC COMMENTS – None

IV. CONSENT AGENDA

A motion was made by Commissioner Wick, and seconded by Commissioner Wollmuth to approve the Consent Agenda which included the Cash and Investment Summary, and Warrants and Bills for the month of March 2023; approval of the minutes from the Closed Session meeting for February 16, 2023; Committee of the Whole meeting for March 2, 2023; Closed Session meeting for March 2, 2023; and Regular Board meeting for March 16, 2023. **The motion was passed by a roll call vote of 3:0.**

V. STAFF REPORTS

- A. Executive Director's Report** – In addition to the Executive Director Report (which is included in the Board Packet), Executive Director Arnold informed the Board that the pool season will start again, with repairs and painting of the pools starting on May 1, and swim tests occurring on May 12 and 19. The CRC ribbon cutting will take place on Sunday, May 21 from 2pm – 5:30pm. The Spring Park Tour will take place on May 11th in which the Board and staff will visit Longfellow Park, Lindberg Park, and Field Center.
- B. Updates & Information** – Written report included in the Board Packet.
- C. Revenue/Expense Status Report** – No questions asked.

VI. OLD BUSINESS

A. Recreation and Facility Program Committee – None

B. Administration and Finance Committee

1. 2023 Performance Measure – 1st Quarter Review: Mitch Bowlin provided the Board with the 1st Quarter 2023 Performance Measures. Overall all 2023 Strategic Plan Goals are currently in progress. Budget Goals for 2023 are 12.33% complete. For 2023 there has been an increase in accident/incident claims submitted due to lack of backup cameras on the older Park District trucks. Staff have since hired a full-time Risk Manager and have a Safety Committee to be more involved in all departments. Staff will also plan to resume vehicle replacements in 2023. Staff wellness has increased as well. In 2022 training satisfaction was down but has since had a sharp rebound in 2023. Staff has since hired a Training and Innovation Manager, and have offered more in person and virtual trainings as well. The Board was happy to see that scores have been getting better in 2023.
2. Beverage and Snack Vending Services Contract Approval: Executive Director Arnold and Bill Hamilton noted that the Park District went out to bid on March 30th for Beverage and Snack Vending Services for RCRC, GRC, Rehm and Ridgeland Common Pools. Four bids were received in which Yami Fresh of Morton Grove was best positioned to provide the quality of service and best fit for the Park District. Yami Fresh was also reviewed and graded by staff which scored the highest. In addition, Yami Fresh did offer the highest commission for the sales of drinks and snacks based on gross revenue. Yami Fresh has been in business for 16 years and is a Women-Owned business. A motion was made by Commissioner Wick and seconded by Commissioner Wollmuth to approve a 3-year agreement with Yami Fresh for vending services. **The motion was passed by a roll call vote of 4:0.**
3. Barrie Park Playground Construction Contract Approval: Executive Director Arnold and Chris Lindgren noted that a master plan was created for Barrie Park in 2015, which includes future upgrades to the playground, sled hill, and the addition of a natural play area. In June of 2022, the Board approved a contract with Terra Engineering Ltd. to provide both the landscape architectural services and civil engineering services. Drawings and specifications along with the bid packet were completed, and the project went out to bid on March 24th. An on-site pre-bid meeting was held on April 6th and bids were due on April 14th. One bidder was received for this project. Executive Director Arnold noted that there is a \$1,500,000 identified in the CIP for the work. The Board previously approved a contract for the playground equipment and surfacing totaling \$560,295.70. Thus, resulting in a total project cost of \$1,583,220.95. Staff recommended that the Park Board approve the authorization for Executive Director Arnold to sign the contract with Innovation Landscape, Inc. for a contract not to exceed \$1,022,925.25 with includes \$40,000 for contingency. The Board asked when was the project to begin, in which it is anticipated to begin on June 1st. A motion was made by Commissioner Wick and seconded by Commissioner Wollmuth to approve the authorization for Executive Director Arnold to sign the contract with Innovation Landscape, Inc. from Oswego, IL for a contract not to exceed \$1,022,925.25 with includes \$40,000 for contingency. **The motion was passed by a roll call vote of 4:0.**
4. VOP IGA and Easement Agreement Approval: Executive Director Arnold and Chris Lindgren noted that during the construction and planning process for the CRC, a number of things have been placed in the public right of way thus needing easements and an IGA. The IGA states that

we will maintain the portion of the alley that we own similar to how the VOP maintains all other alleys in town. Secondly, since the Park District chose to install a bioswale in line with our environmental stewardship in the VOP's right of way to help manage stormwater, we will have to maintain that space similar to our other bioswales in the public right of way. Next, we installed a conduit from the solar canopy in the west lot, under Highland Avenue, to the CRC, as well as a conduit from 218 Madison to the CRC, crossing Madison Street with our connected fiber internet. Lastly, the entry canopy at the CRC, driveway exit gate at Harvey Avenue, sewer and water connections in the right-of-way are all included in the agreement. Park District legal counsel has reviewed and approved the IGA and Easement Agreement. A motion was made by Commissioner Wick and seconded by Commissioner Wollmuth to approve the Easement Agreement and IGA for the items listed as part of the CRC's constriction. **The motion was passed by a roll call vote of 4:0.**

5. Authorization to Purchase Barrie Park Playground Surfacing Materials: Executive Director Arnold and Chris Lindgren noted that a master plan was created for Barrie Park in 2015, which includes future upgrades to the playground, sled hill, and the addition of a natural play area. After looking into the lead times of our critical items, staff determined that ordering the playground surfacing ahead of bidding was needed in order to get the equipment in time to complete the project in the Fall of 2023. Specifically, the custom-made mounds and ramps are currently tracking longer lead times. Purchasing this equipment would result in a financial savings to the project. ForeverLawn Chicago is on the competitively bid contract through Sourcewell for playground surfacing which provides approximately a 10% discount on the manufacturer's retail pricing. Staff recommended the approval for the authorization for Executive Director Arnold to sign the contract with ForeverLawn Chicago, LLC from Rockford, IL for a contract not to exceed \$271,753.70. A motion was made by Commissioner Wick and seconded by Commissioner Wollmuth to approve the authorization for Executive Director Arnold to sign the contract with ForeverLawn Chicago, LLC from Rockford, IL for a contract not to exceed \$271,753.70. **The motion was passed by a roll call vote of 4:0.**

C. Parks and Planning Committee – None

VII. NEW BUSINESS – None

VIII. COMMISSIONER'S COMMENTS

Commissioner Wick: Commissioner Wick attended the FOPCON meeting which was a very positive meeting. FOPCON is looking for additional member to join their team. FOPCON will also plan on doing a social media meeting on May 6th.

Commissioner Worley-Hood: Commissioner Worley-Hood noted that it has been another busy week. Park District staff have been handling everything great and wished that more people would be supportive.

Commissioner Lentz: Commissioner Lentz is looking forward to the IGOV meeting as they will be discussing how to manage social media.

Commissioner Wollmuth: Commissioner Wollmuth wanted to echo what Commissioner Worley-Hood mentioned and gives his thanks to Executive Director Arnold and staff for their efforts.

IX. CLOSED SESSION – None

X. ADJOURMENT

At 8:10pm, the Regular Board Meeting was adjourned. **The motion was passed by a voice vote of 4:0.**



Secretary
Board of Park Commissioners

May 18, 2023

Date



President
Board of Park Commissioners

May 18, 2023

Date