

**Park District of Oak Park  
Committee of the Whole  
Hedges Administrative Center  
Oak Park, Illinois  
Thursday, March 5, 2020**

**Minutes**

The meeting was called to order at 7:34pm.

**I. Roll Call**

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

**Park District Staff present:** Jan Arnold, Executive Director; Kyle Cratty, Director of Finance; Chris Lindgren, Superintendent of Parks and Planning; and Karen Gruszka, Executive Assistant.

**Others Present:** Cathi Knickrehm, Environmental Sustainability Advisory Committee; Lindsey Peckinpaugh, Perkins and Will; Tim Puntillo, Bulley and Andrews; and Marianne Birko, WSSRA.

**II. Public Comment – None**

**III. Parks and Planning Committee**

**1. Annual Environmental Sustainability Advisory Committee Update**

Cathi Knickrehm, Co-Chair, reminded the Board of their name change from the Greening Advisory Committee to the Environmental Sustainability Advisory Committee and informed the Board that with additions of four new members, the ESAC is at full capacity. They began the year with reviewing their Mission and Guiding Principles, created four Task Forces: Landscape Management, Facilities/Energy/Water, Recycling/Zero Waste, and Education; including updating their documents and distributing them. They continued their volunteering to support zero waste at the summer concerts, monitoring the natural areas, annual review of the IPM's policy, and procedures. The Board thanked them for all they do. **No action is needed by the Board on this item.**

**2. CRC Architect and Engineering Services Contract**

Executive Director Arnold reminded the Board Sinkcombs, now Perkins and Will, was selected from the feasibility study made up of the six entities in Oak Park for a CRC. Lindsey Peckinpaugh was the principal on the project. The Board was informed that design and bid specification need to begin so the PDOP can present the design plan to the VOP's Plan Development Commission this summer to be ready for bidding in January 2021, if required funding is secured. If approved, work will begin in April to have project plans ready for bidding in January 2021. However, if the required funding is not secured, bidding will wait for those funds. These bid specifications will be used regardless of the timing of the actual bidding process. Perkins and Will would 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. The Board discussed the fluidity of the plans accordingly with funding, the need to fulfill Oak Park's inclusion and welcoming design, the setting up during the initial construction for future phases, and design and operations working together. **This item will appear on the regular agenda at the March, Regular Board Meeting.**

**3. CRC Construction Manager Contract**

Executive Director Arnold informed the Board of a variety of oversight methods used in the past by the District and their recommendation of the Construction Manager approach with Bulley and Andrews to serve as the Construction Manager for the CRC. Bulley Andrews was the General Contractor for the Ridgeland Common Recreation Complex as well as recently serving as School District 97's Construction Manager for the expansion

projects at both Lincoln and Longfellow Elementary Schools and the City of Evanston's Recreation Department's ice arena and sport field project. All projects had positive feedback about Bulley and Andrews' performance, timeliness, and communication. Timothy Puntillo, President, will serve as principal with assistance from Peter Kuhn. The design, cost estimating, bid specification, and permitting assistance is priced at \$67,960 which includes project oversight as well as bid solicitation from sub-contractors from all required trades. The construction phase will be priced at 5.53% of the construction costs. The Board discussed who will be on site daily, bid solicitation, and their management of real time pricing and work. **This will come before the Board on the regular agenda at the March, Regular Board Meeting.**

#### **IV. Administration and Finance Committee**

##### **1. Agreement with Service Employees International Union Update**

Executive Director Arnold reminded the Board that the Union Contract is for four years and the last contract was approved in 2016 and ends April 30. The PDOP has met with Union representatives for the upcoming contract and are continuing to meet in hopes of bringing a contract to the Board for approval in April. The Board discussed points which were being discussed in the negotiations. **This item will come before the Board in a future Regular Board Meeting for Board approval.**

##### **2. Brochure Bid**

Bid specifications for the 2020-2021 Brochure Series were posted on the PDOP website on January 31. Three companies submitted bids which were opened on February 17. Schumann Press, Inc., from Fall River, WI, submitted the lowest base bid of \$80,487.23 for four issues. The PDOP sought three references in which we received favorable comments. Included in the bid packet, was a request for an alternate bid for the printing of the 2021-2022 brochure series and an additional alternate bid for the 2022-2023 brochure series with both alternate bids being the lowest bid. The Board discussed the ability to cancel if expectations are not met. **This item will appear on the regular agenda at the March, Regular Board Meeting.**

##### **3. Park District Citizen Committee Application**

The Board was informed of Laura Johnson's application for the PDCC. Laura has a background in occupational therapy and has expressed interest in joining the PDCC to be more active in the community. Laura has attended several PDCC meetings along with attending Board Meetings and giving public comment. She will bring a great perspective to the PDCC. **This will come before the Board on the consent agenda at the March, Regular Board Meeting.**

#### **V. Recreation and Facility Program Committee**

##### **1. WSSRA Annual Report**

Marianne Birko, Executive Director WSSRA, informed the Board of their past year including many highlights and community events, their banquet honoring athletes and volunteers, their accomplishments at the Special Olympics, and fundraising. She also informed the Board of changes to the co-op with the leaving of one partner but the possible addition of two more. She thanked the Board for allowing WSSRA to use the adjacent building for their first sensory room. It has been a huge success and all the items put into the room are moveable, as they know the use of the space is on a temporary basis. The Board discussed the differences between the partners and their participation/programming. The Board thanked her for all the invaluable services WSSRA performs and then the Board took a brief tour of the sensory room. **No action is needed by the Board on this item.**

#### **VI. New Business** – None

#### **VII. Closed Session**

At 9:15pm Commissioner Wollmuth moved and Commissioner Wick seconded that the Park Board of Commissioners convene into closed session for the discussion of the performance of specific employee of the District. **The motion passed with a roll call vote of 5:0.**

At 9:55pm a motion was made by Commissioner Wick and seconded by Commissioner Porreca to adjourn the Closed Session. **The motion passed a voice vote of 5:0.**

**VIII. Adjournment**

At 9:55p.m. a voice vote was taken to adjourn the Committee of the Whole. **Motion carried in a voice vote.**



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Secretary  
Board of Park Commissioners

May 28, 2020

Date



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President  
Board of Park Commissioners

May 28, 2020

Date