



**Park District of Oak Park  
Regular Board Meeting  
Held Via Zoom Meeting**

**Thursday, May 28, 2020 at 7:30pm**

**Minutes**

The meeting was called to order at 7:42pm.

President Lentz informed everyone that the restrictions from Covid 19 has caused the Park District to hold their Board Meetings electronically. She then confirmed that all the Board Members could hear each other clearly and the meeting commenced.

**I. ROLL CALL**

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

**Park District Staff present:** Jan Arnold, Executive Director; Chris Lindgren, Superintendent of Parks and Planning; Maureen McCarthy, Superintendent of Recreation; Bill Hamilton, Superintendent of Special Events; Susan Crane, Manager of Cheney Mansion Operations and Events; Patti Staley, Director of Horticulture & Conservatory Operations; Paula Bickel, Director of Human Resources; and Karen Gruszka, Executive Assistant.

**Others Present:** Heather Guido, FOPCON President.

**II. APPROVAL OF AGENDA**

A motion was made by Commissioner Porreca and seconded by Commissioner Wick to approve the agenda. **The motion was passed by a roll call vote.**

**III. VISITOR/PUBLIC COMMENTS**– Executive Director Arnold reminded the Board that due to the meeting being held electronically, they posted on the website and social media that public comments could be submitted electronically. She then read the one public comments submitted.

**Chris Van Haren** – Please open the public tennis courts. For those of us who miss the thrill and exercise from competitive sports, outdoor tennis is the least risky option. Executive Director Arnold informed the Board that Diane Stanke, Director of Marketing and Communications, had already been in contact with him to let him know that the courts would be opening tomorrow morning following state guidelines.

**IV. CONSENT AGENDA**

A motion was made by Commissioner Porreca and seconded by Commissioner Wick to approve the Consent Agenda, which includes the approval of Cash and Investment Summary and Warrants and Bills for the month of April 2020; approval of minutes from the Continued Regular Board Meeting March 5, 2020, Committee of the Whole Meeting Minutes, March 5, 2020, and the Regular Board Meeting April 16, 2020; approval of Closed Session Minutes March 5, 2020; and the Ethics Ordinance Annual Review. Commissioner Worley-Hood confirmed that there were no changes to the Ethics Ordinance. **The motion passed with a roll call vote of 5:0.**

**V. STAFF REPORTS**

**A. Director's Report**

Jan Arnold, Executive Director, informed the Board that staff continue to work closely with Village of Oak Park entities and are participating in calls between River Forest and Forest Park and their other entities during this epidemic; Maureen McCarthy has been working with volunteers making over 300 masks for those in need; the

VOP will be connecting with the water at RCRC for the Farmers Market for washing of hands, etc.; the CRC continues to move forward with meetings; and the CRC Community Meeting will take place on June 17, at 6:30pm via a Zoom format which will allow up to 500 people to attend and will be facilitated by Lisa DeVivo from Perkins and Will along with Bulleys and Andrew, the meeting will be recorded for those unable to attend.

**B. Division Managers' Reports (Updates & Information) – Written Report Included in Board Packet.**

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

## **VI. OLD BUSINESS**

**A. Recreation and Facility Program Committee – None**

**B. Buildings and Grounds/Facility Maintenance Committee - None**

**C. Administration and Finance Committee**

**1. Promotion Policy**

**Commissioner Porreca moved and Commissioner Wick seconded that the Park Board approve the Promotion Policy.** Executive Director Arnold informed the Board that it was recommended during our CAPRA reaccreditation that our promotion process be put into a Promotion Policy. Our staff has always been informed of positions through specific emails. This policy just formalizes our current procedures. Commissioner Wick questioned the promotions it would cover and was informed that it was for titles and higher positions. **The motion passed with a roll call vote of 5:0.**

**2. Benefit Protection Leave Service for Covid-19 Related Furlough**

**Commissioner Porreca moved and Commissioner Wick seconded that the Park Board approve the Resolution 2020-05-01 authorizing benefit protection leave service for Covid-19 related furlough time.** Executive Director Arnold reminded the Board that due to the shelter in place and lack of job functions, the Park District has had to furlough nine full-time staff. In an effort to keep them whole, the Park District is authorizing benefit protection for disability and death benefits. There is no immediate cost to the PDOP and the staff members would be responsible to pay the cost to reinstate their service credit plus interest. Commissioner Wollmuth questioned the service credit and Paula Bickel, Director of Human Resources, confirmed staff would be able to buy back their time towards their retirement. **The motion passed with a roll call vote of 5:0.**

**3. Collective Bargaining Contract April 1, 2020 – March 31, 2024**

**Commissioner Porreca moved and Commissioner Wick seconded that the Park Board approve the collective bargaining agreement with the Service Employees International Union (SEIU) for the term of April 1, 2020 through March 31, 2024.** The Board was informed that there were four meetings held between staff and the representative from SEIU for the PDOP's thirteen union staff. Adjustments have been made to a number of items and staff are supportive of the changes. Commissioner Wollmuth confirmed that it is a four-year contract. Commissioner Worley-Hood was happy for the completed contract and stated the parks look great from all of the maintenance staff's work. Commissioner Wick stated it was very fair to both sides and thanked Chris, Patti, and Bill for their work on the contract. **The motion passed with a roll call vote of 5:0.**

## **VII. NEW BUSINESS**

**1. FOPCON's Annual Report**

Heather Guido, FOPCON President, informed the Board that a part-time Executive Director, Judy Clem, had been hired last year to work with their four other part-time staff. They completed their five-year Strategic Plan and are very excited about it. With the help of Patti, they became a member of American Horticulture Society, which allows all of their members to be able to visit their facilities across the country

and world for free. They had many strong events in 2019, including Uncorked, KidsFest, the Frog Lady, the garden walk, the plant sale, and an increase of tours. The Discovery Time on Wednesdays and Saturdays had 1,100 people attend. Spring programs in 2020 have had to be cancelled as well as the June Uncorked event. The 31<sup>st</sup> Plant Sale was almost cancelled until the help of Patti, staff, and volunteers creatively held it online with curbside pickup; and it was a huge success! They are looking at some small additions with music and art in the Discovery Garden. The Board each thanked her and FOPCON for their partnership with the Park District with Commissioner Wick stating they are a template for partnership with the Park District. **No action is needed by the Board on this item.**

**2. Oak Park Conservatory Annual Report**

Patti Staley, Director of Horticulture and Conservatory Operations, reminded the Board that the Conservatory celebrated its 90<sup>th</sup> anniversary. She began by saying the Conservatory had a productive year in 2019 and horticulturists in Oak Park are growing whether it's with free lectures, Illinois Master Gardening, the help desk, fee based programs, etc. and continue to look for ways to connect. 2020 started out strong with a new Valentines market and they had just held the online plant sale with curbside pickup; she stated that gardening, especially in times like these, is essential. We will be looking to hold virtual lectures and as we move to phase III, free story times in the Elsie Jacobsen Garden for small groups as well as programming for small groups. Rentals are showing a good interest as smaller group celebrations are a necessity. She thanked all of her staff and the staff from the other departments that had come in and helped support the Conservatory throughout the shutdown as they are extremely short on bodies and their volunteers have nearly shut down. Commissioner Wick asked if language will be written in our contracts now that we have been through this for future shutdowns with our rentals; Executive Arnold informed him that PDRMA has approved the language in the contracts and the Park District is covered. Commissioner Worley-Hood attended the plant sale and said it was great how they worked together. Commissioner Wollmuth echoed the thanks to all the staff and stated both the Conservatory and FOPCON are staples to the community. **No action is needed by the Board on this item.**

**3. Cheney Mansion Annual Report**

Susan Crane, Cheney Mansion Manager, presented the annual Cheney Mansion report for 2019 and stated rentals remained strong last year although there was an industry-wide slowdown in weddings due to more opportunities and event locations. The planned construction on the front porch in 2019 also had an effect on wedding rentals which have shown an uptake since the front entrance has remained open. Meetings using all the rooms on the first floor are strong. The partnership with Festival Theatre was extremely successful with added shows and sold out nights. Partnerships continue with local businesses with tastings and over 21 year old events. Cheney staff worked with recreation staff on many programs and events including the popular Haunted Trail. Open House Chicago was a huge success with large crowds bringing rental inquiries and bookings. A few unexpected repairs including the third floor roof took place in 2019. As she contacted the wedding rentals during the shutdown, they were all looking forward and have moved their dates down the line. Only two party cancellations have taken place. They also worked with marketing on a petite wedding package that is now on their web page. Commissioner Wollmuth thanked her for making those difficult calls for the wedding cancellations and thanked her for her 'looking forward' attitude. Commissioner Lentz thanked the staff for being so flexible. **No action is needed by the Board on this item.**

**4. Summer Operations Discussion**

Executive Director Arnold informed the Commissioners that as they know more now, she wanted to give them a snapshot of how the summer is looking. The Park District usually has between 700-1,000 slots a day for camps and now there will only be 300 slots per week and will be held in thirteen centers. The full-time recreation staff will be stationed in each of the centers to help with the camps, monitoring masks, and sanitation. Saturday morning at 8:30am camp registration will be held online. Staff training for camps will begin June 5. Diane, Maureen, and Jan will be at RCRC to help answer phones and answer any questions. Parents will have to certify the children's health daily and lunches and snacks will all be brought in from each participants own home and staff will also bring their own. Saturday will also have the tennis courts, pickle ball courts, and skate park opening with signs stating a maximum of 10 people. Outdoor fitness, yoga, and dance programs will be starting with 10 person classes. Staff have contacted OPYB/S and the Edge for them

to begin clinics in early July. Playgrounds, restrooms, and drinking fountains remain closed through Phase III. Concerts and Movies in the Park have been cancelled through June and a decision will be made next week for July. The summer brochure will be coming out shortly and the fall brochure will be electronic to remain flexible for changing conditions with state legislature. The residents were informed of the pool not opening this year and have been understanding of the decision. Two part-time staff will be brought on for Conservatory and maintenance work, as well as the full-time pool maintenance staff member will be moved over to help with park maintenance.

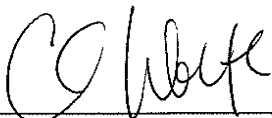
**VIII. COMMISSIONERS' COMMENTS**

- **Commissioner Porreca** – Wanted to thank Jan and the staff for their constant work with the moving target, she appreciates all their leadership and hard work and their looking ahead in the long months ahead. She appreciates all the activities we are putting out to keep the resident active. She attended the Festival Theater Meeting and they are staying positive and she is impressed by their agility in these times. They have received a PPE small business loan and are reviewing their infrastructure and possible virtual events. She also attended the IGOV virtual meeting.
- **Commissioner Worley-Hood** – He seconded the thanks that Commissioner Porreca stated, and how Jan and staff has been steady with their confidence and foresight to make it through this shut down. He attended the Pleasant Home meeting and they continue to figure out what is next for them.
- **Commissioner Wick** – He attended the virtual PDCC meeting where Jan gave them all an update and discussion took place with good feedback. The first virtual IGOV meeting took place and worked better than they had hoped. A question arose on the difficulty on getting signatures, etc. for Commissioners looking to rerun and also stated there are ads running for training to become a part of the Village’s volunteer response team and he has been training to help out in future emergencies. And lastly he stated that he has participated in many meetings with Kayla Knazze and he was impressed how much she has been a part of all areas of the Park District and just found her a pleasure to work with.
- **Commissioner Wollmuth** – Thanked Jan and staff on the support they are giving each other and each’s departments, it shows the character of the staff at the PDOP that they want to support each other and work collaboratively in times of need. He has attended some CRC meetings and is very appreciative of their attentiveness to the budget and their creativeness.
- **Commissioner Lentz** – Thanked all the staff attending the meeting this evening and how it was great to see all the faces again.

**IX. CLOSED SESSION**

**X. ADJOURNMENT OF REGULAR BOARD MEEETING**

At 8:58pm Commissioner Wick moved and Commissioner Wollmuth seconded to adjourn the Regular Board Meeting. **The motion passed with a roll call vote 5:0.**



Secretary  
Board of Park Commissioners



President  
Board of Park Commissioners

June 18, 2020  
Date

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