



**Park District of Oak Park  
Committee of the Whole  
Oak Park Conservatory  
615 Garfield Street  
Oak Park, Illinois  
Thursday, May 6, 2010 at 7:30pm**

**Minutes**

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

**I. Roll Call**

**Present:** Commissioners Valentine, Bracco, Bullock. President Gartland arrived at 7:35 and Commissioner Graves was absent.

**Park District Staff present:** Gary Balling, Executive Director; Karin Schindel, Superintendent of Business Operations; Mike Grandy, Superintendent Buildings and Grounds; Matt Ellmann, Superintendent Recreation; Neil Adams, Project Manager; Meredith Schwartz, Active Adult/Special Interest Supervisor; Linda Peterson, Manager of Cheney Mansion; Jennifer Pawlowski, Early Childhood, Bill Hamilton, Assistant Superintendent Revenue Facilities; Jenny Bernie, Aquatic and Rink Services Manager; Chris Leiner, Maintenance/Operations Supervisor; and Karen Gruszka, Executive Assistant.

**II. Recreation and Facility Program Committee**

**A. Update Collaboration for Early Childhood Care and Education (CECCE)**

An overview was given to the Board on the Park District's Early Childhood Program: the facilities they use, their program portfolio, new classes added, special events along with their regular early childhood programs. Carolyn Newberry Schwartz, Executive Director of CECCE, spoke about the support the collaboration provides: free training to teachers to assist in meeting their DCFS yearly requirements, college level classes, coordination of at-risk children, revision of the Early Childhood Resource Directory, hearing and vision screenings, coordination of their Physicians' Network and they have initiated a consent based data collection of all the early childhood program children in Oak Park. Ms. Newberry Schwartz ran through her report that was given to the Board in their packets and explained that the CECCE was looking for a two year Agreement which would allow the CECCE to plan and use their resources better. This will come before the Board at the Regular Board Meeting on the regular agenda.

**B. Sponsorship for Annual Fourth of July Fireworks**

As in previous years, Community Bank and the Great American Lightshow Association Charitable Trust have requested sponsorship from the Park District for the Fourth of July Fireworks show. The Park District will assist with the coordination of the fireworks, some crowd control and clean-up. This event is a great partnership and it is recommended that the sponsorship continue. This will come before the Board on the Consent Agenda at the Regular Board Meeting.

**C. Appointment of Park District Senior Advisory Committee (SAC) Representatives**

The Board was reminded of the Senior Advisory Committee and how it came into being along with the Senior Program Goals & Objectives which was officially accepted by the Board in July, 2009. The task force was formed to determine operational purpose, composition, procedures and standards of the SAC. These by-laws were approved by the

Board in January, 2010. The by-laws stipulated three residents be elected by the Active Adult Membership-at-large, one appointed by the PDCC and three to be appointed by the Board. At this time the SAC would like to nominate Ann Mui for one of the Board Appointed positions. She holds a Bachelors degree in Social Work and has worked the last five years at a nursing home. Anna hopes to give back to the community in a capacity that allows her to work with the senior population. This will come before the Board at the Regular Board Meeting on the regular agenda.

#### **D. Annual Ice Rink Report**

Bill Hamilton, Assistant Superintendent of Revenue Facilities and Jenny Berni, Aquatic & Rink Services Manager presented the 2009/2010 Annual Rink Operations Report to the Board. The report provided narratives of the Facility and Equipment, Programming, Rentals, Revenue & Expenses, and Planned Fee Estimates for 2010/2011. Highlights included: Future Facility/Equipment Improvements, Seasonal Programs – Figure Skating and Hockey Teams, Public Skate, Current Programming, Marketing, Future Plans for the Skate Program, and Current Concession Operations.

### **III. Buildings and Grounds/Facility Maintenance Committee**

#### **A. Ridgeland Common Winter Use Travel Study & Parking Supply and Demand**

Rick Kuner, a member of the Ridgeland Common Working Group, began by reminding the Board of the Summer Use Travel Study & Parking Supply and Demand that he gave to the Board in the January COW and described the similarities of the reports. Mr. Kuner proceeded to present part two of a three part Travel Study he agreed to conduct on Ridgeland Common. The data gathered for part two of the study included Ridgeland Common's winter travel patterns, existing parking, and parking supply. Using the two busiest days of the week, Sunday and Friday, Mr. Kuner assessed travel modes, arrival-departure-duration times, trip frequency and purpose, vehicle occupancy, parking location and direction of approach. Post cards were handed out to people on those days to fill out. From this information, Mr. Kuner was able to show shortage of parking spaces and percentages. He compared the summer travel survey to the winter and explained some of the main differences such as use of the facility during school hours and different modes of travel such as bicycles not being an option during the winter. The parking was heaviest during the summer and he explained to the Board that they would need to use the summer's study for future planning to supply the best option when planning for the future of Ridgeland Common. The Board thanked Mr. Kuner for all the time and talent he has volunteered towards this project and the information that he has gathered. This information will be extremely useful as the planning for Ridgeland Common continues. The next step will be the Gymnastics Study which will be conducted in the fall.

#### **B. Conservatory Tropical Room Restoration Bid(s)**

The Board was informed that along with the CIP funds for the Tropic Room Restoration, funds from the Budget would also be available for the project. Request for bids was released on April 7, 2010 with a bid opening of April 27, 2010. There were three sections to the bids: 1) Tropical Room Renovations (demolition, lead abatement and painting); 2) Tropical Room Upgrades (greenhouse specialty equipment, and trades to install); and 3) Tropical Room Glazing. Colfax Corporation submitted a bid which is within the budgeted amount for this portion of the project. References for Colfax Corporation have been solid. Gilchrist Plumbing submitted a competitive bid which is in-line with the plumbing work to be done. The other portions of the bid either came back high or with no bid at all. The PDOP has since gone back to Pat McDonald and

Oak Electric, either the lowest bidder or only bidder for these portions of the restoration, to rework their numbers. The reworked numbers were handed out at the meeting to the Board. Pat McDonald and Oak Electric both worked on the East and West Growing House improvements and are familiar with the scope of work. Hummert International was the only greenhouse contractor to submit a bid for the Upgrades and Glazing portions of the project. Hummert International has previously completed work for the Park District with the East and West Growing House improvements. The PDOP has contacted Envirotec, the HVAC contractor for the west growing house improvements restoration, for a quote. This cost is shown on the handouts and the HVAC portion of the project will need to be re-bid. Options were discussed along with what will not be done. Staff and Don Maynard of Garapolo Maynard Architects are further evaluating each contractor's scope of work and bid amount. This will come before the Board at the Regular Board Meeting on the regular agenda.

### **C. Cheney Mansion Update**

Linda Peterson, Manager of Cheney Mansion, gave the Board an overview of the Cheney Mansion Facility Report for 2009. Linda discussed event rentals, rental event statistics, additional revenue sources, programs, program statistics, program listings, community involvement and partnerships, landscaping and the staff. There were many highlights throughout the year and involvement with the community. The Board questioned the amount of rentals per week. Restrictions of rentals for Cheney Mansion were discussed and what could be done regarding those restrictions.

### **D. OSLAD Grant for Scoville Park Update**

The upcoming opportunity of an OSLAD Grant for Scoville Park was discussed with the Board. The Park District is very excited about this possibility. Timelines were discussed along with back-up plans.

### **E. Spring Park Board Tour**

The Board was reminded that the Spring Park Tour was scheduled for Thursday, May 27, 2010 from 6:00pm-8:00pm. They were asked if there were any specific facilities they would like to see to let the Executive Director know so it can be added to the Agenda.

### **F. Park Rules Update**

The Park Rules will be brought annually to the Board for their review of new rules or policies that have been approved by the Board over the past year. Once reviewed, the Park Rules will be reposted on the Park District of Oak Park web.

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

### **A. Bi-Annual Review of Executive Session**

The Board is requested to approve Executive Session minutes and conduct the semi-annual review of the need for confidentiality of executive session minutes. Executive Session Minutes will come before the Board for approval at the Regular Board Meeting under Consent Agenda.

## **V. New Business**

- A. The Board was shown the new train for Rehm Park which had been brought to the meeting.
- B. The Board was told that a natural product had been used at the Conservatory and it is being watched carefully for the end result.

**VI. Executive Session**

No Executive Session took place.

**VII. Adjournment**

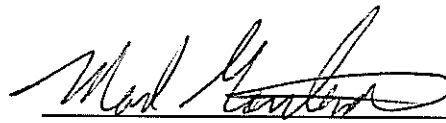
At 9:40pm a motion was made by Commissioner Bracco and seconded by Commissioner Valentine to adjourn the Committee of the Whole meeting. Motion carried in a voice vote of 4:0.



**Secretary**  
**Board of Park Commissioners**

**June 17, 2010**

Date



**President**  
**Board of Park Commissioners**

**June 17, 2010**