



**Park District of Oak Park
Committee of the Whole
Oak Park Conservatory
615 Garfield Street
Oak Park, Illinois**

Thursday, January 14, 2010 at 7:30pm

Minutes

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

I. Roll Call

Present: Commissioners Bracco, Graves, Valentine and Bullock and President Gartland.

Park District Staff present: Gary Balling, Executive Director; Karin Schindel, Superintendent of Business Operations; Neil Adams, Project Manager; Mike Grandy, Superintendent Buildings and Grounds; Matt Ellmann, Superintendent Recreation; Bill Hamilton, Assistant Superintendent of Revenue Facilities; Linda Peterson, Manager of Cheney Mansion; Jenny Berni, Aquatic & Rink Services Manager; Chris Leiner, Maintenance/Operations Supervisor; Andrea Fogt, Accounting Supervisor; Karen Gruszka, Executive Assistant, Mark Burkland, Attorney; Paula Kirlin, Attorney; and Charlie Ruedebusch; Cheney Mansion Head Gardener.

II. Buildings and Grounds/Facility Maintenance Committee – Commissioner Bracco

- A. **Cheney Mansion Site Master Plan** – Neil Adams introduced Ted Wolff and Ben Baker of Wolff Architecture; the firm hired in September after a competitive selection process to complete the site master planning for Cheney Mansion. Ted Wolff and Ben Baker presented their draft final master plan they completed with the information they had gathered through four focus groups, two on-line questionnaires and three community meetings in a powerpoint presentation currently available on our website. After the presentation of the different areas and phases, final details were confirmed to complete the drawings. The signage for Cheney was discussed; an option was shown with the sign in the parkway with ironwork that matched Cheney's fence. Brian Crawford of the PDCC, who had attended the community meetings, stated that the community was not necessarily opposed to a sign in the parkway they had more of a strong preference to the sign being connected to the fence. Mr. Crawford felt the sign shown in the presentation this evening would not be a major issue. Confirmation regarding the length of sidewalk in front of Cheney Mansion to be replaced/repared was discussed. It was agreed upon to do 90ft using the current blue stone. The Board agreed that they should proceed with Garapolo Maynard for drawings on the Greenhouse not to exceed \$10,277. The Board thanked Mr. Wolff and Mr. Baker for all their work in the community meetings and their final plans. Board who attended all of the community meetings commended Wolff Landscape Architecture, they felt the audience was very engaged.
- B. **Ridgeland Common Travel Survey Study and Parking Demand** – Bill Hamilton introduced Rick Kuner a member of the Ridgeland Common Working Group. Mr. Hamilton expressed the Park District's appreciation of Mr. Kuner for sharing his extensive knowledge and the amount of time involved in this project. Mr. Kuner proceeded to present part one of a three part Travel Study he agreed to conduct on Ridgeland Common. The data gathered for part one of the study included Ridgeland Common's summer travel patterns, existing parking, and parking supply. Using the two busiest days of the week, Sunday and Tuesday, 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; they could fill them out then, mail them back, or fill out a survey on Survey Monkey. From this information, Mr. Kuner was able to show shortage of parking spaces and percentages. A discussion took place immediately regarding the inadequacy of the bike racks at Ridgeland Common. Mike Grandy confirmed that new bike racks with better locking ability were replacing the old in early summer. The relevance of spots reserved for smaller vehicles or reserving spots for cars holding a certain number of passengers to help with the parking was questioned. Mr. Kuner pointed out that it isn't the best answer; should vehicles not meet the criteria, those spots would then remain open. 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 steps will be a Travel Study of Ridgeland Common Winter use and Gymnastics Center use.

C. Ridgeland Common Options Discussion – Director Balling explained that Mr. Kuner had volunteered to facilitate a review of some options that came about as a part of a working group. Over the last year and a half we've run a number of working group meetings comprised of: Rick Kuner, Dick McKinlay, David Kindler, Dan Sullivan, staff, Bill Hamilton, Jenny Berni, Karin Schindel, Kent Newton, as well as Board members. The whole process for Ridgeland Common started back in June of 2007 with the Thompson Dyke study recommending to continue to maintain Ridgeland Common until a new facility is constructed and to develop a Master Plan involving the community and conduct a feasibility study. In October, 2007 a competitive Request for Proposal process was completed with 15 firms and Bonestroo, Inc. being selected to complete a Comprehensive Master Plan for Ridgeland Common. The Bonestroo Team developed long term master plans including an Existing Plan, and Expanded Plan and a Visionary Plan. Community meetings were held and in July, 2008 the Park Board accepted the final report prepared by the Bonestroo Team for the Ridgeland Common Comprehensive Master Plan but does not tie the Board to selecting any particular plan. Rick Kuner presented a powerpoint presentation showing the different options. The Board thanked Rick for the amount of time and effort he put into this presentation and the gathering of information. After discussion on Mr. Kuner's comparison slides, many of the options were immediately knocked out due to the cost constraints which left few options. Concerns were expressed regarding spending "x" amount of dollars and getting the exact same facility. With the current cost constraints, it was brought up that the Oak Park patrons should be solicited for their thoughts if they would prefer to continue on with phases of the different parks or if they would be interested in moving the money to Ridgeland Common. The Board once again thanked Mr. Kuner for facilitating this discussion and guiding us to what our next steps might be.

D. Rehm Pool Filter –Bill Hamilton, Assistant Superintendent of Revenue Services, briefly discussed the problems that developed with the Rehm pool filter that required its replacement including the pool turnover rate, the pool pumping system and the pool filter treatment. Sealed bids were received through December 29. Five contractors bid on the required items; Neptune Benson Defender Regenerative Filter Media System and the Filtrex Regenerative Filter Media System and attended the Bid Opening. The low bid for the Neptune System came from Shaefges Brothers, Inc. of Wheeling, IL and the low bid for the Filtrex System was received from Mechanical, Inc. of Freeport, IL. Staff took considerable time to gather information and become comfortable with both systems. Four references for each contractor were checked along with four references on both systems. After significant research, comparisons of all the variables and consultation with Bonestroo, Inc., the

consensus was made to go with Schaeffges Brothers, Inc. and the Neptune Benson Defender Regenerative Filter Media System.

III. Administration and Finance Committee – Commissioner Valentine

- A. Dismissal/Exclusion from Parks and Facilities Policy** – Mark Burkland and Paula Kirlin, attorneys with Holland & Knight, LLP, explained the history that brought them to build the current Dismissal/Exclusion policy. The Park District, VOP Police, Oak Park Township Interventionists, Oak Park Public Library, OPRFHS and PADS met bi-annually in an ongoing effort to assure safety in our parks. Approximately a year ago, it was determined that a policy needed to be developed which would allow an individual who repeatedly defied the rules to be temporarily dismissed. With the PADS policy as a model, Ms. Kirlin began to develop a policy for our parks which eventually became the enclosed draft. The Board was concerned that it not just come across directed against one group, i.e., the homeless. They also expressed their concerns regarding the cross referencing of information; how the tracking multiple offenders would occur. Mr. Burkland explained how the groups involved were on board with the policy and how a ticket would be entered into a database immediately that would be able to be cross referenced immediately. It was also reiterated that for a dismissal/exclusion took place, there would have to be prior instances. The Board agreed to review this again at the next COW meeting.
- B. Freedom of Information Act Policy** – Mark Burkland presented the Freedom of Information Act Policy. This policy was perpetuated by the new changes that have occurred in the law including: a designated officer, shortened response time, notifying the Public Access Counselor (PAC) if denying, charges, penalties and training. Mark Burkland provided training to several employees along with Commissioner Graves at the Hedges Administration Center on January 12, 2010 and there is an online training for the Park District of Oak Park's FOIA officer to complete on the State Attorney website prepared by the PAC.

IV. Recreation and Facility Program Committee – Commissioner Graves

- A. Senior Advisory Committee Task Force Draft By-laws** - Matt Ellmann, Nancy Holmes and Dick McKinlay, both PDCC members, began by giving a brief history of how the Senior Advisory Committee (SAC) formed; concerns regarding senior's participation levels, communication, and price structure. A task force was formed to gather information and develop By-laws in which a Committee could be formed. After six meetings the By-laws were completed by the task force. Dick McKinlay remarked what a tremendous asset Meredith Schwartz is and how she has reached out to the seniors and will do a good job of facilitating these By-laws. The next steps after the Board approves these By-laws will be to recruit Committee members to serve on SAC along with the Board appointed members. Although this group will not be handling money, it can accept gifts on behalf of the Park District and does have the potential to become a friends group.
- B. PDCC Affiliates Project/Cost of Service/Pricing Policy Review Study Proposal** – Matt Ellmann, Superintendent of Recreation and PDCC member Jeff Donarski discussed how over the last year the group has been researching and evaluating the Park District's relationship with its affiliates and user groups. From this evaluation, an audit was recommended that would identify the users and their revenue and expenses associated with the Park District. The group recommended that PROS Consulting, LLC be hired at a fee of \$19,500 for this audit. PROS would also supply a practical service model that would eventually be able to be applied towards an affiliate or group using any of our facilities for years to come. Mr.

Donarski reiterated how valuable this cost analysis would be and how the PDCC was unanimously on board. A question arose if other consultants had been considered. Matt Ellmann responded that others had not been considered to expedite the project due to the expertise required and past experience with PROS. Sending out a bid notice was not required due to total pricing amount but looking at more firms would have required an RFP which would have held up this much needed study. PROS' representative lives near and has knowledge/history with the Park District which would not only expedite this process but also be a terrific asset in the process. The cost of this study would be paid through non-resident registration fees.

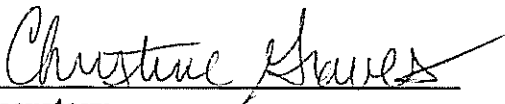
- C. **2010 Affiliate Agreement with Festival Theatre** – Director Balling discussed the Affiliate Agreement we have had with Festival Theatre which provides summer outdoor plays in Austin Garden. In addition to use of the Park, an annual contribution has been granted through the Austin Park Fund in the amount of \$6,000. The \$6,000 contribution was discussed further; Festival Theatre's financial records were looked at and their loss of substantial funding. The Board felt they were still lacking in information from Festival Theatre for their final approval. Director Balling assured them he would gather the financial information from Festival Theatre and get it to them prior to the Board Meeting.
- D. **Ridgeland Common Dog Park Improvements** – Bill Hamilton, Dick McKinlay and Mike Farley, both Friends of Oak Park Dogs representatives, presented the improvements that will take place at the Dog Park and answered questions. A new key system provided at cost by Arrow Locksmith was discussed; the ease of use but security and safety/health of the dogs will be greatly increased by this system. Mulch replacement (the less expensive option) and how often it would need to be replaced was discussed which brought about the decision to go with crushed granite which is the more expensive option but drains well and lasts longer. It was also mentioned that Ridgeland Common would be a good test prior to the building of the Maple Park Dog Park. Dick McKinlay of the Friends of Oak Park Dogs (FOOPD) has said that they will donate up to \$1,000 towards the new Key System; \$5,000 would come from the 2009-2010 Dog Park budgets and the remaining cost would be covered by the CPI budget and would not interfere with any of our future projects.

VI. Executive Session

No Executive Session

VII. Adjournment

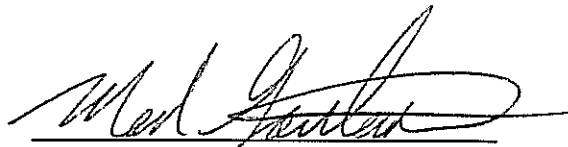
At 10:48pm a motion was made by Commissioner Bracco and seconded by Commissioner Valentine to adjourn. Motion carried in a voice vote of 5:0.



Secretary
Board of Park Commissioners

February 18, 2010

Date



President
Board of Park Commissioners

February 18, 2010

Date