



**Park District of Oak Park
Committee of the Whole
Oak Park Conservatory
615 Garfield Street
Oak Park, Illinois
Thursday, February 4, 2010 at 7:30pm
Minutes**

The meeting was called to order at 7:31p.m.

I. Roll Call

Present: Commissioners Graves, Valentine and President Gartland. Commissioner Bullock arrived at 8:23pm. Missing: Commissioner Bracco.

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; Chrys Meador, Human Resource Coordinator; Andrea Fogt, Accounting Supervisor and Karen Gruszka, Executive Assistant.

II. Recreation and Facility Program Committee

A. Affiliate Agreement for Sports Group

Matt Ellmann, Superintendent Recreation, presented the five signed Affiliate Agreements for Windmills Softball, Oak Park Youth Baseball and Softball, Pony Baseball, American Youth Soccer Organization and Oak Park and River Forest Strikers Soccer Club. Matt pointed out corrections that would be made to the Agreements prior to going before the Board along with a new signature page. There were no extensive changes to the agreements this year except for dates; the focus was put on following the paperwork required and making sure it is submitted and completed. Meeting twice a year has helped with collaboration and cooperation. The Board expressed their appreciation of getting all five Agreements back in such a timely manner. A Board member brought up a question of space available for splinter groups. Matt explained that although a field may have an appearance of being empty, they do not have the resources to monitor the fields for the ½ hour pocket of time it sits open between scheduled times – which does happen in the blanket permits. Matt explained the order of rights to our space; first rights are to the PDOP, then to our affiliates, then to schools which leaves very little time left over. A permit could be filled out to someone who was not an affiliate for space and it would be considered following the order explained previously. Gary Balling explained further when questioned what a Board member should reply to a patron who states that they pay taxes and should have priority consideration to the space along with the affiliates; Gary answered with a question of, “Who do they serve?” Youth baseball is sanctioned and supports 1200 children; who are they supporting? Are they open to everyone in the community? It is hard to compare a splinter group only supporting 14 children. As our needs continue to grow, our space does not. Once we have accommodated all our obligations, secondarily we would look at what is left over to try and accommodate the splinter groups. Matt also advised the Board that Windmills have an annual Memorial tournament on Memorial Weekend at Ridgeland Common that also sometimes spills over to OPRFHS. This year Windmills was asked to make it a national based tournament. Matt said that it will be a challenge but does not see a problem. Windmills is required to express in writing what they specifically want and

the PDOP will have to be realistic what our resources will allow. This item will be put on the consent agenda for approval at the Board meeting 2/18/10.

B. Screen Printed Apparel Bid Recommendation

Matt Ellmann, Superintendent Recreation, reminded the Board of the Agreement they signed last year with Marathon Sportswear for apparel and embroidery. The original bid was put together with a two year capability to capture the best pricing; approving the 1st year with the 2nd year contingent upon satisfaction with past performance.

Matt discussed with his staff the relationship with Marathon Sportswear and questioned if there were any issues. The identified issues were brought to Marathon Sportswear and have been worked through and put in writing. Matt recommends continuing with the relationship to capture the better pricing without going out to bid and believes that the PDOP wouldn't get as good a price if they did go out to bid.

This item will be put on the consent agenda for approval at the Board meeting 2/18/10.

III. Buildings and Grounds/Facility Maintenance

A. RFP Planning Services for Scoville and Lindberg Park

Neil Adams gave a brief history of the RFP process and the scopes of the projects at Scoville and Lindberg Parks. He then told the Board the decisions of Altamanu, Inc., Chicago, IL, for Scoville Park and Wolff Landscape Architecture, Inc., Chicago, IL, for Lindberg Park. Twenty-three firms picked up the RFP, of those 23, 18 attended the pre-proposal conference. From this conference, 10 proposals were received from very qualified firms. The working group consisting of: Marty Bracco (Park Board), Rick Kuner (Infrastructure Committee of former VOP Trustee), Larry Christmas (former VOP President, Maggie Kelly (PDCC Chair), Paul Aeschleman (PDOP GAC), Mike Grandy (PDOP Staff), Neil Adams (PDOP Staff) and Gary Balling, Executive Director, after discussions, came up with 5 firms to be interviewed. Once the interviews were completed, the group looked at references and skills pertaining to each park along with their effectiveness as leaders which brought them to their decision. Gary Balling asked permission of the Board to meet prior with Altamanu, Inc. to the Board's approval at the February 18, 2010 Regular Board Meeting to work on scheduling the focus groups, community meetings, etc. as time was short. The meeting would be scheduled with Altamanu, Inc.'s knowledge that everything discussed would be contingent upon the Board's approval. The Board approved this meeting. This item will be under old business at the 2/18/10 Board meeting.

B. Candidates for Art Advisory Committee

Neil Adams discussed the openings in the Art Advisory Committee. He reported that three residents submitted letters of interest along with their curriculum vitae. Neil met all three individuals and advised the Board that they all have an art background. The candidates have been invited to attend the Regular Board Meeting where the Board will approve their nominations. The Board questioned the use of the language 'undefined term' questioning if that could be construed as an allowance to stay on the committee forever - which is definitely not what a term on a committee should be. Neil agreed to have the language clarified prior to the Regular Board Meeting. This item will be put on the consent agenda for approval at the Board meeting 2/18/10.

C. Candidate for PDCC Appointments

Gary Balling briefly explained the role of the PDCC with the PDOP and discussed the appointment of a new PDCC member along with the reappointments of four members to a second term. The new member (Ben Ahring) attended the January PDCC

Meeting and had been chosen as the appointee. He will be invited to the Regular Board Meeting where the Board will approve the nomination. This item will be put on the consent agenda for approval at the Board meeting 2/18/10.

D. Randolph Tot Lot

Neil Adams, Project Manager, discussed the meeting last week with Altamanu, Inc. to review the 95% completion of construction documentation. Everything is on schedule; in the next couple of days, the documents will be at 100% completion and going out to bid the following week. A meeting also took place with the people who are in the condos right next door to the Tot Lot to discuss issues they might have, i.e., the walkway, slopes, etc. They talked about putting in a gate and a fence on the north side of the property and possibly sharing the costs. A little bump out was discussed in case they had to move furniture. They also asked about brick walk instead of concrete with the possibility of them covering the difference. The foliage that would be planted will create a visual barrier. They walked away from the meeting satisfied with the plan. The possibility of a metal slide had been brought up. Due to a larger safety zone required for steel slides, the cost of the slide, the cost of increasing the play area, along with the cost of a new design decided that it would not be feasible. Gary Balling also wanted to advise the board that it was going to be a very tight budget; they are going to try to get as much as they can accomplished. The Village has asked to coordinate the work of putting in a new catch basin in the alley during this project. Neil also explained that a new connection to the street had to be put in for the drinking fountain and had hopes the Village would help with those costs also.

E. OSLAD Grant Projects Update

Taylor Park is a 2011 project. We are working with Fenwick as well as a possible grant through USTA to expand our project. The downside to this is that the application for the USTA Grant has to be in by July 1; which could be hard to meet. The soccer fields will not be worked during this project. They have had sod laid along with the entire park being reseeded and fertilized, the fields should come out fine for the next season.

F. Ridgeland Common Update

Bill Hamilton and Jenny Berni are working with Rick Kuner on the winter parking study. Matt Ellmann had an opportunity to talk with W.B. Olsen, Construction Managers. Gary Balling will be meeting with them to see what they might be able to present along with possible alternatives. It would be a different way of looking at it - having construction prices set. Gary also said he spoke with PROS and how they can tie in our survey questions, similar to what we had last time, to see how people feel about our District, and our final question would be when to do the project - sooner rather than later.

G. Oak Park Conservatory Garden Project Update

Today Thompson Dyke & Associates reviewed their 95% completion of construction drawings. We will be going out to bid two weeks from now, construction beginning sometime in June. Extensive landscaping will take place, along with a fountain. The Board remembered a water wall with trickling water - not a fountain. They thought getting PDRMA's point of view regarding safety of a fountain was needed. There will also be a plant wall - a metal structure that allows plants to grow on it. The Patio area would be a decorative blue stone with decorative fencing around the perimeter. Henrietta Yardley along with FOPCON talked with the consultants to use native planting materials to showcase. Claire Rubenstein with her sisters attended the meeting and talked about what the costs involved were, the bidding process, the irrigation system, an iron fence rather than aluminum, additional lighting, solar

lighting, FOPCON contributions and the cash they would contribute. Overall, everyone is very pleased with the drawings.

H. 2010 Capital Improvement Projects Update

Director Balling and Neil Adams, Project Manager provided an update to the Board about the anticipated construction and master planning projects for 2010. WWI Memorial and Wenonah Tot Lot are carrying over from 2009. Randolph Tot Lot construction will be starting sometime in March and the Tropic Room in the Conservatory and Garden will begin in June. Altamanu, Inc will be starting on Euclid and Maple parks in July and we'll be getting together a group of people to discuss Mills Park in the Fall. Master planning with Altamanu, Inc. will begin for Scoville in March. Lindberg Park will begin sometime in August or fall with Wolff Landscape Architecture. Gary reminded the Board that they felt moving the survey up was the best next step for Ridgeland Common. Soccer knows about Euclid being closed in the Fall; they were notified and they also have an Affiliate Meeting coming up and it will be emphasized along with Maple; which should not be affected. A backup will be factored in and we will look at other places we can give them. IDPH approved the Rehm filter.

IV. Administration and Finance Committee

A. Third Reading of the Personnel Policy Manual

Chrys Meador began by reminding the Board it was the third reading of the Personnel Policy Manual. Through the readings, many changes have been made and been reviewed by the lawyer. In her memo she streamlined the final changes she had made in conjunction with the lawyer. Chrys then briefly ran through the changes. This item will be put on the consent agenda for approval at the Board meeting 2/18/10.

B. Second Reading of Exclusion/Dismissal Policy Last month Paula Kirlin along with Mark Burkland came to the January COW meeting to discuss this policy. Gary Balling briefly ran through the Policy and asked if they could move forward. The Board expressed concern that the Policy would be approved prior to the procedures actually being in place, especially going into the summer months. It was decided that further confirmation of the procedures set in the Village, with Police and the PDOP would be established before bringing this to the Board.

C. 2011-2015 CIP Timeline

Karin Schindel and Neil Adams thanked Lise Valentine for her help with breaking out the timeline. Neil and Karin put together a schedule of responsibility for the 2011-2015 CIP. They let the Board know that they were open to suggestions of what should be included on the CIP and that ADA projects have been suggested as an addition. Questions arose regarding the community survey getting done before the CIP gets dated, to know what the result of how the community wants to spend. It was explained that the CIP timeline wasn't about getting 'dated' but to create three different scenarios: 1) continue the balanced approach to phasing; 2) the balanced approach with less phasing, and 3) Ridgeland. A Board member agreed that it was tempting to want to hold off on this until a decision is made but is fearful that if it pushes the CIP Timeline back they will not get into a good bi-annual habit regardless of what hard decisions need to be made.

D. Historical Society Agreement

Karin Schindel began by describing the trouble collecting rent from the Historical Society; possibly due to complicated formulas used to arrive at the rent cost. The rent had not been collected since 2004; it had been booked as a receivable in the hopes that it would get worked out and they would pay. In the end, they just did not have

the funds to pay it and something needed to be worked out to move forward with some type of lease agreement that the Park District can stay on top of and that the Historical Society are able to commit to. The Historical Society sent a letter proposing \$6,000 for the back payment of rent through 2008. Karin proposed that we accept that and proposed a \$3,000 payment for the 2009 rent which they opted to pay in 18 month installments of \$167.00. This monthly installment would be paid on top of a monthly rent of \$500 a month (\$6,000 a year and \$1.05 a square foot). Karin was looking to the Board for some feedback if they were comfortable in writing off the \$23,295.59 owed. The Board queried how the relationship will be handled in the future. Karin explained that with this Lease the monthly amount will be much easier to track. If at the end of the month a payment is not received, the phone call will be much easier to make and will go a lot better with set numbers and the Park District will have a better leg to stand on in future discussions. Karin stated that she has looked at their financials. They have been trying to save up to move out. The Board questioned where they get their revenue from and if we think they will really be able to pay in the future. The new Board for the Historical Society was discussed along with possible talks with the Village. Karin reiterated that this is a much more solid agreement which will be on a regular billing cycle and easier to track. This will be put on the consent agenda of the 2/18/10 Board meeting.

E. Community Service Awards Update

Gary Balling reminded the Board of the Community Service Awards taking place during the February 18 Regular Board Meeting. The following presenters were discussed: Mark Gartland – Township Youth Services, Matt Ellmann – Township Senior Services, Henrietta Yardley – Alice Tulley, Lise Valentine – Sandy Lentz, Neil Adams – Steve Witt, Gary Balling – Oak Park River Forest High School, and Marty Bracco – WSSRA.

V. New Business

A. Buildings and Grounds/Facility Maintenance Committee

Garapolo Maynard Feasibility Study – Cheney Mansion Conservatory

Garapolo Maynard had been hired to do an initial feasibility study of the Cheney Mansion Conservatory. Gary Balling wanted a confirmation if Garapolo Maynard could move ahead with the completion of the feasibility study. The Board wanted to confirm that Garapolo Maynard had brought their cost down from \$16,000. Gary confirmed that they had; with the \$2,000 they had already been paid, the final cost would be approximately \$12,000. The Board agreed that the feasibility study would provide a sense of direction.

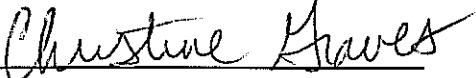
- B.** Marty Bracco and Gary Balling met with Sertus Capital Partners, the developers next to Austin gardens. As part of the “compensating benefits”, they are required to make contributions to two different green locations. Austin Gardens is one of the locations; they will be contributing \$20,000 and were looking for ideas in terms of how best to contribute it. We were asked to come up with different ideas. The first idea Marty and Gary had would be to donate it to the Austin Fund which would allow it to be earmarked for future building. Discussions are still taking place.

VI. Executive Session

No Executive Session.

VII. Adjournment

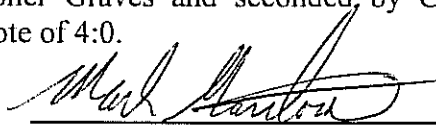
At 9:33pm a motion was made by Commissioner Graves and seconded by Commissioner Valentine to adjourn. Motion carried in a voice vote of 4:0.



Secretary
Board of Park Commissioners

March 18, 2009

Date



President
Board of Park Commissioners

March 18, 2009