



**Park District of Oak Park  
Regular Board Meeting  
Oak Park Conservatory  
615 Garfield, Oak Park, Illinois  
Thursday, March 18, 2010 at 7:30pm**

**Minutes**

The meeting was called to order at 7:30p.m.

**I. ROLL CALL**

**Present:** President Gartland, Commissioners Graves, Valentine and Bracco. Commissioner Bullock arrived at 7:36.

**Park District Staff present:** Gary Balling, Executive Director; Karin Schindel, Superintendent of Business Operations; Mike Grandy, Superintendent of Buildings & Grounds; Jamie Lapke, Gymnastics Program Director; Laura Thompson, Executive Director Pleasant Home Foundation; and Karen Gruszka Executive Assistant.

Others Present: Jamil Bou-Saab, Terra Engineering, Ltd.

**II. APPROVAL OF AGENDA**

A motion was made by Commissioner Graves and seconded by Commissioner Valentine to approve the agenda. Gary Balling, Executive Director, mentioned at this time he would like to call a Continued Board Meeting for the April 15, 2010 Committee of the Whole meeting for two items he would like to discuss. The motion was passed by a voice vote of 4:0.

**III. VISITOR/PUBLIC COMMENTS**

No public comments were made at this time. Later during the meeting, public comment was made by Erika Abel, 704 Jackson Blvd. Erika had written a letter addressed to Gary Balling, Executive Director, regarding her family's experience at the Ridgeland Common Ice Arena that she asked to read aloud. She expressed her thankfulness of the staff, Coaching Staff for Ice Hockey, and Paul Hruby. She went on to explain the transformation that her son had gone through both physically and emotionally with his self-confidence, focus, concentration, drive, and determination through the Hockey Program. She wanted to let the Board know how important the Ice Rink is to the village and wanted to make sure that it was included in any future plans at Ridgeland Common.

**IV. CONSENT AGENDA**

A motion was made by Commissioner Valentine and seconded by Commissioner Graves to approve the Consent Agenda which includes the Fund Status Report and Warrants and Bills for the month of February 2010 dated March 10, 2010; Park Board minutes from the February 4, 2010 Committee of the Whole meeting and the February 18, 2010 Regular Board meeting; Executive Minutes from October 22, 2009, February 18, 2010 and March 5, 2010; the Alternate Brochure Bid 2010-2011 and the Fund Balance Policy. The motion was passed by a roll call vote of 4:0.

**VII. STAFF REPORTS**

**A. Director's Report**

Executive Director Gary Balling discussed the following:

1. **Annual Ice Show** "Broadway" is this weekend. Jenny Berni, Bill Hamilton and all the staff there are just doing a fantastic job and I have heard good things about how it is going.
2. **Rehm Pool** – The new filter will be in about a week early. Construction has started in terms of demolition of the sand filter. That work is ahead of schedule. Work will also be done on some gutters and stairs at the same time. This is regular pool maintenance - not in the Capital Improvement Plan.

3. **Wenonah Tot Lot** – Work has started again on Wenonah Tot Lot. We are hoping if the weather holds out to have that project completed in the upcoming months.
4. **WWI Memorial** - Work is also starting on the WWI Memorial project early next week weather permitting. A meeting has taken place with CSOS, the contractor, as well as other workers involved.
5. **Pleasant Home** – Laura Thompson, Executive Director, Pleasant Home Foundation, came up before the Board and advised them that Oak Park had been designated as a Preserve America Community. This was a village-wide effort thru the Village of Oak Park; Preserve America is a Federal designation through the White House for communities that are strong on preservation and tourism. The Village Preservation Office invited a number of organizations in our community to apply to become a Preserve America Steward based on the volunteer effort that is put forth for the organization on behalf of the community; those particularly that could not survive without the volunteer work. The Pleasant Home Foundation has been designated as a Preserve America Steward for the volunteer efforts on behalf of Pleasant Home. Laura handed out a copy of the letter from the White House signed by Michelle Obama along with the information we submitted to the National Advisory Council. She spoke about the type of work our volunteers brought to the Home as well as the restoration projects, advisory roles, and the many hours put forth by them, our community and surrounding areas in the Chicagoland area. Laura stated how proud they all are of this work and now our Federal Government is as well! Pleasant Home was the only designated organization in the state of Illinois and, in the entire nation, there were only approximately 20 Preserve America Stewards designated. Laura will share this designation with the village and the tourism center.
6. **Mills Park** – A meeting took place this week with Laura Thompson, Executive Director, Pleasant Home Foundation; Frank Hietzman, Pleasant Home Foundation; Altamanu, Inc., Park Planners; and Don Maynard, Garapolo Maynard Architects who has worked with the Park on lead abatement and restoration; to get a consensus on the approach to the restoration of the fence as well as park. Approaching the project as different components was discussed; 1) the fence component which includes iron as well as masonry work and 2) the park portion which includes openings in the fence, walkways and other work in the park. The consensus was to do the iron and masonry work along with the openings in the fence this fall and next spring to bid the park and the concrete work out. Laura Thompson met with our Midwest Representative from National Park Service to discuss the approval necessary for a National Historic Landmark. The house, the front entryway, and the fence all have National Historic Landmark status; the park itself does not. Essentially, the National Park Service cannot approve nor disapprove anything. They would like to be kept appraised and they would like to provide a letter that they had seen the plan, etc. Laura Thompson advised the Board that the National Park Service website has been great to keep them up to speed and use, i.e., advising them of community meetings, discussions with the public, etc., which led up to the decision of the opening in the fence. The National Park Service feels comfortable with that decision.
7. **Euclid Park** – Gary advised the Board that plans for Maple and Euclid are at 50% completion. Jamil Bou-Saab, Terra Engineering, brought the plans of Euclid and began by quickly showing what work was to be done in this phase. After the spring tour last year, we shifted some of our dollars to the outfield and are looking at three different options. Options B and C work nicely into the budget although the outfield would still not be able to be completed. Option A completes the outfield but would put us over budget to the extent of about \$75,000. We could cover this difference by some value engineering; it also looks like we are going to have some dollars left over from Randolph Tot Lot. Looking ahead to next year, we have \$125,000 that is unallocated in the CIP and we potentially have some dollars available from the fund balance this year, also, there is the possibility of bidder's coming in under budget. Therefore, the money is available to do it right. The most reasonable thing to do as long as work is being done in this area is to try and get it completed correctly so it won't need to be revisited at a later date. Jamil explained the technical side of Option A with a 1% grade in the outfield allowing drainage so that water would not pool in the middle.

8. **Dog Park** – The dog park opened a little over a week ago. The entry system and gate are still being worked on.
9. **Randolph Tot Lot**- Bid opening was 2/24/10. A meeting with Jim Solnes and Mike Lennox (apartment owners) was on March 11<sup>th</sup>. They decided not to proceed with the brick paver option, but will pay for the fence north of their property, Renovation will begin at the end of March. Bids come in very favorably.

**B. Division Managers' Reports (Updates & Information): Jamie Lapke presented the following information to the Board:**

- 1) Karin Schindel and Chrys Meador attended a PDRMA workshop "Human Resources and Employee Benefit Seminar" on Thursday, March 18.
- 2) Tracy Domino is preparing and looking forward to summer employee hires.
- 3) Pam Hughes asked that if you are requiring something to be sent with a check you have requested, to include a copy of what you want sent.
- 4) Lindberg Park burn was held at 1:00pm today; the burn was controlled with no problems.
- 5) The new FLW logo will be available to vote on in the next couple of weeks.
- 6) Judy Weik is making our employee newsletter "green" by sending it through emails rather than paychecks.
- 7) Ron Calloway has set up two driver challenge dates for employees needing it on May 26<sup>th</sup> and June 8<sup>th</sup>.
- 8) Mike Grandy reminded us of partnerships we have with other agencies and the village and that it is in our best interest to foster these relationships.
- 9) Kenji Tademoto is working on the fire extinguisher survey.
- 10) The new Anderson Sign is in and the sign project is just about complete.
- 11) Painting has taken place here at 218 in the last two weeks: the lobby, stairwell, Board Room and offices.
- 12) New work spaces have been worked on by B&G's Bob Rochon and John Borland including offices for Neil Adams, Joanna Skubish, Joe McInerney and the upstairs corral.
- 13) B&G has been surveying the trees for trimming and stump grinding which they weren't able to complete in the fall due to weather.
- 14) B&G has been busy with park clean-up and preparing athletic fields.
- 15) Henrietta Yardley attended the "American Camps Association" last week.
- 16) Signs were placed at the Conservatory for the past two weeks listing the late opening on Saturday March 20 for the Egg Hunt.
- 17) There are fairies placed throughout the Conservatory. When you search them out, you will also find a poem or a fairy house.
- 18) Cheney Mansion will be involved in Green Sunday which is April 11.
- 19) Matt Ellmann is working on the gymnastics proforma.
- 20) J.C. Farris placed the spring/summer clothing order.
- 21) Mike Lushniak will be holding the travel house banquet this weekend.
- 22) The ice show "Broadway" is in great shape and will run this weekend, March 19-21.
- 23) Jenny Berni is working on the spring scheduling in the arena and will be attending the aquatic conference next week.
- 24) The dog park resurfacing of rocks and crushed granite is working out well. Public feedback has been positive.
- 25) April Armer is finalizing the Scholarship Report for the April Board Meeting.
- 26) Ezohn Smith is excited that the skate park is open and has been running a DJ class on Saturdays.
- 27) The Park Pursuit relay will take place in Oak Park on May 6.
- 28) The Lottery went well in the Customer Service area.
- 29) The Customer Service Committee will hold their first meeting this coming Tuesday, March 23, 2010.
- 30) Jenny Pawlowski reported that the summer camps are filling up and that preschool at Carroll is already full for the 2010-2011 school year.
- 31) Bobbi Nance has been working on Park permits, the bus bids are out.
- 32) Summer camp transportation bids are out.
- 33) Meredith Schwartz is accepting applications for the Senior Advisory Committee until April 12.
- 34) The Tropic room will be going out to bid in a couple of week. The Tropic Room and the Desert room will both be closed during the lead abatement project.
- 35) We are accepting applications for the Accounting Supervisor position until Sunday.
- 36) Karin took an IT survey of all the staff and is compiling the results to guide us in IT decision making.
- 37) Neal, Karin and Diane have started on a draft of the new CIP.
- 38) Chrys Meador has been working with staff to get all summer job descriptions online and has begun to process new hires.
- 39) A new purchase order procedure is being worked on.
- 40) Jennifer is working on the summer brochure.
- 41) Saucony Sneaker Company has signed on as a sponsor of the Frank Lloyd Wright Race.
- 42) Joanna's office was moved to the Customer Service area.
- 43) All the tennis nets are up except Longfellow.
- 44) Mike is following up with the new custodial service.
- 45) Theresa ran 2 full worm composting classes at the Conservatory.
- 46) Cheney will be hosting concerts and is discussing a bike rack.
- 47) JC is starting a resource library for the Recreation Dept.
- 48) Bill is very happy with the Snapple service.
- 49) The spring hockey league at Franklin Park Ice Arena starts next week.
- 50) The

Board will get the rink report in May. **51)** Chad reports that Roller Derby maxed out again. **52)** Liz added cardio-kick and Can-Can classes. **53)** Sherrill has created a camp “scrapbook” that will assist customers in choosing a camp for their kids. **54)** Christina ran a Rehm train survey and got 70 responses. She will use the feedback for summer scheduling, the main recommendation is to open the trains during non-nap hours. **55)** Basketball playoffs are this week. This year the league has much more balance on its teams. **56)** Soccer starts soon. **57)** Little SCAW is full. **58)** The WWI memorial and Wenonah Tot Lot projects are starting again. **59)** The “Pillow” sculpture will remain at Austin Gardens.

## VI. OLD BUSINESS

### **A. Buildings and Grounds/Facility Maintenance: Commissioner Bracco**

#### **1. Randolph Tot Lot**

**(Roll Call Vote)**

**Commissioner Bracco: Commissioner Bracco moved, and Commissioner Graves seconded, that the Board award the bid for the Randolph Tot Lot to Clauss Brothers of Streamwood, IL in the amount of \$309,077.00 for the construction improvements at Randolph Tot Lot. This amount includes the base bid of \$285,000.00, Alternate #1 lighting east side \$15,065.00 and Alternate #2, fence on east side \$9,012.00. Alternate #2 to be paid by owners of apartment building.** Director Balling reminded the Board of the extensive community meetings that were held as part of our regular process and the bid put together from those meetings. The bids came in very favorable. Also, as part of this project, the property on the corner of Oak Park and Randolph transferred to the Park District from the Village. We’ve met with the neighbors of the apartment building Jim Solnes and Mike Lennox. They will be making a contribution to the fence that runs adjacent to the apartment. The neighbors also requested another bid option to do concrete work on that sidewalk in a brick paver. They have since decided not to go with pavers. An excellent relationship has been developed. As soon as the Letter of Understanding with the apartment owners is completed and signed along with authorization from the Board we will move ahead with this project. The neighbors have asked to make two payments; one by May 15 and the other part in June. **The motion passed with a roll call vote of 5:0.**

#### **2. Herbert Rubinstein Memorial Garden at the Oak Park Conservatory**

**(Roll Call Vote)**

**Commissioner Bracco: Commissioner Bracco moved, and Commissioner Valentine seconded, that the Board award the bid for the Herbert Rubinstein Memorial Garden at the Oak Park Conservatory to The Kenneth Company of Bolingbrook, IL in the amount of \$240,016.00 for the Phase I construction improvements of the garden area at the Oak Park Conservatory. This amount includes the base bid of \$225,071.00, Alternate #3 plant wall \$5,430.00 and Alternate #5 irrigation \$9,515.00. Note: Upon a second of the motion, further discussion is requested to consider further contributions and projected alternates which may amend the motion.** Director Balling reminded the Board of the extensive process including the public for this master plan. This plan is very fortunate, a substantial contribution is being made by the Friends of the Oak Park Conservatory (FOPCON) and the Rubinstein family as well as a contribution from the Capital Improvement Plan. Originally a budget of \$214,000 was established. As you can see from the motion, we are exceeding that budget. We have gone back to the Rubinstein family and have been told they would make an additional contribution for a portion of what we call the “funding gap” to get us to the completion of the base bid along with contributions to covers the irrigation system (alternate #5) as well as the plant wall (alternate #3) which would bring their contribution up to \$90,000 for the project. Talking with Sandy Lentz, FOPCON President, she will be bringing to their meeting on April 4 a recommendation of an additional contribution of \$12,452. That contribution would be for two different alternates: going from an aluminum fence to an iron fence for an additional \$2,930; and additional tree lighting,

under lighting, as well as some solar lighting which will go within the blue-stone paving areas for \$9,522 - an additional \$12,452. At this point, Director Balling made a request to the Park Board for an additional contribution of \$8,376 to go towards closing the funding gap to get to the base bid, \$10,000 for contingency-unforeseen conditions, and then \$18,386 which would allow permeable pavers for the service area. Using the \$100,000 set aside in the 2011 CIP for the Conservatory, there would still be \$33,000 left for the future phases should these additional contributions be made. A Board member questioned the need for the permeable pavers and Director Balling showed the current plan which is currently covered by pea gravel and where permeable pavers would be which would allow that area to be a much more usable and serviceable. The Board was pleased with the approach of private and not-for-profit funding coinciding with the Park District's. This motion would amend to accept the Park District authorizing the additional funding of \$36,762 for the funding gap from the budget to the base bid, the contingency and alternate #4 - the service area; pending authorization from FOPCON for a total contract of \$286,468.12 (this is less the 10% contingency). **The motion passed with a roll call vote of 5:0.**

**B. Administration and Finance Committee – No Action.**

**C. Recreation and Facility Program Committee – No Action**

#### **IX. NEW BUSINESS**

No new business.

#### **VII. COMMISSIONERS' COMMENTS**

- **Commissioner Bracco** – Wanted to comment on Ridgeland Common and their staff. He attended the Fenwick Catholic League playoff vs. St. Rita. It was a great atmosphere. Fenwick qualified only the day before so there was very little time to get the rink ready. The staff did a great job on crowd control; as you can imagine, hockey fans can get a little rowdy as well as teenagers so they did a great job!
- **Commissioner Bullock** – Is part of the group looking at the Community Survey which is to be put out sometime next fall. They held a meeting to figure out items needing to be looked at; very good topics were discussed. Marty Bracco and she were at the Intergovernmental Round Table discussion on March 6. Attending were representatives from all the taxing bodies in town. There was good conversation on overall global issues, working “A Day in our Village” together, possible ways to work together with all of our volunteers, Boards, and generally coordinating and helping each other out. They want to move forward from this meeting with a positive communicative strategy. Jessica also attended the prescribed burn and found it exciting to see.
- **Commissioner Graves** – Attended the Legislative Breakfast in Forest Park. Only one Legislator was there, LaShawn Ford; he seemed excited about the Maple Park Project and is interested in getting a tour so she assured him one would be set up. She then passed out master plans for the Roos Building which recently had a referendum passed for its work which there is much excitement about. She also attended the January IAPD Annual Business Meeting. Chris was very impressed with the gymnastics center staff and how they assisted with a car pool mix-up and trouble shot that whole scenario.
- **Commissioner Valentine** – Complimented the prescribed burn; it represents the multi-faceted greening approach the Park District is taking. It was a potentially controversial subject that was handled well with the help of our volunteers.
- **President Gartland** – Nothing.

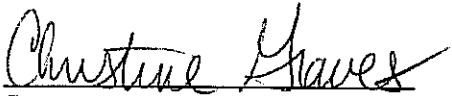
#### **VIII. EXECUTIVE SESSION**

At 8:44pm there was a motion by Commissioner Graves and seconded by Commissioner Bracco to adjourn to closed session for the discussion of the purchase or lease of real property for the use of the District and the discussion of appointment, employment, compensation, discipline, performance, or

dismissal of a specific employee of the District, including hearing testimony on a complaint lodged against an employee to determine its validity; in accordance with sections 2 (C) (5) and 2 (C) (1) which are exceptions of the Open Meetings Act. **The motion passed a roll call vote of 5:0.**

At 10:17pm there was a motion made by Commissioner Graves and seconded by Commissioner Bracco to adjourn the closed session and reopen the regular Board meeting. The motion passed a roll call vote of 5:0.

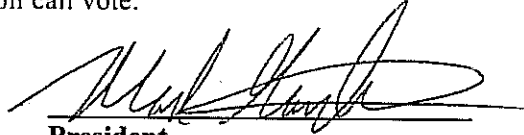
At 10:18 pm there was a motion made by Commissioner Graves to continue this Regular Board meeting to Thursday April 15, 2010 at 7:30pm at the Oak Park Conservatory, which was seconded by Commissioner Bracco. The motion passed in a 5:0 roll call vote.



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

April 22, 2010

**Date**



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

April 22, 2010

**Date**