



**Park District of Oak Park  
Regular Board Meeting  
218 Madison Street-Hedges Administration Center  
Oak Park, Illinois  
Thursday, January 21, 2010**

**VI.C**

**Minutes**

The meeting was called to order at 7:30pm.

**I. ROLL CALL**

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

**Absent:** Commissioner Graves was absent.

**Park District Staff present:** Gary Balling, Executive Director; Mike Grandy, Superintendent of Buildings and Grounds; Karin Schindel, Superintendent of Business Operations; Matt Ellmann, Superintendent Recreation; Diane Stanke, Manager of Communications; Andrea Fogt, Accounting Supervisor; and Karen Gruszka, Executive Assistant

**Others Present:** Dick McKinlay, PDCC; League of Woman Voters, representative.

**II. APPROVAL OF AGENDA**

A motion was made by Commissioner Valentine and seconded by Commissioner Bracco to approve the agenda. The motion was passed by a voice vote of 4:0.

**III. VISITOR/PUBLIC COMMENTS**

Mr. Bill Ketcik, 606 N. Grove, Oak Park, IL 60302 – Mr. Ketcik came to speak to the Board as a representative of Oak Park Youth Baseball and Softball Association and also as a citizen regarding the Dog Park at Ridgeland Common. It is their opinion that the Dog Park is in a very difficult location as well as a health hazard. There had been times where waste has been on the field. Parents and Coaches can't reach a child if they need to during the game if that child is in the dugout. The Board responded by informing Mr. Ketcik in 2006 a study was done of all the facilities and the best place for the temporary and permanent dog park was Ridgeland Common. It is on the agenda this evening due to the renovations being made to it 1) drainage/undersurface and 2) locks so only dog park members can get in but that it will remain temporarily at Ridgeland Common. Kids watching the game can still sit on the hill but not on the hill facing the dog park unless they have a key. As far as waste on the field, unfortunately that happens in all parks. A new Dog Park is being built at Maple Park and it will be on the far north side of the park away from the baseball fields and could help with the quantity of dogs at Ridgeland Common, but the study that we did tells us that we need two dog parks in town. Dick McKinlay, President of Friends of Oak Park Dogs, was introduced who was also attending the meeting, and reiterated that the Park District had a very large demand back in 2006 for something exactly like Ridgeland Common and again explained the shortage of space in Oak Park and the balance that the Park District is trying to achieve. Mr. Ketcik agreed and stated he also is a dog lover but felt that it is just not a good location. When running tournaments at Ridgeland Common, families come from other communities and the Dog Park just is not aesthetically pleasing to look nor a good representation of Oak Park. As Ridgeland Common is looked at in the future, Mr. Ketcik was assured that OPYB has been and will be involved in meetings and that focus groups will have input into any future designs.

## **V. CONSENT AGENDA**

Motion of the Board for approval of the Consent Agenda, which includes the Fund Status Report and Warrants and Bills for the month of December 2009 dated January 13, 2010; Minutes from the Truth in Taxation Hearing; December 3, 2009; Committee of the Whole Meeting, December 3, 2009; Budget Appropriation Hearing, December 17, 2009; Regular Board Meeting, December 17, 2009; Executive Session, December 17, 2009; the Freedom of Information Act Policy; the Senior Advisory Committee Task Force By-laws and the Ridgeland Common Dog Park Improvements.

## **VI. STAFF REPORTS**

### **A. Director's Report:**

Executive Director Gary Balling discussed the following:

1. **PDOP Kick-off Meeting** – Director Balling gave each of the Commissioners a First Impressions pocket buddy which was given to all the full-time staff and key personnel of the Park District at the “First Impressions” kick-off. This theme will run throughout next year stressing that staff introduce themselves in centers, classes, etc., making sure to smile, and that everyone receives a good reception.
2. **RFP Scoville Park and Lindberg** – The interview process for park planners for Scoville and Lindberg Parks is coming to a conclusion. We are in our final stages of getting our recommendation to the Board which will come before the Board in February. The Master Plan for Scoville Park is looking to begin sometime in March and Lindberg Park in the fall.
3. **Maple and Euclid Square Park** – We had a kick-off meeting with Altamnu, Inc., the Park Planner for Maple Park and Euclid Park, which will begin construction this summer after the baseball season, around July 12. This information will be communicated further with the baseball and soccer organizations affected and some discussion has already taken place with those groups. Euclid Square initially was only having work done to the backstop area and the area immediately to the south but after our discussions, the outfield will have more intensive work done to try and improve drainage. The outfield work taking place in Euclid Square means, even if we begin work in July and most of the work takes place in the fall; we are still going to need time for the work to mature. An expectation of April 1 or April 15 start would probably be pushed back, but that is only for Euclid square. Maple Park’s baseball fields are not being worked on. Most of the work at Maple Park is to relocate the tennis courts and putting in additional walks, and building the dog park.
4. **Randolph Tot Lot** – We are now into about 50% of the drawings. We expect it to go out to bid first part of February. We will be bringing the Board bids on that project in March. We hope to meet with the property owners next door to the Randolph Tot Lot Addition tomorrow just to bring them up to date on where we are going on that.
5. **Performance Review Process** – We are in the middle of our performance review process. It takes a good two to three months to get through all the different classes and models.

**6. Snow Clearing** – Snow removal, we are continuing to work our way through that. A lot of snow came down right before the holidays but it has subsided. We feel as a staff, we are doing a good job. Not everybody is satisfied but where we are today vs. three years ago has shown substantial improvement. A Commissioner noticed the clearing around Randolph Tot Lot, after the first snow, looked really bad with torn up turf around the walk. It was questioned if there was a vehicle narrow enough to fit the walks? Mr. Grandy responded that there was a vehicle narrow enough but it could not handle dense snow and could not be used that snowfall. The Buildings & Grounds department does go around and repairs torn up turf and the scars are gone by summer. The Commissioner wondered if they couldn't just go back and replace it then and there. Mr. Grandy explained that it wasn't possible. The Park District has 8 miles of walkways to do and they only get to 6.5 of them. They are trying to keep up with high traffic areas and walkways near senior citizen developments. Also, when it snows, the longer they take to get to a walkway to clear it, the more people walk on it, pack it down and it becomes very slippery. If one side of the sidewalk dips down and you don't maintain a certain amount of speed, it is very hard to maintain the vehicle on the sidewalk let alone one you cannot see or which most likely isn't straight. A Commissioner questioned how Field is handled as the S.E. side was icy. Mr. Grandy explained that the Park District handles all of Field since they do not have the equipment and that more emphasis will be put on the S.E. area if it is icy. A Commissioner stated that more talk needed to take place at the budget session to assure the best snow removal.

**B. Division Managers' Reports (Updates & Information): Diane Stanke presented the following information to the Board:** 1) Staff Accomplishments – Bill Hamilton passed the NPRA certification exam so he is now officially a CPRP; that is a great accomplishment! 2) Theresa Kyriazes, Meredith Schwartz and Mark Omni all passed their commercial driver's license test. 3) Our driver's challenge program is going to be in an upcoming issue of the PDRMA newsletter. 4) Mark Omi and David Kindler both won awards for "Take your best shot" contest. 5) Karin Schindel held her 1<sup>st</sup> meeting with the Tech Task Force to figure out our needs. A survey has already gone out to all staff to gather information. 6) Joanna Skubish secured Blackhawk tickets through our sponsorship with them for a drawing which sold almost 150 tickets earning just shy of \$4,000; this money will be used to purchase equipment for hockey families that can't afford equipment. 7) We are gearing up for summer jobs; they are being posted on the web-site. 8) Trapeze and Volleyball classes started this week. 9) We maxed out registration on the Derby Lite program. 10) We have ten volunteers for youth basketball. 11) 13 out of 15 sports/fitness classes are running. 12) The Prescribed Burn Meeting took place last night at Mann School. Doug Chien did a great job of providing a lot of basic information. (When asked if anyone was against the burn Diane confirmed that no one was against the burn but one person asked a lot of questions. It turned out they were mostly concerned about air quality and smoke. They had a perception the burn was going to be much larger than it actually will be – which actually is, only inches from the ground. They wanted to be notified before the burn. The problem with notification is the burn is dependent upon numerous conditions weather-wise which might not allow for much notification. The Prescribed Burn Fact Sheet along with the powerpoint presentation is posted on our website). 13) Buildings & Grounds update is –

SNOW and TRASH; seasonal staff is helping with that. 14) The Conservatory launched a monthly e-newsletter with over 400 subscribers. 15) Fulltime staff met at Pleasant Home for an All Staff Meeting and enjoyed the beautiful surroundings of the walls recently repainted in historic colors. 16) The Conservatory is getting ready for their lead abatement in the Tropic Room. Mark Omi is busy trimming back trees as needed and plants. 17) Christina Waters talked today about the volume of rentals going up. 18) Over 1,000 skaters came to the open skates at Ridgeland Common over this weekend. 19) The Dog Park is going to be closed during February for renovations, we are working on a communication to get this information out. 20) Baseball registration is this weekend and we are passing out information on the expanded carry-in and carry-out program that the Greening Advisory Committee put together. This program ran at Holmes last year and the hope is to run it this year at Holmes, Hatch, Carroll and Julian - whatever people bring in, they will bring out when they leave. 21) January 30<sup>th</sup> is the Teen Center Open House. 22) Jenny Pawlowski is getting ready for the summer camps re-accreditation process. 23) The Gymnastics center Cart-Wheel-Athon is February 7-13. 24) Cheney Mansion Orchid show is February 6 & 7. 25) The IPR Conference is January 28-30. Diane organized a session on Going, Going, Gone Green along with Henrietta and Julie Greve from Park Ridge and have collected information from all over the state on different greening issues that the Park Districts are doing. Bobbi Nance is presenting on Teen programming. 26) The theme for the ice show has been announced and it is *Broadway*. The show is March 19 and 21<sup>st</sup>. 27) Diane is on the Census Committee for the Village and reminded everyone not to forget to fill out the form sometime mid-March. 27) Jean Kwas shared a really nice story today during our All Staff Meeting on how a father came up to her at the Breakfast with Santa and told her how his kids just love the Park District and couldn't say enough about the camps and skating at Ridgeland Common and all the special events.

## **VII. OLD BUSINESS**

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

#### **1. Cheney Mansion Site Master Plan \***

(Roll Call Vote)

**Commissioner Bracco: The Buildings and Grounds/Facility Maintenance Committee recommends that the Park Board accept the Cheney Mansion site master plan as proposed by Wolff Landscape Architecture.** Director Balling pointed out changes in the figure amounts discussed at the COW when Ted Wolff was presenting from the original packet. A revised Master Plan Document and cost sheet was handed out. There was a decrease of approximately \$61,000 for the 90ft sidewalk surrounding the opening rather than the rebuilding of the sidewalks on all of Euclid. There were increases for the identity sign, work on the accessibility route, the bench areas, etc. \$150,000 for the capital improvements has been allocated; \$50,000 in 2011 and \$100,000 in 2012. Director Balling reminded the Board of the slide presentation by Ted Wolff and Ben Baker at the COW Meeting and how it came about through community meetings, focus groups and questionnaires. **The motion passed with a roll call vote of 4:0.**

2. **Rehm Pool Filter \***

(Roll Call Vote)

**Commissioner Bracco: Commissioner Bracco: The Buildings and Grounds/Facility Maintenance Committee recommends the Board accept the bid submitted by Schaeffges Bros, Inc., Wheeling, IL, featuring the Neptune Benson Defender Regenerative Pool Filter System, Pump and Motor for \$203,000 as well as the acceptance of Alternate #3, replacing the Base Bid Starter with the Variable Frequency Drive Starter for an additional \$3,000. The total award for the contract is \$206,000. A contingency of 7% of the total bid price or \$14,420 is recommended to be set aside.** Director Balling discussed how Bill Hamilton went through an extensive review process. This was an extremely competitive process between two different kinds of filters. Bill did a lot of research in terms of seeking out references and made the recommendation on the Neptune Benson based on that research instead of the Filtrex System. Commissioner Valentine and Commissioner Gartland commented on the effort and detail in the process and memo and that the decision was sound. **The motion passed with a roll call vote of 4:0.**

**B. Administration and Finance Committee: No Action required at this time.**

**C. Recreation and Facility Program Committee**

1. **PDCC Affiliates Project/Cost of Service/Pricing Policy Review Study Proposal \***

(Roll Call Vote)

**Commissioner Valentine: The Recreation and Facility Program Committee recommends the acceptance of PROS Consulting "Cost of Service/Pricing Policy Review" Study Proposal in the amount of \$19,500.** Director Balling explained that this project came as a result of the PDCC Affiliates Sub-Working Group. Through their findings, they recommended this cost of service study as a future instrument in dealing with our affiliates. The Sub-Working Group met with PROS consulting after research and the knowledge they had spoken on this subject at conferences before. Also, a more custom type of a product was needed and in the past, another consulting form was used for a study, we ended up doing a lot of "coaching" which would not be the case with PROS. **The motion passed with a roll call vote of 4:0.**

2. **2010 Affiliate Agreement with Festival Theatre \***

(Roll Call Vote)

**Commissioner Valentine: The Recreation and Facility Program Committee recommends the Board approve the Affiliate Agreement between Oak Park Festival Theatre and the Park District of Oak Park.** From the COW meeting, a number of items were raised. Among them, the Annual Activity Participation Report Form and details of Austin Trust Fund. The form was given to each Board Member attached to a new memo breaking down details, i.e., the value of the fund at this point. After Director Balling ran through the points on the memo, the Board asked and received confirmation that Galen Gockel, Managing Director of Festival Theatre, knew of tonight's meeting. Their main concerns were of the Festival Theatre's

memo talking about losing substantial funding. Are they to the point of not being able to hold performances? Director Balling let them know that was not indicated to him when they met with Festival Theatre and that the amount we are recommending of \$6,000 was what they asked for in their memo; although stating that they could utilize more. Different ways of funding was then discussed with Director Balling going through what was paid and how during the last two years; along with funds in the budget that could absorb an increased donation. The Board wanted to confirm that if the Board approved this donation, should a concern arise down the road, could the figure be look at again? Director Balling assured him that the Board could absolutely look at this amount in the future. **The motion passed with a roll call vote of 4:0.**

### **VIII. NEW BUSINESS**

No new business.

### **IX. COMMISSIONERS' COMMENTS**

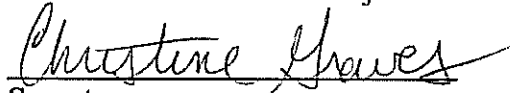
- **Commissioner Bracco** – Commissioner Bracco wanted to advise everyone of WSSRA's event on March 9; Bobcat Basketball. He also informed everyone of his nomination and acceptance of the Vice-Chair position for WSSRA for the next two years. He attended the Prescribed Burn Meeting along with Diane Stanke and found it very informative. He also was part of the Working Group to recommend Park Planners for Scoville and Lindberg Parks. There was great interest from top firms and he was struck by the detail and intensity of the competition. It was a difficult decision but in a good way.
- **Commissioner Bullock** - Commissioner Bullock attended one of the Public Skates this weekend and wanted to congratulate the staff on their efficiency, it went very well.
- **Commissioner Valentine** – no comment.
- **President Gartland** – no comment.

### **X. EXECUTIVE SESSION**

No Executive Session is scheduled.

### **X. ADJOURN MEETING**

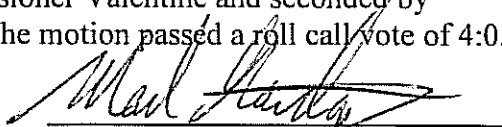
At 8:22pm there was a motion made by Commissioner Valentine and seconded by Commissioner Bracco to adjourn the meeting. The motion passed a roll call vote of 4:0.



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

**February 18, 2010**

**Date**



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

**February 18, 2010**

**Date**