



**Park District of Oak Park
Regular Board Meeting
Oak Park Conservatory
615 Garfield, Oak Park, Illinois
Thursday, February 18, 2010**

Minutes

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

I. ROLL CALL

Present: President Gartland, Commissioners Graves, Bullock and Valentine. Commissioner Bracco arrived at 8:04 pm.

Park District Staff present: Gary Balling, Executive Director; Karin Schindel, Superintendent of Business Operations; Mike Grandy, Superintendent of Buildings & Grounds; Matt Ellmann, Superintendent of Recreation; Neil Adams, Project Manager; Diane Stanke, Manager of Communications; Chris Leiner, Maintenance/Operations Supervisor; Bill Hamilton, Assistant Superintendent of Revenue Facilities; Henrietta Yardley, Manager of the Conservatory; and Karen Gruszka Business Operations Assistant.

II. APPROVAL OF AGENDA

A motion was made Commissioner Graves and seconded by Commissioner Valentine to approve the agenda. Gary Balling advised the Board of a change to the Agenda; the Dismissal/Exclusion Policy from Parks and Facilities Policy was not ready for Board Approval. A motion to approve the amended Agenda was made by Commissioner Graves and seconded by Commissioner Valentine. The motion was passed by a voice vote of 4:0.

III. VISITOR/PUBLIC COMMENTS

No public comments were made.

IV. COMMUNITY SERVICE AWARDS

Executive Director Gary Balling, President Gartland and the Park Board presented Community Service Awards to Oak Park and River Forest High School (John Selzer and Donna Diederich); Oak Park Township Youth Services (John Williams and Bert Patania); Oak Park Township Senior Services (Clarmarie Keenan,); Sandy Lentz, FOPCON; Alice Tulley, FOPCON; Steve Witt, Village of Oak Park Director of Building and Property Standards; and WSSRA (Sandy Gbur, Marianne Birko, Matt Barber and Bob Foster) in recognition of their outstanding contributions and unselfish devotion toward the advancement of parks, recreation and leisure in the Oak Park community and in Illinois.

V. Illinois Association of Park Districts "Best of Photo" Awards

Collette Kubiesa of IAPD presented Mark Omi the Best of Photo award for his picture "A Peek Inside", Henrietta Yardley accepted the award on behalf of Mark and to David Kindler for his photo "On the Ball".

VI. INTERMISSION

The Board took a brief recess to personally greet award recipients.

VII. 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 January dated February 10, 2010; Park Board minutes from the January 14, 2010 Committee of the Whole Meeting and the January 21, 2010 Regular Board Meeting; Historical Society Lease, Screen Printed and Embroidered Apparel Vendor Agreement Extension 2010; Sport Organization Affiliate Agreements 2010;

Personnel Manual; Appointments to the Park District Citizen Committee; and Appointments to the Art Advisory Committee. Directly following the Awards presentations, Blanche Dougal, the newest Art Advisory Committee member and Ben Ahring, the newest PDCC member were brought up and introduced. Both gave a brief history of why they were interested in their respective committees and stated there were looking forward to being a part of the committees and giving back to the community. The motion was passed by a roll call vote of 5:0. (The change of the president on the historical document was mentioned; from Laurel McMahon, President to Kelli Kline, President.)

VII. STAFF REPORTS

A. Director's Report:

Executive Director Gary Balling discussed the following:

- 1. Taylor Park Grant** – Is good news. The Park District of Oak Park is now up over \$1,000,000 in grants and are very excited about that. The Taylor Park project will take place in 2010.
- 2. Rubenstein Memorial Garden** – This project went out to bid with the bid opening on March 2. We have 6 to 7 companies that bid on this project.
- 3. RFP Scoville Park and Lindberg Park** – The Board will be considering proposals for Park Planners for Scoville and Lindberg Parks tonight. We've had one meeting already with Altamanu, Inc. whom the Board will approve tonight. We've got focus groups scheduled for Wednesday March 3 and our 1st Community Meeting is scheduled for Wednesday, March 24. Some of these meeting will hop from a Tuesday to a Wednesday due to scheduling difficulties at the Library. The Board thought that might be better because some nights are just bad for people. Chris Graves will attend the morning focus groups as the liaison and Mark Gartland will attend the evening meetings as the liaison. The Board will meet jointly with the PDCC on Monday April 26, 2010 to see and discuss the plans for these parks.
- 4. Randolph Tot Lot** – Randolph Tot Lot project is out to bid. Those bids will be opened on February 24 and the recommendation will be brought to the Committee of the Whole Meeting.
- 5. Conservatory Tropical Room Improvements** – We are working through those improvements.
- 6. Performance Review Process** – 29 of the 50 reviews have been completed by the review team. The review is actually done through the manager and staff. That is moving along very nicely.
- 7. Comprehensive Policy** – Commissioner Graves is working with a liaison who has volunteered her time to work on the Comprehensive Policy Manual.
- 8. Park Foundation** – Joanna Skubish met with Judy Shepelak, past president of FOPCON, to talk about a future Park Foundation.

B. Division Managers' Reports (Updates & Information): Matt Ellmann presented the following information to the Board:

- 1)** Ron Calloway has been doing a lot of training with our Service and Maintenance Departments. He has also been working with IDOL and OSHA using training booklets and quizzes.
- 2)** The Customer Service Committee will be launched very shortly, the Committee members have been identified.
- 3)** Christine Keating is also working closely with the pool staff getting ready for the pool season and getting the customer service end lined up with the pool end.
- 4)** Preparation is underway to cover Christina Waters' position when she is gone for approximately two months on leave.
- 5)** Cheney Mansion will be holding a sock hop next week and it is filled. They have over 50 people attending, including an 81 year old grandmother. There also is a rental this weekend on Cultural Dancing that is open to the public and a group of girl scouts is also scheduled to be baking at Cheney Mansion.
- 6)** Bobbi Nance has confirmed that winter classes are underway. Second session classes are about to commence.
- 7)** Bobbi is starting to gather all the park permits for fields, sports and parks to sort through and issue permits.
- 8)** Ezohn Smith and Meredith Schwartz got their CDL Licenses. They have both led a trip using the bus and both went very well.
- 9)** The first Frank Lloyd Wright Race Meeting has already taken place.
- 10)** Staff will be at job fairs at Oak Park River Forest High School next week.
- 11)** Karin Schindel and her team have been busy including the Tech Task Force which has been held twice. They did a survey and received over 52

responses from staff on ideas, concerns, and issues related to IT. **12)** They are bringing in a temp from Lauterbach & Amen to help with filling in the Accounting Manager void. A job opening posting will be up on Monday for the Accounting Supervisor position. **13)** Neil Adams is working on the CIP, preparing for the Wenonah and WWII Memorial getting started up when the weather breaks. Neil's new work space is almost completed which is across from Chrys Meador which will leave his current station available for others. **14)** Diane Stanke reported that the brochure is at the printer and will go out the end of February. They hired a web master part-time student from Dominican who will be coming in a couple days a week. **15)** Diane is conducting a study of the Rehm park trains and we received 62 responses. The responses have indicated that people would like to see the hours altered to be more conducive to kids being able to use it- not during nap time. **16)** The Ice Show *Broadway* is only a few weeks away. **17)** Jenny Berni is working on new program ideas for next year. **18)** With the proceeds from the Black Hawk fundraiser, the Hockey Program was able to purchase 40 sets of equipment available for loan by families unable to purchase equipment. This gives us the ability to service individuals that might not be able to participate without them purchasing hockey equipment. They are working on the details of how those loans would take place. **19)** The Travel Survey was conducted last Friday and part two will take place this Sunday. Good responses so far. **20)** Bill Hamilton reports that the vending machines are all in. We have already had our first service call and are proud to report that they responded right away and fixed the problem. **21)** Some changes have taken place with the camera system over at Ridgeland Common to cover more areas on the ice, the snack bar, the dog park, etc. **22)** Henrietta Yardley will be prepping for the plant sale and working with volunteers every Friday night. Mark Omi is working on repositioning a number of plantings that were causing some retaining walls to collapse into the heating elements. He dug them out, shored up the walls and repositioned everything accordingly. **23)** Henrietta has been working with the camp planners, April Armer and Matt Ellmann to work more closely on camp planning and has a goal of getting her camps ACA certified. After complying with all the standards, Henrietta has plans to be able to put in the application in the next review; which is in 3 years. **24)** The Conservatory was open on President's Day and had 96 people come through. The Conservatory participated in the great clean up day. **25)** Karen Gruszka and 3 other staff participated in a workshop on organization and found it to be a great educational experience. **26)** Mike Grandy is heavy working on the dog park project. **27)** The ice at Longfellow has been shut down for the year based on weather reports and the amount of energy that goes into it for the return. **28)** Mike attended the joint purchase program with the IPRA and is working with them on it. **29)** Mike has seasonal staff completing some painting projects. Roberto is working on the trains. **30)** Matt Ellmann has been working on the performance reviews along with working with PROS Consulting to get them the data they need for to do their project. **31)** The Filter project has a signed contract. We have a good bond insurance. We did get our permit from Illinois Department of Public Health. Shop drawings have been received and have been approved by Bonestroo and the filter is ordered. We are going to hold off on any demo work until we are in a position to know the delivery date of the filter. At this time the project is on schedule. A Board member asked about the Teen Center and had heard good things about Ezohn Smith. Numbers are down but different ideas are being worked on to reenergize it.

VI. OLD BUSINESS

A. Buildings and Grounds/Facility Maintenance: Commissioner Bracco

1. Park Planning Services Scoville Park – Altamanu, Inc.

(Roll Call Vote)

Commissioner Bracco: A motion was made by Commissioner Bracco and seconded by Commissioner Valentine to approve Altamanu, Inc., Chicago, IL, as Park Planners for Scoville Park in the amount of \$29,974.30. Gary Balling reminded the Board that they had discussed this during the Committee of the Whole and had gone through a competitive process. A working group made up of citizens and staff was used and Commissioner Bracco was involved. From that group, we did the interviews and came up with the recommendation

of Altamanu, Inc. They have done a number of other parks for the master plan. **The motion passed with a roll call vote of 5:0.**

2. Park Planning Services Lindberg Park – Wolff Landscape Architecture, Inc. (Roll Call Vote)

Commissioner Bracco: A motion was made by Commissioner Bracco and seconded by Commissioner Graves to approve Wolff Landscape Architecture, Inc., Chicago, IL, as Park Planners for Lindberg Park in the amount of \$21,000. Gary Balling explained the process of how the two RFPs for Scoville and Lindberg Parks. We could have gone with one firm to do both but the working group decided to split the parks. It was very close in terms of the actual discussion on what firm to go with and was decided on Wolff Landscape Architecture, Inc. with their experience dealing in sports fields and along with the best combined knowledge. A Board member expressed their confidence because they have had two very good experiences with these planners and that these are the two largest and most central parks in the community. There is a lot of work to do and hopefully there will be a lot of community involvement. The Board member felt that both planners would be ready to handle that community involvement. **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

VII. COMMISSIONERS' COMMENTS

- **Commissioner Bracco** – No comments; just that this awards meeting is the best meeting of the year.
- **Commissioner Bullock** – No comments
- **Commissioner Graves** – will be attending the Legislative Breakfast at the Berwyn Park District and asked everyone to let her know if there is anything they wanted her to express at the breakfast. She met with Matt Ellmann and Jan Arnold, past Superintendent of Recreation in Wheeling and in the Army Recreation Division, who has volunteered her time to create a Policy Manual. The goal of a Policy Manual is to make the policies no longer than two paragraphs and then to have a separate Operations Manual. The Board would approve the policy but the staff would be in charge of deciding the operations of the policy.
- **Commissioner Valentine** – FOPCON Andrea Green has been given an award from Concordia. She is involved in the education community and has run the exploration station at the Conservatory for years and is largely responsible for the increased traffic there. The award will be given out in March. FOPCON is in its 4th year of a 5 year strategic plan and beginning to work on a new one.
- **President Gartland** – Mark has been working with Historical Preservation to do a comprehensive plan for the Village. They will be looking for comments by March 3. Linda Thompson and Henrietta Yardley should look to see if they have any suggestions. That project is approximately two months out, nothing really will affect the Park District but it is always better to take a proactive approach. People currently are saying very positive things about the role the Park District has in historic preservation as he has; regarding the work and funds that the Park District have been committing towards historic preservation.

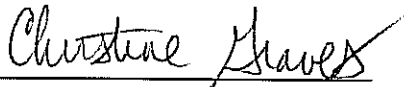
VIII. EXECUTIVE SESSION

At 9:04pm there was a motion by Commissioner Graves and seconded by Commissioner Valentine 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.

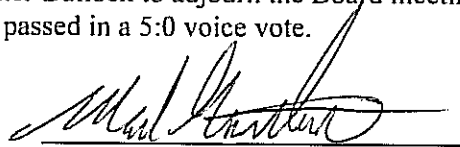
At 10:10pm there was a motion made by Commissioner Bracco and seconded by Commissioner Graves to reopen the regular Board meeting. The motion passed a roll call vote of 5:0.

At 10:11 pm there was a motion made by Commissioner Bullock to adjourn the Board meeting, which was seconded by Commissioner Bracco. The motion passed in a 5:0 voice vote.



Secretary
Board of Park Commissioners

March 18, 2010
Date



President
Board of Park Commissioners

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