



**Park District of Oak Park
Regular Board Meeting
John Hedges Administrative Center
218 Madison, Oak Park, Illinois
Thursday, June 17, 2010 at 7:30pm**

Minutes

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

I. ROLL CALL

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

Park District Staff present: Gary Balling, Executive Director; Mike Grandy, Superintendent of Buildings & Grounds; Matt Ellmann, Superintendent of Recreation; Kyle Cratty, Accounting Supervisor; and Karen Gruszka, Executive Assistant.

II. APPROVAL OF AGENDA

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

III. VISITOR/PUBLIC COMMENTS

None.

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 May 2010; Park Board minutes from the May 6, 2010 Committee of the Whole meeting, the May 20, 2010 Regular Board meeting, minutes from the Thursday, May 27, 2010 Spring Park Tour and Executives Session Minutes from May 20, 2010 and June 3, 2010; the 2009 Audit Report (a copy will be provided upon request); the Proposed Budget Timeline; the Prevailing Wage Ordinance; the Cheney Mansion Greenhouse Preliminary Feasibility Study and the Appointee to Senior Advisory Committee – Patricia Poskitt. **The motion was passed by a roll call vote of 4:0.**

VII. STAFF REPORTS

A. Director's Report

Executive Director Gary Balling discussed many items from his Director's Report; following is additional information he wanted to advise the Board of:

- 1. Strategic Board Retreat** – Information will be coming out in the next couple of weeks for the Strategic Board Retreat which will be held on Tuesday, July 13 from 2-5pm at the Oak Park Conservatory.
- 2. Pool Opening** – Along with the pools opening, he wanted to let everyone know that the Rehm Filter has been running great and that the “green information” on the filter was now in the window of the Rehm Pool Filter room.
- 3. Cost of Service Study** – The PDCC Sub-affiliate group will be meeting with the Cost of Service Study consultants on Monday, July 19 to review progress to date and to adjust and answer questions from the group. This information will be brought before the Board in August.
- 4. Scoville Park** – He let the Board know that John MacManus, from Altamanu, Inc., was at the meeting this evening not only to clarify the fountain moving and southeast entrance but also to talk to the Board about the Village of Oak Park's Transportation meeting and the tennis courts.
- 5. Maple and Euclid Square Parks** – Pre-construction meetings will be held with the community as follows: Euclid Park at the Oak Park Conservatory at 7:00pm on Monday, June 21, 2010 and Maple Park will be held at Carroll Center at 7:00pm, on Wednesday, June 23, 2010. These meetings have been posted and flyers have gone out to the neighbors.

6. **WWI Memorial** – Continues to move along, stone has been put back in its place and the plaques will be reset by July 1. He met with the group planning the rededication ceremony and they are very excited. The rededication ceremony will be on Sunday November 7th at 2pm and on Veteran's Day at 11:00am there will be a short ceremony at the Oak Park Arms.
7. **Joint Public Officials Meeting** – Is scheduled for Saturday, June 26. Jessica and Marty will attend.
8. **Barrie Park Sled Hill Mural**- probably won't be happening this summer due to the process with the Art League and Art Advisory Committee.

B. Division Managers' Reports (Updates & Information): Henrietta Yardley presented the following information to the Board: 1) Karin Schindel is on vacation and Kyle Cratty is filling in. 2) MSI will be shut down on Friday, June 25 for upgrades. 3) Kyle is taking steps to speed up our PO requisition process; adjusting the vendor lists to make it easier to create POs. 4) Diane Stanke is working on the community wide survey and has invited all the managers to a focus meeting. 5) The inventory of each park site is almost complete; it was last done in 2006 with the idea to update that survey so that each time a park is worked on the survey is immediately updated and always current. 6) An on-line survey about our brochure was completed with 83 responses. The majority of the responses were extremely complimentary and told us that 75% keep their brochures as long as 3 months or until the next one comes out; which is very important to our advertisers. 7) The survey also shows web based registration is the preferred way to register. 8) Summer party invites went out to all Park District staff for the annual staff picnic scheduled for July 22. 9) The local papers were invited to the Conservatory to photograph the fairy exhibit. 10) Our web site now has a new home page. 11) Joanne Skubish worked a deal with Tasty Dog that if you buy a kids meal you receive a coupon for a free ice cream cone that you can redeem at our Summer Splash Bash & Penny Carnival: Surf's Up; a great collaborative effort. 12) Ron Calloway continues to work on the Safety Manual which Liz Visteen has been a great help with the editing of the text. 13) Lunch for all the full-time and part-time employees was held in celebration of the Level A rating the Park District received. 14) 26 employees have gone through Ron's Driver's Challenge and did well. 15) The Park District has gone 186 days without an accident. 16) Ron held a heat related illness workshop for all maintenance staff this week so they can monitor their health while working in the hot summer conditions. 17) Ron informed everyone he will be on vacation from June 21 thru June 25 and Chrys Meador will be his back up. 18) Mike Grandy has finished his search for two new full-time maintenance employees. They received over 30 applications, 5 were invited back for second interviews and then were narrowed down to Rodney Valdez, a part-time conservatory worker, to begin work on June 28 and Mick Rakitan, a part-time maintenance worker to begin work on July 6. 19) Mike doubled his night maintenance crew so there are now two crews out closing up the parks, monitoring them and checking that all doors and windows are locked up properly. 20) 120 cubic yards of mulch is coming next week to help in the never ending fight against weeds and for landscaping. 21) Construction workers began removing top soil and grading on Monday at the Conservatory getting ready to place the patio for the Herbert Rubinstein Memorial Garden. 22) A preconstruction meeting took place at the Conservatory and all the contractors attended and were pleased with the removal of all the trees and shrubs. Only the huge trees remain and have been pruned back to have scaffolding built. 23) All the turtles, fish and the frog were moved to a temporary tank that Mark Omi build. It is positioned so that it is still visible through the fern room window. 24) Neil Adams is the main contact for this project; tropic room lead abatement. 25) Camp has started at the Conservatory and is off to a good start. 26) Planting in all our park beds is done. 27) Mark Omi received a \$500 travel grant to participate in the AERGC Conference, Association of Educational Research of Greenhouse Curators, in Champaign, IL, in July; an organization of people who manage greenhouses in the non-profit sector. Mark will present on the renovations that have taken place at the Conservatory and how it has made it more efficient and environmentally green. 28) Matt is working with Oak Park Tennis to become an affiliate. 29) The first meeting of the Senior Advisory Committee took place this week and went very well. 30) Barriefest was cancelled because of the weather. 31) Matt attended an in-service training on the issue of harassment and is looking towards more training to be proactive with children in our program. 32) Recreation has received a lot of email and voice mail

hours were spent in training by Matt and April and everyone is happy to see the dividends. 33) April Armer has awarded \$4,342 in scholarship money to 32 families compared to \$3,100 last year to 24 families. 34) DCFS came to inspect the pre-school program and everything was in good order; they will come out later in the summer for a second inspection. 35) The second train for Rehm has arrived. 36) The July 4th concert had to be cancelled due to the time of the parade. 37) Bobbie Nance reported that the Teen Center has been running a ramp camp that has been doing very well and will be running all summer. 38) A new roller hockey team has begun and is using Barrie's outdoor court. 39) Ezon Smith is working on a skate boarding event sometime in July and Joanna Skubish is working with him on sponsorship money for it. 40) A break-in at the Teen Center took place; all damaged and stolen goods have been replaced and put back in good order. 41) Bobbie was impressed with the communications at the Day in our Village; 7 new teens signed up to become members at the Teen Center after stopping at our booth. 42) Pools have suffered slightly due to weather but is expected to pick up as the weather changes. 43) Bill Hamilton reported that the new Rehm filter has the ability to run at a speed of 60 horsepower and is currently only having to run at 33 horsepower; with an approximate savings of \$800 a month. 44) There is a Tops swim meet this weekend. The organization has asked for a green meet and therefore has asked us not to sell bottled water with an emphasis on recycling. 45) Galen Gockel, Oak Park Festival Theatre, is stepping down as Managing Director. The Park District got a very complimentary letter from him.

VI. OLD BUSINESS

A. Recreation and Facility Program Committee – Commissioner Graves

B. Buildings and Grounds/Facility Maintenance: Commissioner Bracco

1. Euclid Square Park Bid Recommendation*

(Roll Call Vote)

Commissioner Bracco: Commissioner Bullock moved and Commissioner Graves seconded that the Park Board of Commissioners accept the following from Fuerte Systems of Plainfield, Illinois for the Phase I Improvements at Euclid Square: The final base bid in the amount of \$275,097.50, additional berm work in the amount of \$15,050.00, for a total contract amount of \$290,147.50. The Board was reminded of the discussions during the Committee of the Whole Meeting regarding the bids. Fuerte Systems have been met with and their references check out. The Board was very pleased with their bid. **The motion passed with a roll call vote of 4:0.**

2. Maple Park Bid Recommendation*

(Roll Call Vote)

Commissioner Bracco: Commissioner Bullock moved and Commissioner Graves seconded that the Park Board of Commissioners accept the following from Copenhaver Construction of Gilberts, Illinois for the Phase I Improvements at Maple Park: The final base bid in the amount of \$617,868, Alternate #1 (Park Lighting) in the amount of \$26,000, Alternate #2 (Tall Spigot for Dog Park) in the amount of \$7,000 Additional Walkway (Area # 3) work in the amount of \$12,246 for the total contract amount of \$663,114. The Board was reminded of the discussions that took place at the Committee of the Whole Meeting. The Executive Director, Project Manager, and Attorney Burkland met with Copenhaver Construction to go over their bid figures. A few adjustments were made to alleviate possible change orders in the future and to make sure the Park District of Oak Park would receive the quality of work that is expected. The Project Manager received 3 favorable references for Copenhaver and everyone was pleased with the bid and were looking forward the project beginning. **The motion passed with a roll call vote of 4:0.**

3. Scoville Park*

(Voice Vote)

Commissioner Bullock: Commissioner Bullock moved and Commissioner Graves seconded that the Park Board of Commissioners give direction to the Staff and consultants on Scoville Park Plan Sheets A2, A2-1, and A2-2 that the Board prefers to keep the existing fountain in its current location at the southeast corner of Scoville Park and that the fountain be incorporated as-is into further renderings of the proposed southeast corner plaza, subject to a final Board decision on the Scoville Park Master Plan. John Mac Manus, Altamanu, Inc., showed the Board differing views for the relocation of the fountain from the southeast corner of Scoville Park to Lake Street and the changes to the corner without the fountain and a view of the corner if the fountain stayed. The Board was told that due to the grates and trees and the sidewalk width, the fountain would be unable to be put in its historical location. Altamanu, Inc. created a niche on the North side of the sidewalk slightly west of the historical location to move the fountain to. The Board was reminded that the fountain was not guaranteed to survive the move and the approximate cost of the move would most likely be more than \$8,000. With this new information, the Board decided to maintain the fountain in its current location. John Mac Manus wanted to inform the Board that the previous consensus of keeping the three tennis courts would affect at least three of the surrounding trees due to new PDRMA guidelines which have changed since the courts were originally built. The new guidelines would require an additional 12 feet to rebuild the courts which then impacts 1 tree and the root packages of at least two more. Further PDRMA information is going to be done prior to the July COW meeting regarding this. The Board wanted to make sure when the final draft of the plans come before the Board that there will be enough time for public comment. A first reading of the plans will take place in July and a second reading will take place at the Regular Board Meeting in August. **The motion passed with a voice vote of 4:0.**

C. Administration and Finance Committee: None.

4. Fund Transfer*

(Roll Call Vote)

Commissioner Bracco: Commissioner Valentine moved and Commissioner Graves seconded the Park Board of Commissioners approve a transfer in the amount of \$141,380.00 from the Corporate Fund and a transfer in the amount of \$168,619.00 from the Recreation Fund for a total transfer of \$309,999.00 into the Capital Fund. The Board had no questions as this was discussed during the Committee of the Whole and felt the transfer to the Capital Fund was in good standing. **The motion passed with a roll call vote of 4:0.**

IX. NEW BUSINESS

VII. COMMISSIONERS' COMMENTS

- **Commissioner Bracco** – absent.
- **Commissioner Bullock** – no comment.
- **Commissioner Graves** – attended the Transportation Committee Meeting where Scoville Park Plans were presented. Generally she felt they liked the Scoville plan. The only thing they did not agree with were the mid-block bump-outs. They did not want to encourage mid-block crossing and felt the natural entrances were at the corners of the park. The Library cul-de-sac was also discussed as a drop off area. She also attended the Fairies exhibit at the Conservatory and found it very enjoyable.
- **Commissioner Valentine** – FOPCON retained a donor board. A nice sentiment across the top thanks the donors and corian markers lists the contributors surrounded with a cherry wood frame. It turned out very nice and looks like a piece of artwork. It is placed right above the donation box at the Conservatory.
- **President Gartland** – no comment.

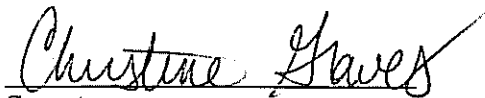
VIII. EXECUTIVE SESSION

At 8:44 pm Commissioner Valentine moved and Commissioner Bullock seconded that the Park Board of Commissioners convene into closed session for discussion of the purchase or lease of real property for the use of the Park District and discussion of the employment and performance of a specific employee of the Park District in accordance with section 2 (C) (5) and 2 (C) (1) which are exceptions of the Open Meetings Act. The motion passed with a roll call vote of 4:0.

At 9:53pm there was a motion made by Commissioner Bullock and seconded by Commissioner Graves to adjourn the Executive Session. The motion passed a voice vote of 4:0.

IX. ADJOURN MEETING

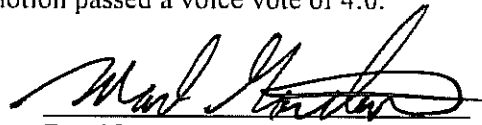
At 9:54pm there was a motion made by Commissioner Valentine and seconded by Commissioner Graves to continue the Board meeting to July 1, 2010. The motion passed a voice vote of 4:0.



Secretary
Board of Park Commissioners

July 15, 2010

Date



President
Board of Park Commissioners

July 15, 2010

Date