Park District of Oak Park
Regular Board Meeting
218 Madison Street-Hedges Administration Center
Oak Park, Illinois
Thursday, September 16, 2004 7:30pm

Minutes

The meeting was called to order at 7:33pm.

I. ROLL CALL
Present: President Kelly, Commissioners Conway, Gartland, Kindler and Philion.
Park District Staff present: Gary Balling, Executive Director; Lisa Lightcap, Business Operations/HR Assistant; Kent Newton, Superintendent of Business Operations; Greg Evans, Manager of Adult and Senior Services.

II. APPROVAL OF AGENDA
A motion to approve the agenda was made by Commissioner Gartland and seconded by Commissioner Kindler. The motion was passed by a voice vote of 5:0.

III. VISITOR / PUBLIC COMMENTS
No public comments were made.

IV. CONSENT AGENDA
A motion was made by Commissioner Gartland and seconded by Commissioner Kindler to approve the Consent Agenda **which includes the Fund Status Report and Warrants and Bills dated September 16, 2004, Minutes from the Board Meeting of August 19, 2004 and the Committee of the Whole Meeting of September 2, 2004 and Lauderbach & Amen, LLP for Auditor Services for Fiscal Years 2004 and 2005.** The motion was passed by a roll call vote of 5:0.

V. STAFF REPORTS
A. Director's Report:
Executive Director Balling discussed the following topics in his report:

1. **Comprehensive Master Plan –** The Standards Workshop which will be attended by some members of the PDCC, Carol Yetken and Leisure Vision is set for Monday, September 20 at 7:00pm in the 218 Madison Board Room. The Consensus Workshop is set for Monday, October 25 at 6:30pm at Village Hall. Director Balling met with Village Manager, Carl Swenson, and Village Planner, Craig Failor, regarding the development of an Action Plan. He also met with full time staff on Thursday to give everyone an update on the Plan. A list of "Frequently Asked Questions" will be developed by Diane Stanke and the PDCC Communications Working Group for Park District staff and customers.
2. **Community Foundation Grant –** The Park District has received a grant in the amount of $2,500.00 from the Community Foundation for the summer concert series. Thanks to Diane Stanke and Charity Luter for their hard work on the grant application.
3. **Stevenson ASA** - The skate board equipment was delivered and is being installed. The skate park area should be available for use over the weekend. We have received a commitment from the YMCA to sponsor the park in the amount of $1,000.00. The Grand Opening Celebration of the Area is scheduled for Saturday, October 2 at 10:00am. Director Balling attended a meeting with Oak Park Township Youth Services, the Police Department and our Park District staff members to prepare for the opening. Max Warner and Bret Fahnstrom have been working to gather ideas for the Celebration including goodie bags, activities and giveaways. Director Balling asked the Board for their ideas for the Celebration.

4. **Barrie Park** - SEOPCO had their Renaissance Festival last weekend. Much thanks to Bret Fahnstrom and Max Warner assisted the group with the organization of the event. SEOPCO has requested a Barrie Park Update Meeting which will be held on Tuesday, October 5 at 7:00pm at Temporary Barrie Center.
5. **Mills Park Walkway –**Ed Solan, Executive Director of the Oak Park Housing, has authorized a contribution from the Housing Authority in the amount of 50% of the cost to replace the walkway running through the Park which also accommodates Mills Tower.
6. **School District 97 Focus Groups –** Director Balling and the Board have been invited to participate in the Superintendent Search Focus Group on Tuesday, September 21 from 11:00am-12:00pm in the District 97 Board Room. The focus group will be led by Hazard, Young, Attea and Associates, a firm that specializes in the search for school superintendents.
7. **PDMRA HELP Worskhop –** The Oak Park Conservatory will host PDRMA's *Human Resources Employment Liability Program* Workshop on September 22, 23 and 24. Many of the District's Managers have already attended the workshop in the past and five Managers will attend this one. All Managers and Supervisors will eventually attend this training.
8. **Austin Gardens –** The Austin Gardens Site Master Plan project is underway. Three focus groups will be held about topics including: maintenance, safety and security; beautification; and business and tourism.
9. **Customer Service Workshop –** Scott Chovanec gave a presentation to all of our full time and key part time staff about customer service. The presentation was well received. A videotape of the presentation will be circulated to the Board.

B. Division Managers' Reports (Updates & Information):

Addressing this month's Updates and Information issued to the Park Board, Greg Evans made the following comments: 1.) The updated version of Windows XP and Norton anti-virus is being installed on all networked computers 2.) The Park District website had 11,107 hits in August, up from 10,335 the previous August, but down from July which had 12,026. Online registrations totaled 595 in August compared to 140 in July which means this new registration option is certainly beginning to catch on. The website is continuously being updated. 3.) Diane Stanke is working with Ron Calloway on a new Safe Driver Program which was discussed at the September Safety Meeting. Brett Davis from PDRMA attended this meeting and offered some good ideas. 4.) The PDOP has enjoyed a good, long-term relationship with the Village regarding its sidewalk replacement program which has helped to keep costs down for replacement sidewalks while completing the work in a timely fashion. Replacement sidewalk was installed at Taylor, Scoville, and Maple Parks. Several other parks are scheduled for repairs, including walks at Longfellow, Mills Park, and Stevenson. 5.) Over 100 dogs enjoyed the Doggie Dip which was the final event at Rehm Pool on Labor Day after the pool closed to the public. Channel 2 News and the Chicago Tribune were on hand for the event which was a great success. The demand was much greater than anticipated. Plans will be made next year to accommodate more dogs and their owners. 6.) Eight hundred rooted cuttings and divisions were potted for the plant exchange on September 11, as well as 200 cuttings taken from the Conservatory plant collection to be eventually sold on the plant cart. Plant material is being collected from the park beds and will be dried and used in arrangements that are sold at the winter open house. 7.) Tomatoes & Peppers "Bragging Rights Day" was held on Saturday, August 21, in the Cheney Gardens. Backyard gardeners were invited to bring their best home-grown produce for a little friendly competition. Attendees enjoyed a tasting of heirloom tomatoes & peppers grown in the Cheney Gardens. 8.) About thirty birdhouses were installed in Scoville Park in August, and they are very creative. Since we have had some trouble getting the local press to pick up on the project, we may need to do some special recognitions for our sponsors. The Family Festival and Birdhome Auction will take place at Pleasant Home on Sunday, September 19. 9.) The second Major League Soccer Camp was held at Field and Lindberg Parks the week of August 2-6 with 254 participants for the week and a total of 458 for the summer. The second Lacrosse

Camp at Taylor Park was another great success with 28 boys and 8 girls enrolled. 10.) Enrollment is at an all time high for preschool programs with 110 enrolled and 14 on the wait list. An afternoon class at Longfellow was dropped, and an afternoon Mi Escuela class was added. This class is now filled. Playschool enrollment is not yet full. 11.) Ann Harmon is a member of the Flu Coalition in Oak Park, run by the Health Department at the Village. Ann encourages everyone to get a flu shot, which will be given at Dole Center on Monday, Oct 4, from 1-4pm. There is a charge for the shots.

Mr. Evans then gave a status report of the upcoming Frank Lloyd Wright Races and distributed and discussed the sponsorship packets for the Races. Registration has just begun and Mr. Evans stated 1,400 runners will be needed to pay for the Race. Director Balling added that the Park District is in good shape for the Races because of financial assistance and publicity from Dominican University.

VI. OLD BUSINESS

A. Committee Reports:

1. **Recreation and Facility Program Committee:** Commissioner Philion– No action.

2. **Buildings and Grounds Committee:** Commissioner Kindler
   a. **Transfer of Mills Park Property to Oak Park Housing Authority**
   A motion was made by Commissioner Kindler and seconded by Commissioner Philion to **approve Ordinance Number 2004-09-16, an ordinance authorizing the transfer of property to the Oak Park Housing Authority.** Motion passed in a roll call vote of 5:0.

3. **Administration and Finance Committee:** Commissioner Gartland
   a. **Brochure Bids**
   A motion was made by Commissioner Gartland and seconded by Commissioner Kindler to **accept the bid from Hi-Liter Graphics of Burlington, Wisconsin to print the Park District of Oak Park's 2004-2005 Brochure Series in the amount of $43,227.00 and accept the alternate bid for the printing of the 2005-2006 Brochure Series in the amount of $46,227.00.** Motion passed in a roll call vote of 5:0.

VII. NEW BUSINESS- None.

VIII. COMMISSIONERS' COMMENTS

- **Commissioner Conway** had no comments.
- **Commissioner Gartland** stated that he, John Seaton, Mike Grandy and Director Balling held a meeting with FOPCON representatives, Hilda Berney and Judy Shepelak, to develop an outdoor garden plan and to prioritize capital projects for the Conservatory.
- **Commissioner Philion** had no comments
- **President Kelly** applauded and thanked staff for a terrific pool season. He then encouraged the Board to initiate informal conversations with the Village Board regarding the Comprehensive Master Plan in preparation for the Consensus Workshop to be held on October 25.

IX. EXECUTIVE SESSION – None.

X. ADJOURNMENT— At 8:24pm, a motion was made by Commissioner Kindler, and seconded by Commissioner Philion, to adjourn the meeting. Motion carried in a voice vote of 5:0.

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

October 21, 2004
Date

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