PARK DISTRICT OF OAK PARK
Committee of the Whole

Oak Park Conservatory
615 Garfield St., Oak Park
Thursday, March 2, 2006, 7:30pm

Minutes

I. Call to Order/Roll Call

The meeting was called to order at 7:35 pm by President Kindler.
Commissioners Present: President Kindler (departed the meeting at 9:44 pm.), Commissioners Bracco, Graves and Gartland. Commissioner Philion arrived at 8:00 pm.
Staff Present: Gary Balling, Executive Director; Mike Grandy, Superintendent of Buildings and Grounds; Kent Newton, Superintendent of Business Operations; Matt Ellmann, Superintendent of Recreation; Lisa Lightcap, Business Operations/HR Assistant; Linda Peterson, Manager of Cheney Mansion; and Laura Thompson, Executive Director of Pleasant Home.

II. <u>Recreation and Facility Program Committee</u>

A. WSSRA Annual Report – Sandy Gbur, WSSRA Executive Director

Sandy Gbur, Executive Director of WSSRA, reviewed the 2005 Snapshot. Ms. Gbur stated WSSRA's mission which states WSSRA will provide superior recreation services for people with disabilities by working hand in hand with the WSSRA partners, our consumers and community resources. WSSRA programs promote fun, healthy lifestyles, and physical and emotional health. Ms. Gbur went on to state that 465 programs/events were offered in 2005 with 782 unique individuals with disabilities participating. 112 volunteers were utilized with 1,859 volunteer hours. Funds raised in 2005 were $81,484 in cash donations and $29,199 donated in products or services. Also in 2005, the WSSRA share formula was revamped and the Board voted unanimously (11 districts) to accept. Ms. Gbur encouraged the commissioners to attend the Derby Gala fundraiser which will be held May 6 and mentioned that there are three new Foundation members from Oak Park. The Day Camp Program is challenging because there is more interest than can be served. About 221 seasonal workers will be needed this year. Now there is $60,000 available for day camps. This is the first year of the lottery and to date, 225 children registered and the lottery will pick 178 children to be in camp this year. Ms. Gbur invited the commissioners to visit the camps this summer as there are three sites in Oak Park. Commissioner Bracco said he has amazing respect for Sandy Gbur and her team and their work and expertise.

III. <u>Building and Grounds/Facility Maintenance</u>

A. Pleasant Home Foundation Update - Laura Thompson, Executive Director

Pleasant Home Executive Director, Laura Thomspon, gave an update to the Board on Pleasant Home. Regarding The Pleasant Home Staff and Board are now working on the Life Safety and the Maintenance portions of the Restoration and Preservation portions of the 2002 Historic Structure Report and are seeking grant support. Projects recommended for 2006-07 include exterior painting of the house, tuck pointing of exterior foundation and restoration of the summer breakfast porch. Regarding Development, the staff and

board are currently working on a number of grants for 2006 and 2007. The Illinois Humanities Council and Oak Park Area Arts Council grant for 2006 was received in the amount of $2,000 for the winter lecture series and the Home will be applying for Richard Dreihaus Foundation, Pioneer Press Foundation, and Landmarks Preservation Council of Illinois grants. Currently other grants are being researched and Corporate Sponsorships for programs are trying to be secured. Regarding Programs, the Lecture Series "The Genius of George Maher" was held in late February with nearly 50 people in attendance. The program Beautiful Bungalows returns on Saturday, October 14, 2006 with a house tour of bungalows. They are also looking into creating some special free-of-charge tours, such as a children's tour and an evening tour. Based on the success of the free Holiday Open House, the Foundation is working with the Historical Society of Oak Park/River Forest to possibly offer a Summer Open House/Family Event. President Kindler asked about having lectures on Channel 6 and Director Balling made a suggestion regarding developing a partnership with the Children's Museum for a children's tour.

B. Cheney Mansion Mission, Vision and Values – First Reading - Since August of 2005, Linda Peterson, Manager of Cheney Mansion, and Director Balling have been working with Howard Campbell, a Planning Consultant, to formulate a more focused strategic direction for Cheney Mansion. The efforts of those meetings as well as strategic planning meetings that involved management team members and key Cheney Mansion staff members and a focus group with the Park Board have helped mold the Draft Mission and Vision. The intent of the initial strategic planning meeting was to identify the key successes of Cheney Mansion, how they occurred and use that information to move forward. The subsequent session focused on future courses of action, measurements and needed resources. In October of 2005, a consultant, Howard Campbell, facilitated a Park Board Focus Group asking questions regarding successes and advice for Cheney Mansion. The Board also asked for advice from neighbors in attendance. Linda Peterson has developed goals that relate to addressing facility utilization, programming, the Infant Welfare Society Designer Showcase, investigation of a Friends of Cheney Mansion group, improved utilization of Park District systems including technology and maintenance, ADA accessibility and investigation of additional revenue streams through partnerships and further community involvement.

C. Preliminary 218 Madison Master Plan Concept Timeline – A document was created to start the initial discussion regarding the issuing of an RFP for a Master Plan/Feasibility Study for the remodeling/expansion of the Gymnastics Center, Building and Grounds Facility and Administrative Center all located at 218 Madison. Some possible areas of study include space needs and programming possibilities, community outreach and input, staff input, financial costs, revenue possibilities, impact and presence on Madison Street, safety and security, partnership opportunities/competition and identifying current trends relating to competitive gymnastics. Some possible project formulation concepts include formulating a Project Mission, exploring and determining the recreation programs and additional capacity that could be made by remodeling and expanding the existing 218 Madison site, determining a business/financial plan to incorporate additional maintenance and operational costs, exploring and proposing opportunities outside of the current 218 Madison facility to house any displaced operations. Possible focus groups include Gymnastics Parents Boosters, Public Safety, Engineering and Village Planning and Park District Staff Members. A question surfaced regarding how the Madison Street Plan fits into this plan. Staff will complete more research to determine how the plan should be developed and will provide an update to the Board in upcoming months.

D. **Update on Field Park Master Plan** - The first public meeting to gather public input for the Field Park Site Master Plan took place on March 1 and 15 people attended. Focus groups were held and a second public meeting will take place on April 5. A final recommendation is expected for the Park Board in May.

E. **Update on Recreation Center Historic Stewardship Committee** - Andersen, Carroll and Field Recreation Centers, as well as other Recreation Centers have undergone substantial review in recent years through the Infrastructure Committee Study, and independent engineering study conducted by the Village of Oak Park, and a programming study encapsulated within the Comprehensive Park and Recreation Master Plan. Given the historical nature of these facilities, the Park Board has expressed a desire to create a task force or Recreation Center Stewardship Committee (RCSC) to identify key questions related to the historical preservation of these buildings. At the current time it is anticipated that the Recreation Center Historical Stewardship Committee will address the following questions: Do Andersen, Carroll and Field Centers have the remaining architectural integrity and significance to consider their preservation and possible restoration? What are the varying levels of historic significance and can they be relocated? Also, what would be the potential financial cost to restore these facilities? And what is the opportunity costs if these facilities are restored and operated as stand alone single space recreation programming centers? The RCSC will be chaired by Park Board Commissioner Tom Philion and Lesley Gilmore will serve as a Technical Advisor and ex-officio member retained by the Park District. Four other members may be selected including candidates from a group who applied in fall 2005 for the Park District Citizen Committee. Possible presenters may include Marty Hackl, Jack Barclay, Frank Heitzman, Frank Lipo, Tim Kelly, John McManus, Altamanu Inc., and Park District Superintendent of Buildings and Grounds Mike Grandy. All committee meetings will be publicized in local newspapers and on the Park District's website. The initial meeting for the Recreation Center Historical Stewardship Committee is Monday, March 20 at 7:30 pm. Letters will go out to potential participants. Frank Lipo will participate in a discussion at the meeting regarding the role and purpose of the committee. Commissioner Tom Philion will develop a summary. Commissioner Bracco would like to see rationale behind why buildings are there and how it relates to today. Commissioner Graves would like to find an unbiased view from an architectural historian outside of Oak Park.

F. **Update on Longfellow Park and Fox Park Site Master Plans** – Director Balling would like to possibly delay the start time on plans for Longfellow and Fox Parks. Looking to delay the start of the planning work at Longfellow until September and Fox Park planning may be pushed back to January 2007. The Commissioners were open to this suggestion.

G. **Lighting Modification Grant & Bid Update** – The Park District of Oak Park will be accepting bids for lighting modification services as part of the Illinois Clean Energy Community Foundation grant it received in 2004. The bid opening will take place Friday, March 10 and staff will provide a recommendation to the Board at their March 16 This lighting will be more energy efficient and there will provide a cost savings.

H. **Signage Bid Update** – Bids are out for signage replacement and a recommendation will be brought to the Board in April.

IV. Administrative and Finance Committee

A. Accounting Software Timeline - This will go out with the Registration Software proposal (see IV. B. below).

B. Registration Software Proposal Timeline

C. OSLAD Grant Discussion, Carroll Park - Staff is in the process of interviewing grant consultants to submit applications on behalf of the Park District for the OSLAD grant and other potential grant opportunities. The Park District will submit an OSLAD grant for the Carroll Park improvements in 2007. The due date for the OSLAD grant application is July 1.

D. Personnel Policy Manual Update, First Reading - Superintendent Newton explained that the current Park District Personnel Policy Manual was approved in 2002. It contains some policies that need to be updated and does not contain current information about new rules and regulations. New policies are either current Park District policies developed after the last personnel manual was completed or policies that are now required by either state or federal statue. Modified policies have been updated to current standards or have been clarified for better employee understanding. Unchanged policies were determined to be acceptable, but should still be reviewed. The Park District attorney has not reviewed the proposed updates to the manual, but will review the final draft after all changes have been reviewed by the Board but before the manual is presented to the Board for formal approval. This is an opportunity to create an updated personnel policy manual, which will help all employees further the mission of the Park District of Oak Park.

V. New Business

A. **Ridgeland Common Drainage** –At the November 2005 Board Meeting, the park board authorized a contract with Terra Engineering to provide topographic survey and professional engineering project coordination services to evaluate, design and provide civil construction and bidding documents for storm sewer improvements and surface repaving of the parking lot and service drive. Terra submitted the bidding documents for these improvements in conjunction with the Village of Oak Park's competitive bid for alley improvements in order to achieve the most competitive pricing. The Village will open bids on March 9 and a recommendation will be brought to the Park Board at the March 20 Regular Board Meeting.

B. Director Balling's performance review will be discussed at the March 16 board meeting. during Executive Session.

VI. Executive Session - No Executive Session took place.

VII. Adjournment - A motion was made by Commissioner Bracco and seconded by Commissioner Gartland to adjourn the meeting at 10:10 pm. Motion carried in a voice vote of 4:0.

Deleted: Addendum to Pleasant Home Foundation Agreement to Provide Accounting Services – In order to provide a more cost effective use of the limited resources of the Pleasant Home Foundation (PHF), the Park District of Oak Park (PDOP) will assume providing accounting services to the PHF. An Addendum was established that says that the PDOP and the PHF agree that the PDOP will provide accounting services formerly provided by PHF staff. There will be no charge for the accounting services provided, however the PHF remains responsible for the costs of payroll taxes, audit services, and any other out of pocket expenses incurred by the PDOP in providing the agreed upon services. The PHF currently has three employees and processes a limited number of cash disbursements. The existing Park District staff will be able to provide the outlined services with a minimum amount of additional work while allowing the PHF staff to concentrate on areas that they are more knowledgeable and further the mission of the foundation. The addendum to the Pleasant Home Foundation Agreement is recommended for approval at the December 15 Board Meeting.

Secretary **Board of Park Commissioners**	**President** **Board of Park Commissioners**
April 20, 2006 **Date**	**April 20, 2006** **Date**