PARK DISTRICT OF OAK PARK
Committee of the Whole

Oak Park Conservatory
615 Garfield St., Oak Park
Thursday, April 6, 2006, 7:30pm

Minutes

I. Call to Order/Roll Call

The meeting was called to order at 7:39 pm by President Kindler.
Commissioners Present: President Kindler, Commissioners Graves and Gartland. Commissioner Philion arrived at 7:41 p.m. and Commissioner Bracco arrived at 8:07 p.m.
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; Bobbi Nance, Youth/Teen Adventure Supervisor; Lorie Reid Fuller, Accounting Manager and Jamie Lapke, Gymnastics Director

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

A. Collaboration for Early Childhood Care and Education Update - Eric Gershenson, Convenor - Eric Gershenson discussed the Collaboration for Early Childhood Care and Education. A progress report for fiscal year 2006, and goals and budget for fiscal year 2007 was available for the Board's review. It was asked that the Park District continue to play an essential leadership role in the Collaboration, both through the participation of key staff members and through the provision of $2,500 in support of the 2007 budget. Mr. Gershenson stated that the Park District has been a strong and active partner in the Collaboration.

B. Active Sports Area and Teens Update - Bobbie Nance, Youth/Teen Adventure Supervisor – Bobbie Nance, who has been with the Park District for 8 months as the Youth Teen Adventure Supervisor, discussed the Active Sports Area and teen programming. Throughout the months of February and March 2006, feedback was solicited from both neighbors and users of the Active Sport Area (ASA) at Stevenson Park to find out the community's view of the ASA after its first full year of use. Six hundred surveys were delivered to residents living in the Stevenson Park neighborhood. Copies of the survey were also available online on the Park District website. The Neighborhood survey was due March 17 and to date, six responses had been received. Overall the feedback was very positive. Each responder indicated that they believed the ASA positively impacts the neighborhood surrounding Stevenson Park. Regarding the Skate Park User Survey, staff came up with a list of approximately 50 items that were believed to be what a skater may want to see in a skate park. As noted in the ASA Report in January, money has been set aside for additions and/or improvements to the ASA. A major goal of these improvements is to increase participation at the skate park. Responses were received from 21 skaters. Using the information submitted, staff was able to narrow the list of 50 items down to

38. Staff then developed a second survey using the 38 items. In total 18 of these surveys were completed. According to the survey results, the top five changes that would result in the highest increase in participation at the skate park were as follows (in order): 1.) Get rid of the helmet requirements. 2.) Add shade to a portion of the skate park. 3.) Increase hours—be open later at night, open the facility earlier in the spring and close the facility later in the fall. 4.) Add a mini-pipe or half-pipe 5.) Add, subtract, and/or move obstacles to increase flow. These results were echoed in discussions with the skaters at two group meetings held at Stevenson Center in February 2006. The recommendation by staff is not as easy as addressing the skater's top 5 needs/wants. Plans for ASA upgrades/changes in 2006 include: 1.) Add shade to small areas of the basketball courts and skate park. 2.) Stay open later in the fall and open earlier in the spring. 3.) Add a third basketball hoop. 4.) Add equipment to the skate park to increase flow and better balance the amount of street obstacles and ramps. 5.) Add unique/one-of-a-kind equipment to the skate park that will increase the challenge level and give the users something of their own to help instill pride in the facility. Other topics mentioned were lessons, competitions, spring basketball skills class and parent/child basketball tournament. Also, Ms. Nance is currently working with beat police officer and working with Township and Police for summer planning. Commissioner Gartland said he wants to see new equipment as soon as possible. Commissioner Graves mentionedworking toward sponsorships in programming, more teen programs and partnering with other agencies.

C. **Gymnastics Center Update – Jamie Lapke, Gymnastics Center Manager –** A gymnastics survey was distributed January 31, 2006. In total, 111 surveys were returned by the February 6th deadline. Ms. Lapke explained that she was proud that overall, gymnastics participants and parents feel the Park District is doing a very good job by consistently meeting and often exceeding expectations. The survey revealed that the element most important to the overall satisfaction of the program was having positive coaches who are able to encourage and make corrections in a positive way. Another important factor for our parents and participants is ensuring that children are placed in the appropriate class level for their age and ability. This particular area is where the gymnastics staff was rated the highest. There were also areas identified where there is room for improvement in the gymnastics program. Several comments were received regarding long registration lines. Some respondents suggested going to a lottery system or making registration available online. The registration process has been evaluated and some changes have been implemented to make it more streamlined. The reason registration must be done in person is to ensure that each student is placed in the proper class for their age and ability. There are other steps to take to improve the process and it is hoped to implement improvements to the registration process in the fall. The majority, 75%, of the respondents, felt the Park District met or exceeded their expectations regarding convenient times for class offerings but several responses received stated more classes are needed. This is a challenge that we have been attempting to overcome for quite a while. With the addition of more morning and afternoon classes, the number of children on waiting lists has been reduced.

Age of Students	Spring	Wait List	Will not get into a class
Tots, 2-3	68	121	58
3 ½ -5	287	212	71
6+	278	265	116

There has been some lighting replacement done from a grant received. Mandy LeMay will be leaving the Park District soon. Interviews are being held for the position. The National Congress takes place August 16-19 in St. Paul, Minnesota. All coaches are certified through USAG. The Commissioners stated that they appreciate the survey and the detail and felt it should be a model for future surveys for all programs. President Kindler questioned if registration could be done in another facility. Matt Ellmann stated that this may be a possibility for the fall. Commissioner Graves said she likes the positive reinforcement techniques to help kids build love for the sport and that team successes should be put in the brochure. Commissioner Philion said that their may be ways to open up registration for gymnastics programs online.

III. Building and Grounds/Facility Maintenance

A. 218 Madison Master Plan Update – Director Balling explained that 218 Madison Street is a unique space because it houses the Gymnastic Center, the Maintenance Area and the Administration Offices. These spaces were outgrown by each area from the time the Park District first occupied the beginning. Regarding the Gymnastics Center, ideas are to meet as staff, meet with architects and take tours of other gymnastics facilities. Currently the Park District is lacking common space and parking. Director Balling explained that he would bring in Kurt Mackey, Rick Kuner and Doug Varn to meet with staff to do a focus group to determine how to complete the plan. President Kindler asked if we are looking at leaseable space. Director Balling mentioned that staff is working with Oak Park Development Corporation.

B. Dogs in the Park Plan Update - Neighborhood Meetings to discuss four sites under construction for a dog park have or will be held in April as follows:

- Maple Park Neighborhood Meeting – April 3
- Stevenson Park Neighborhood Meeting – April 4
- Taylor Park Neighborhood Meeting – April 10
- Ridgeland Common Park Neighborhood Meeting – April 12

C. Update on Recreation Center Historic Stewardship Committee - The Historical Stewardship Committee will meet in May to hear presentations by Marty Hackl and Jack Barclay possibly at the next meeting. The Committee will tour the Recreation Centers on April 23.

D. Andersen Park Construction Bid – Bids have been received from eight contractors for Phase One of the Andersen Park construction project. The bids came in much higher than anticipated; however, there are several options to consider that would allow the majority of the project to take place close to the original budget. The budget for the Andersen project work is $300,000.00. $27,000.00 of that amount has been applied to Planning Resources, Inc. for the landscape architect fee. $273,000.00 remains for the construction work and site amenities. A minimum of 5% ($13,650.00) should be allocated as a contingency amount for any unforeseen expenses that may occur. After deducting this 5% contingency expense, the working budget is $259,350.00. The estimate provide by Planning Resources as part of the site master

planning process in December 2005 estimated the work at $281,159.00 which includes a 5% contingency amount. Planning Resources, Inc. sent out bids to contractors in March and legal notice was listed in the March 8 issue of the *Oak Leaves*. The bid opening took place on Wednesday, March 11 at 11 a.m. All eight base bids came in over our $259,350.00 budget. The lowest base bid was from Kovilic Construction Company of Franklin Park, IL at $427,800.00 which is $168,450.00 over our budget. Because the bids are outside the budget, staff has worked with Planning Resources to scale back the scope of the project. Although these deductions are needed, several exciting improvements will be able to take place in the spring. They are: a new creative play area, new lighting, site drainage improvements, site grading and landscape planting improvements. Commissioner Gartland stated that he would like to see the splash pad poured in place, rubber put over alley fence, and a wish list for future items for plan. Kent Newton will keep a running list of items as funds become available in budget process, but goal is to complete the Capital Improvement Plan items first. Commissioner Graves would like to see dates attached to this wish list. The Board will consider action on the plan at the April 20 Meeting.

E. Signage Bid – It has been over 25 years since many of the park identification signs have been updated. Much of the signage is old, worn, and reflects the "Parks and Recreation" of the 1980's. On March 8th, a legal notice requesting bids for a signage program that would identify our various park sites and site features was published in the *Oak Leaves*. A total of 10 bids were sent out. On Wednesday, March 29th, bids were opened. Three vendors submitted bids. The low bidder is Great Lakes Speciality Products of Delafield, Wisconsin with a bid of $55,858.20. The bid is split between fiscal 2006, and 2007, and includes three types of signs that total over 108 signs. Great Lakes has been in business for over 11 years, and has worked with numerous other Illinois Park Districts, as detailed in their reference form. Materials specified are warranted for 10 years against delaminating, and 5 years for fade-resistance. There are several steps that will need to occur before we receive our first signs, including approving color-true samples of the custom color plastic. It is anticipated that some of the completed inserts will be received by July 1, 2006. The recommendation is to accept the bid of Great Lakes Specialty Products of Delafield, Wisconsin for a bid total of $55,858.00. $26,390.60 would be paid out in 2006, and $29,467.60 would be paid in fiscal 2007. It is also suggested that a contingency of $4,000 be allotted for additional work. The Board will consider action on this item at the April 20 Meeting.

F. Cheney Mansion Mission and Vision – Final Reading – Director Balling explained that the Mission and Vision had been revised to be shorter and more concise. This item will be placed on the April Board Meeting Consent Agenda.

G. Infant Welfare Society ASID Designer Showcase – Cheney Mansion Contract – Director Balling explained that the contract from Infant Welfare will be placed under Old Business for the Board's consideration at the April Board Meeting.

H. Tour of Parks and Facilities – Director Balling requested that the Board complete the spring park tour in May. The Board will check their calendars.

I. Multiple Project Plan Update – In upcoming weeks, the Park District will be going out to bid for the lock replacement project for the community centers. This is part of the Multiple Project Plan being coordinated by Gilmore Franzen Architects, Inc. A recommended bid will be brought before the Board in May.

IV. Administrative and Finance Committee

A. Personnel Policy Manual Update – Superintendent Newton explained that a complete copy of the revised Personnel Manual was provided to the Board. Attorney Burkland will review the Policy and the Board will see the attorney reviewed version in May.

B. Screen Printed or Embroidered Apparel Bid – Bids due are due on April 12 for the screen printed and embroidered apparel bid. Last year, the Park District spent approximately $25,000 on screen printed apparel. A recommended bid will be brought to the Board for their consideration at the April Regular Board Meeting.

C. Annual Meeting and Board Appointments – The Board will be asked to consider new appointments at the annual meeting on April 20.

D. Procurement Cards - A Resolution authorizing issuance of procurement cards for staff was introduced by Accounting Manager Lorie Reid Fuller. The Board determined that this item should be placed on the Consent Agenda at the April Regular Board Meeting.

E. Employee Performance Incentive Program – Superintendent Newton explained the proposed Employee Performance Incentive Program for full time staff. The program is based on the Park District's annual performance review process and is the last objective to completed as part of the Compensation Plan which the Park Board approved in 2003.

V. New Business - Director Balling recommended and the Board agreed that the Mass Sheltering and Mass Dispensing Agreements with the Village of Oak Park should be placed on the Consent Agenda at the April Regular Park Board Meeting. These are annual agreements the Board considers as part of the Village's emergency preparedness program.

VI. Executive Session - No Executive Session was held.

VII. Adjournment - A motion was made by Commissioner Bracco and seconded by Commissioner Graves to adjourn the meeting at 10:40 pm. Motion carried in a voice vote of 4:0.

Secretary
Board of Park Commissioners
May 18, 2006
Date

President
Board of Park Commissioners
May 18, 2006
Date