PARK DISTRICT OF OAK PARK
Committee of the Whole

Oak Park Conservatory
615 Garfield St., Oak Park
Thursday, April 7, 2005 7:30pm

Minutes

I. Call to Order/Roll Call

The meeting was called to order at 7:39pm by President Kelly.
Commissioners Present: President Kelly. Commissioners Gartland, Kindler and Philion.
Staff Present: Gary Balling, Executive Director; Kent Newton, Superintendent of Business Operations; Mike Grandy, Superintendent of Buildings and Grounds; Matt Ellmann, Superintendent of Recreation, Ron Calloway, Safety Coordinator; Bret Fahnstrom, Manager of Community Centers, and Lisa Lightcap, Business Operations/HR Assistant.

II. Administration and Finance Committee

A. Post Election Review – Commissioners & Referendum

Director Balling introduced newly elected Park Board members, Christine Graves and Marty Bracco. He then announced that the referendum passed by 62% and Superintendent Newton added that it passed in every precinct except for two. The official canvassing of votes will take place on Friday, April 22 at 9:30am at Village Hall. Director Balling requested that two Park Commissioners be in attendance. Next steps include the development of a request for proposals for landscape architects for site master plan development at Andersen and Carroll parks. A landscape architect recommendation will be brought to the Board in August. Additionally, an orientation for new Board members will take place in May and will focus on: the Park District's mission, vision and values and board organization; finance and personnel; and staff introductions.

B. Special Meetings on May 5, 2005

A special meeting will take place in the place of the Committee of the Whole Meeting on May 5. This meeting will be to officially proclaim the elections results and welcome Commissioners Elect Bracco and Graves to the Board. President Kelly and Commissioner Conway will also be recognized for their service to the Board.

C. PDRMA 2004 Loss Control Agency Status Report – Brett Davis, PDRMA

Bret Davis, Risk Management Services Manager for the Park District Risk Management Agency (PDRMA), discussed the Park District of Oak Park's Loss Control Program Review for 2004. This is the Park District's fifth year using PDRMA and much progress has been made. The Park District of Oak Park received a composite score of 86.29% which is much improved from the Park District's first year in the program with a score of 61%. Some recommendations to improve the score even further include: creating an in-service training schedule for all departments, decreasing the lag time for Workers Compensation claims, and evaluating the process for obtaining and reviewing certificates of insurance. Safety Coordinator, Ron Calloway, then discussed the new projects he is working on including: the Safe Driver Program, drug policy program, confined space program, playground inspections and the certificate of insurance policy.

III. Buildings and Grounds/Facility Maintenance

A. Mass Sheltering and Dispensing Sites for Village of Oak Park

Chris Shields, the Volunteer and Emergency Preparedness Coordinator for the Village of Oak Park, discussed his request for the Park District's participation in mass sheltering and dispensing of sites for the Village of Oak Park. In the event of a large-scale disaster or bioterrorism event, the Park District would provide mass sheltering sites for the community. District 97, churches and other agencies have already entered into the agreement. Director Balling stated that PDRMA has reviewed the agreement and has said it would be fine for the Park District to participate. The Park District could specify which facilities could be used and no facilities with historical value would be used. The Board gave consensus that the Park District should enter into the agreement. The Board will consider action on the Memorandum for Understanding for the Mass Sheltering and Dispensing of Sites for the Village of Oak Park at the April Board Meeting

B. Pleasant Home Foundation Update

Laura Thompson, Executive Director of the Pleasant Home Foundation, updated the Park Board on the Pleasant Home Foundation and their goals for the upcoming year. Plans include: a greater focus on marketing and public relations; continue restoration of the Home in coordination with the Historic Structure Report (roofing, gutters, fence, painting); continue tours and programming (Pleasant Birdhome, Mother's Day Brunch, Dining Under the Stars); continue to foster partnerships with area organizations (Park District, Arts Council, historical societies). Ms. Thompson thanked the Park Board for their support.

C. Austin Gardens Site Master Plan

Carol Yetken of CYLA Design Associates presented the final draft of the Austin Gardens Site Master Plan which has included extensive public input. As each phase of the master plan is implemented, more public input will take place. Three schemes were developed for the master plan and she has narrowed the plans down to one after receiving public input from two community meetings. A timeline and phasing plan has been developed taking into account the implementation of a maintenance plan within the Park District's existing budget, extraordinary maintenance and larger scale plantings; and the infrastructure and buildings on the site. Costing estimates have been developed and took into consideration maintenance components, plantings, benches and site furnishings, concrete repair, interpretive signage and a possible Volunteer Coordinator position. Director Balling stated building a new structure or pavilion would need community support and he would want to ensure that the Park District could maintain it if it was built. He also stated that he would like to see a site furniture replacement program that is similar to the Memorial Tree Program. The Park Board will consider action to adopt the site master plan for Austin Gardens at the April Regular Board Meeting.

D. Barrie Park Remediation and Restoration Update

Director Balling stated that the Barrie restoration is going according to schedule. A Rededication of the Playground will take place on May 21 at 10am. A larger scale grand opening of the entire park will take place on Saturday, September 10. The restoration timeline is as follows:

	End Date
Barrie Park Ball Field	May 11, 2005
Barrie Park Landscaping	May 25, 2005
Barrie Center Play Area	May 17, 2005
Barrie Center Sport Court	May 18, 2005
Barrie Center Interior	May 6, 2005

E. Review of Bids – Buildings & Grounds Van

Superintendent Grandy reviewed the bid for a new cargo van for the buildings and grounds departments. The Park District was not required to go out to bid for this service, but did so in order to get the best pricing. Superintendent Grandy recommended that the Board accept the lowest priced qualified bid of South Holland Dodge at a cost of $33,977.00. He also recommended disposal of the 1987 Ford Van. The new van would be financed through a lease to buy program. The Board will consider action on the new van at the April Regular Board Meeting.

IV. Recreation and Facility Program Committee

A. Oak Park Area Convention & Visitors Bureau Harry Potter Event

Director Balling discussed Magic Tree Bookstore's request for the Park District's assistance planning a Harry Potter event for the release of the sixth book. Because six thousand people attended the last Oak Park Harry Potter event, Director Balling wants to make sure the event is well coordinated. Director Balling would like the Visitors Bureau to be the main sponsor and coordinator of the event and the Board agreed. The Avenue Business Association has already endorsed the event. Director Balling will keep the Board informed of any developments regarding this event.

B. Review of 2004 Registration & Participation Information

Manager of Community Centers, Bret Fahnstrom, and Superintendent Ellmann reviewed the annualized registration numbers for 2004. They then requested that in the future, the report be provided to the Board during the month of June because some of the numbers are not closed by April. This minimizes the ability to compute and report final participation numbers. With more time between finalizing and reporting participation numbers, more accurate data and comparative statistics could be provided. A more expanded and narrative format with trends, analysis and benchmarking will be used. The Board was in agreement that this new format should be provided to the Board in June of every year.

II. New Business – No Action.

III. Executive Session – No Action.

IV. Adjournment

A motion was made by Commissioner Kindler and seconded by Commissioner Philion to adjourn the meeting at 10:06pm. Motion carried in a voice vote of 4:0.

Secretary
Board of Park Commissioners
August 18, 2005
Date

President
Board of Park Commissioners
August 18, 2005
Date