PARK DISTRICT OF OAK PARK
Committee of the Whole

Oak Park Conservatory
615 Garfield St., Oak Park
Thursday, December 1, 2005

Minutes

I. Call to Order/Roll Call

The meeting was called to order at 7:41pm by President Kindler.
Commissioners Present: President Kindler; Commissioners Bracco, Gartland, Graves and Philion.
Staff Present: Gary Balling, Executive Director; Mike Grandy, Superintendent of Buildings and Grounds; Kent Newton, Superintendent of Business Operations; Diane Stanke, Manager of Administrative Services and Lisa Lightcap, Business Operations/HR Assistant.

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

A. Carroll Park Site Master Plan – Presentation of final concept by Altamanu, Inc.

John McManus and Josephine Bellalta of Altamanu, Inc. and Jamil Bou Saab of Terra Engineering introduced themselves and discussed the site master planning process for Carroll Park, which included extensive public input with four focus groups and two public meetings and meetings with District 97. During the second public meeting, six proposed concepts were presented. The final concept includes:

- A continuous walkway
- Formalized entries
- Louis Carroll theme/ design work in coordination with Village Art Commission
- Multiple use play equipment and seating
- Memorials moved to more appropriate and prominent location
- Additional trees
- The center moved to be attached to the north end of the school

Work could be completed in two phases. Phase one would improve the drainage and infrastructure as well as put in new play equipment. Phase two would focus on building a new center and then removing the current facility. Phasing for the Renovation of Carroll Park would not begin until 2007 to allow time to submit an Illinois Department of Natural Resources grant application. The Board will consider action on the Plan at the December 15 Board Meeting.

B. Temporary Fenced Dog Access Area – Background, Guidelines & Operations Plan

Director Balling discussed the temporary fenced dog access area. On Friday, November 18, 2005, a Temporary Fenced Dog Access Area – Background, Guidelines, & Operations Plan was sent to the Cook County Department of Animal and Rabies Control with copies forwarded to the Village of Oak Park Department of Public Health and the Park District Risk Management Agency. In order to pursue a dog park a plan must be submitted for approval by Dr. Parmer of the Cook County Department of Animal and Rabies Control. The plan submitted calls for a Temporary Fenced Dog Access Area located at Ridgeland Common that

includes a temporary dog park, which would have daily hours of operation, and a larger non-simultaneous mixed-use dog park, which would be available on weekend mornings. This plan calls for limiting access to dogs that have been permitted, examined and vaccinated by what is required of the Cook County Animal and Rabies Control Ordinance. Dr. Parmer reviewed the Plan and has given approval to proceed with both elements of the Temporary Fenced Dog Access Area, contingent with the Village of Oak Park Health Department giving their approval and the fixing of a few typographical errors (which has been completed). It is recommended that the staff continue to work with the Cook County Department of Animal and Rabies Control and the Village of Oak Park Department of Public Health to receive a formal assurance that there is no human health issues which could result from the non-simultaneous mixed used dog park area. Once this assurance is received, it is recommended that staff proceed with planning and implementation for the Temporary Fenced Dog Access area at Ridgeland Common. Currently quotes are being received from fencing companies. Ideal timeline would be to complete project before the December holidays, but this is dependent on the fencing contractor and assurance from the Department of Public Health.

C. Dog in the Parks Master Plan Proposal - Altamanu, Inc.

At the October 6, 2005 Committee of the Whole Meeting, the Board of Park Commissioners had a discussion regarding the addition of a planning project that would help identify a location for a potential permanent dog park. At the October 27, 2005 Regular Board Meeting the Board of Oak Park Commissioners formally directed Director Balling to begin this project. Altamanu, Inc. submitted a proposal that they would gather information, hold community meetings, and complete site investigations with the intent of identifying potential sites where permanent dog park(s) could be located. Estimated fee is $14,000.00. Under the Local Government Professional Services Selection Act, 50 ILCS, the Park District is able to request a proposal on the basis of demonstrated competence and qualifications for the services at fair and reasonable compensation and are not required to go out for legal bid. The Principals of Altamanu live in Oak Park and their business is a minority and women owned business enterprise. With the Board's approval, work on this project could begin in January 2006 and be completed by May 1, 2006. $25,000 has been allocated for this project. The Board will consider action on this item at the December 15 meeting.

D. Update on Andersen Park Site Master Plan

The scheduled for the Andersen Park Site Master Plan has been pushed back slightly to provide additional time for public input. There will be a final master plan recommendation posted on the park district website by December 20, 2005. The public will be able to submit comments. The public will receive notification of this via email, flyers in the park and on the website. The Board is asked to consider action on the final plan in January.

E. Field Center Site Master Plan –Altamanu, Inc.

The Park District of Oak Park requested a proposal from Altamanu, Inc. to prepare the Site Master Plans for Field Center and Park. The budget allowance for Landscape Architect Services for the Site Master Plan for Field Park is $31,500 for the landscape architect. The Capital Improvement Plan Calls for improvements to the site to be made in 2007 including $250,000 for Site Master Plan Park improvements and $200,000 for Center Building Improvements. If approved, the schedule for the process will begin on or about January 4, 2006 and could be completed by April 30, 2006. Staff recommends that the proposal to provide landscape architect services for the Field Center and Park Site Master Plan be accepted

from Altamanu, Inc. of Chicago, Illinois in the amount of $31,383.00. The Board will consider action on this item at their December 15 meeting.

F. Ridgeland Common Parking Lot & Service Drive Proposal – Terra Engineering
Director Balling explained that for many years, the parking lot at Ridgeland Common has experienced drainage problems and the service drive between the ice arena and the ball fields has had problems with standing water and run-off from the ball fields. $70,000 has been budgeted in the Capital Improvement Plan to provide some relief from these problems until a site master plan can be completed and improvements can be made to the entire site and we would like the ability to make these areas more aesthetically pleasing. Terra Engineering submitted a proposal for the Board's consideration. Terra Engineering's proposal is for 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. These improvements would be bid parallel to the Village of Oak Park's street paving projects in order to achieve the most competitive pricing. Staff recommends that the proposal to provide topographic survey and civil engineering services for the Ridgeland Common parking lot and service drive be accepted from Terra Engineering of Chicago, Illinois in the amount of $8,900.00. Under the Local Government Professional Services Selection Act, 50 ILCS, the Park District is able to request a proposal on the basis of demonstrated competence and qualifications for the services at fair and reasonable compensation and are not required to go out for legal bid. Terra has worked on several projects throughout the Village of Oak Park and is a women owned business enterprise. The Board will consider action on this item at the December 15 Board Meeting.

G. Multiple Projects Proposal – Gilmore Franzen Architects, Inc.
Seventeen projects have been included in the Capital Improvement Plan with a combined budget of $361,000. These projects are to be completed at the Recreation Centers, Dole Center, Hedges Administrative Center, Cheney Mansion and the Oak Park Conservatory during 2006. Because of the number of projects and the details required, the outsourcing of specialized architectural services is needed to update current conditions, prioritize improvements and bid projects when required. Gilmore Franzen Architects submitted a proposal for these projects. Under the Local Government Professional Services Selection Act, 50 ILCS, the Park District is able to request a proposal on the basis of demonstrated competence and qualifications for the services at fair and reasonable compensation and are not required to go out for legal bid. Gilmore Franzen Architects is an Oak Park based business and a woman owned business enterprise. The proposal is to provide architectural and limited engineering services. Services from Gilmore Franzen would include: base document preparation, facility assessment, permit/contract documents, bid & negotiation, contract administration services and meetings. The estimated fee to carry out this work is $35,270. Professional fees for Facility Improvements and Repairs will be negotiated upon determination of scope, based upon the results of the Facility Assessment. The Board will consider action on this item at the December 15 meeting.

III. Recreation and Facility Program Committee

A. 2004-2005 Active Sports Area Report – This report will be provided in January 2006.

IV. Administration and Finance Committee

A. Levy Abatement Ordinance for 1996 Alternate Revenue Bond and Levy Limit Resolution – The Tax Abatement Ordinance directs the Cook County Clerk to abate the Levy specified in the 1996 Alternate Revenue Bond Ordinance. Proceeds from the 1996 bond were used to complete renovations to the pools. Excess pool revenue was pledged as the repayment source with a tax levy used as a guarantee that the payments would be made. Abating the levy on an annual basis is a requirement of the bond. The Levy Limit Resolution directs the Cook County Clerk to limit the levy in the Corporate Fund should a limitation of funds become necessary for the District to comply with the Property Tax Limitation Act. This Resolution is used to insure that only the fund most able to sustain a limitation is at risk of having the levy reduced. The Board will consider action at their December 15 meeting.

B. Budget and Levy Update - The 2005 Levy request is $5,492,500, an increase of 162.8% over the 2004 Levy. The total proposed levy for 2005 is $5,707,700, an increase of $3,392,806 or 146.6%. The .25% tax increase referendum in April of 2005 is projected to provided $3,281,536 or 96.5% of the total increase. The Board will consider action on this item at their December 15 meeting.

C. 2006 Board Meeting Calendar – The Board gave consensus to include this on the Consent Agenda at December 15 meeting.

D. Board Action Calendar - The Board gave consensus to include this on the Consent Agenda at December 15 meeting.

E. Highlights & Accomplishments Report
Director Balling explained that this report will be provided at the December 15 Meeting.

F. Audit Engagement Letter – Superintendent Newton explained that the 2005 audit will be completed by Lauderbach & Amen for 5th year. Board has already approved this and the audit will request proposals for the 2006 audit.

G. 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 will be considered by the Board at

VI. New Business - There was no new business.

VI. Adjournment

A motion was made by Commissioner Philion and seconded by Commissioner Gartland to adjourn the meeting at 9:39 p.m. Motion carried in a voice vote of 5:0.

Secretary
Board of Park Commissioners

February 16, 2006
Date

President
Board of Park Commissioners

February 16, 2006
Date