Park District of Oak Park
Regular Board Meeting
218 Madison Street-Hedges Administration Center
Oak Park, Illinois
Thursday, April 20, 2006

Minutes

The meeting was called to order at 7:32pm.

I. ROLL CALL

Present: President Kindler, Commissioners Bracco, Graves and Philion.
Park District Staff present: Gary Balling, Executive Director; Kent Newton, Superintendent of Business Operations; Diane Stanke, Manager of Administrative Services; Matt Ellmann, Superintendent of Recreation and Lisa Lightcap, Business Operations/HR Assistant.

II. APPROVAL OF AGENDA

A motion was made by Commissioner Bracco and seconded by Commissioner Graves to approve the agenda. The motion was passed by a voice vote of 4:0.

III. PRESENTATION: IPRA/IAPD Joint Editorial Board Community Award - Mary Wright, Naperville Park District Commissioner and IPRA/IAPD Joint Editorial Board member presented the Community Award to Diane Stanke and President Kindler for their work on the article, "Taking the Pulse of the Community," which was published in the September/October edition of *Illinois Parks and Recreation Magazine.*

IV. VISITOR/PUBLIC COMMENTS - No public comments were made.

V. CONSENT AGENDA

A motion was made by Commissioner Bracco and seconded by Commissioner Graves to approve the Consent Agenda, which includes **the Fund Status Report and Warrants and Bills dated April 20, 2006; Minutes from March 2, 2006; the Mass Sheltering and Dispensing of Sites Agreements with the Village of Oak Park; the Cheney Mansion Mission, Vision and Values; Annual Funding to the OPRF Collaboration for Early Childhood Care and Education; and the Procurement Card Program.** The motion was passed by a roll call vote of 4:0.

VI. STAFF REPORTS

A. Director's Report:

Executive Director Gary Balling discussed the following:

1. **Dogs in the Parks** – Neighborhood Meetings to discuss four sites under consideration for a dog park were held in April for Maple, Stevenson, Taylor and Ridgeland Common Parks. Two community meetings have been held to allow for citizens to take part in providing input and staff is collecting input from phone messages and emails received from residents. Minutes and background materials are available at www.oakparkparks.com. Park Planners, Altamanu, will present findings and recommendations to the Board and PDCC on Monday April 24 at 7:30 pm at Field Center. Recommendations will be presented to the public at a 3rd Community Meeting on Wednesday, May 3 at 7 pm at Stevenson Center. The Board will hear and consider recommendations in May.

2. **Field Park Site Master Plan** – A second Community Meeting was held on Wednesday, April 5 at 7 pm at Field Center. The first Community Meeting was held on Wednesday, March 1. Four focus groups were held on February 15 with school and park personnel; entities involved in Village planning, safety and security; and special user groups. Altamanu will present information at a joint working meeting of the Board and Park District Citizen Committee on April 24 at 7:30 pm at Field Center. The Board will hear and consider action on recommendations in May.
3. **Dole Center -** Due to ceiling plaster failures, Dole Center has been closed since Monday, April 3. Staff has had several meetings with staff from the Village of Oak Park and the Public Library. As of Thursday, April 13, ceramics activities were allowed to resume in the lower level as those ceilings were determined as being drywall. As of Friday, April 11, the Village of Oak Park was seeking proposals from qualified contractors. Bids are due on Monday, April 24. Proposals will the then be evaluated based on timeliness of performance and cost. Programs have been relocated and we are using the Visitor's Bureau office space one night a week. Director Balling thanked Liz Visteen for her work coordinating these efforts.
4. **218 Madison Site Master Plan –** Staff has been meeting on a weekly basis to gather information to begin this planning process. A working group made up of staff, Commissioner Gartland, Kurt Mackey, Rick Kuner and Doug Varn have been gathered to assist in determining the focus of the plan. The focus of the plan will likely be short term modifications to make the facility more effective and secondly a space study to determine how much space the gymnastics, buildings & grounds and administration need.
5. **Lighting Improvements –** Lighting modification work has been completed at the Gymnastics, Longfellow, Stevenson and Fox Centers as part of the Illinois Clean Energy Community Foundation grant it received in 2004. This lighting replacement project could potentially result in a 33-50% energy cost savings for the Park District at each facility completed.
6. **Summer Hiring** - Summer hiring is ahead of schedule from where we were at this time last year. At the beginning of 2006, we had over 300 positions to fill. The Park District has rehired approximately 150 employees. Since January, we have received over 400 Employment Interest Forms for these 195 open positions. Currently, we have 88 open positions and hiring supervisors are in the process of interviewing and are close to finishing.
7. **Andersen Park –** The bid opening for Andersen Park Phase One Construction was Wednesday, March 22. Work is anticipated to begin on or about May 1 and be completed by August 18. Improvements will include a new playground, willow dome, Hans Christian Andersen signage , lighting and landscaping.
8. **Recreation Center Historical Stewardship Committee -** The first meeting of this group took place on Monday, March 20 at which Frank Lipo of the OPRF Historical Society provided historical background on the centers. The Committee will tour Andersen, Field and Carroll Centers on Sunday, April 23 from 1-4 pm. Their next meeting will take place on Monday, May 8 at 7pm at Carroll Center with presentations from Marty Hackl and Jack Barclay.
9. **Spring Park Tour –** Director Balling stated that he is working to schedule about four hours touring several of the parks with the Board. Potential dates for a tour will be circulated to the Board.
10. **Senior Center Committee -** On Monday, April 3, we met with staff from the Village of Oak Park, Oak Park Township, River Forest Park District and the OPRF Senior Center to discuss a future joint Comprehensive Senior Center. In upcoming weeks, we will tour six to nine senior centers. Please let me know if you might be interested in attending the tours. This group's next meeting will take place on Monday, May 22 at 10 am.

11. **Park District of Oak Park 94th Anniversary –** On Saturday, April 8, the Park District of Oak Park celebrated 94 years of service to the Oak Park community since being established in 1912. Staff celebrated this occasion by recognizing other members of staff for going above and beyond.
12. **Lock and Hardware Bid** – We will be accepting bids for Community Center door, frame and hardware replacement in the next few weeks. Bids are due on May 3. A recommendation will be given to the board in May.

B. Division Managers' Reports (Updates & Information): Diane Stanke presented the following information to the Board: 1.) Lisa Lightcap has developed a new tracking program for summer hiring and reports that 88 positions are currently open. At the beginning of 2006, we had over 300 positions to fill. Currently, we have 88 open positions and hiring supervisors are in the process of interviewing and are close to finishing. We have rehired approximately 150 employees from last year and were looking to fill approximately 195 positions with new employees. Since January, we have received 400 Employment Interest Forms for these 195 open positions. 2.) Jennifer LaFleur and Judy Weik are working hard to put the finishing touches on the summer brochure which goes to print in mid-April and will be delivered to all residences and businesses in Oak Park around Saturday, May 6. 3.) In March, staff prepared for spring including setting up tennis nets, reactivating water fountains and preparing baseball fields which actually received a great deal of attention in the fall. John Borland coordinated the delivery of calcite clay to various ball fields which was spread by youth baseball volunteers. Fifteen skids of turface was donated to youth baseball by a contact at Oil-Dri. 4.) A large number of plants were started, transplanted, and potted during March and April. For the parks displays, 82 flats were transplanted and 21 different types of plants were sown. For future displays at the Conservatory, 36 large pots of Clarkia were planted. Volunteers transplanted 434 flats of plants for the upcoming Herb Sale on May 6. Plants are now being moved outdoors to make room in the growing houses. 5.) John Seaton and Mike Grandy sited "Memorial Trees." Over 1,000 sited in our parks/400 memorial. 6.) Delia Vargas and Mary Ellen Warner of the Garden Club of OPRF Board met with Linda Peterson and Jean Kwas on March 1 to continue planning the "2006 Plant Sale & Garden Fair" to be held in the Cheney gardens Sunday, May 21. Jean Kwas and Marilyn Brumund of the Garden Club are planning publicity for this event. 7.) The Mansion was booked from March 20 through April 4 by a film company for filming a TV pilot called "Enemies". The location scout for this project had become aware of Cheney from attending his brother's wedding at the Mansion. The Mansion received free wallpaper removal and fresh paint for two bedrooms as well as a $2,800 fee per day. 8.) Festival Theatre's first indoor production, "Tartuffe" debuted at Pleasant Home on March 30 and will continue through April 30. 9.) The Lecture Series, "The Genius of George Maher", continues at Pleasant Home. The first lecture, "Maher and Lawrence Buck," was held on March 23. "Maher in Kenilworth & the North Shore, " was held at the Kenilworth Historical Society on April 9 followed by an exterior walking tour. The final lecture, "Maher and Wright: A Prairie Comparison" will be held on May 19. 10.) As part of the Recreation Department Reorganization, the Assistant Superintendent of Recreation Programs position has been advertised. Matt will be accepting applications and resumes through May 5 for this leadership position. He hopes to have someone hired by the middle of June. Additionally, Matt has been instrumentally involved with all the Revenue Facility candidate screenings and interviews. 30 have been received. 11.) The ice show took place, March 17, 18 and 19. Jenny Berni, Dianne Andrews and their team of skate school staff did a wonderful job putting the show together. The end result was a show where each child could display their talents, be a star for a weekend and have an experience they can always be proud of. The show did well in terms of ticket sales, selling about 200 more than last year, with Saturday sold out at 825 tickets. In addition there were

35 more participants in the show than last year. Christine Bradley, Chris Leiner, Adrian Brown, Jason Roberts, Emily Long and Keith Mudiappa all put in long hard hours getting Ridgeland and the set together for the show. The entire process was truly a team effort and we are fortunate to have a staff who can dig deep at crunch time. 12.) Bobbi Nance took a group of 10 teens to a skate park in Milwaukee on March 6. The group thought the facility was awesome and it may be scheduled for future trips. The next big Teen activity will be the "Battle of the Bands" which is scheduled for May 13 at Scoville Park from 1-5 pm. 10 bands have applied. 13.) The Easter Egg Hunt at Ridgeland Common on April 8 was a success with about 300 children participating. The third annual Doggie Hunt – outdoors at Ridgeland Common – ran with 60 participants, down from about 75 last year. This year, for the first time, the Doggie Hunt was limited to Oak Park residents only, and all dogs were required to have a dog permit issued by the Park District. Park District staff helped with preparations for the hunts and assisted on the day of the event. 14.) Dole Center experienced a major disruption when the ceiling bulged on Tuesday, April 4. Park District programming has been temporarily moved out of Dole while repairs are being made. Most programs were relocated to Stevenson Center. The remainder were moved to various other facilities.

VII. OLD BUSINESS

A. Building and Ground Committee: Commissioner Philion

1. Signage Bid

A motion was made by Commissioner Philion and seconded by Commissioner Bracco to accept the signage bid from 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 out in 2007. It is also recommended that the Board approve an additional $4,000.00 for unforeseen conditions if required. The motion passed by a roll call vote of 4:0.

2. Andersen Park Construction Bid

A motion was made by Commissioner Philion and seconded by Commissioner Graves to accept the Andersen Park Construction bid from Kovillic Construction of Franklin Park, IL and approve an amount not to exceed $260,768.50. The motion passed by a roll call vote of 4:0.

B. Administration and Finance Committee

1. A motion was made by Commissioner Bracco and seconded by Commissioner Philion to accept the bid from Action Screen Print & Embroidery of Warrenville, IL for supplying screen printed and embroidered apparel. The motion passed by a roll call vote of 4:0.

C. Recreation and Facility Program Committee – No Action.

VIII. NEW BUSINESS - No new business.

IX. COMMISSIONERS' COMMENTS

- **Commissioner Bracco** encouraged the Board to attend the WSSRA Derby Gala on May 6.
- **Commissioner Graves** thanked staff for the Easter Egg Hunt. She then noted that parks look very good and they are packed with people and thanked the Building and Grounds department for getting the parks in good shape.

- **Commissioner Philion** stated that the parks are busy and that the Park District needs to think creatively about that issue and open space.
- **President Kindler** stated that ball fields at Maple Park look good and the Ice Show was remarkable. He thanked Kent Newton and staff for United Center Hockey Classic.

X. CONTINUE MEETING

At 8:24pm a motion made by Commissioner Bracco and seconded by Commissioner Philion to convene and continue the Regular Meeting to after Annual Meeting. Motion passed in a voice vote of 4:0.

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