Park District of Oak Park
Regular Board Meeting
218 Madison Street-Hedges Administration Center
Oak Park, Illinois
Thursday, April 21, 2005 7:30pm

Minutes

The meeting was called to order at 7:34pm.

I. ROLL CALL
Present: President Kelly, Commissioners Kindler and Philion. Commissioner Gartland arrived at 7:40pm. Commissioners Elect Bracco and Graves.
Park District Staff present: Gary Balling, Executive Director; Kent Newton, Superintendent of Business Operations; Mike Grandy, Superintendent of Buildings & Grounds; Matthew Ellmann, Superintendent of Recreation; John Seaton, Manager of Conservatory Operations, and Lisa Lightcap, Business Operations/HR Assistant.

II. APPROVAL OF AGENDA
A motion to approve the agenda without New Business item VII.A, the SEIU Agreement, was made by Commissioner Kindler and seconded by Commissioner Philion. The motion was passed by a voice vote of 4:0.

III. VISITOR / PUBLIC COMMENTS
No public comments were made.

IV. CONSENT AGENDA
A motion was made by Commissioner Philion and seconded by Commissioner Kindler to approve the Consent Agenda **the Fund Status Report and Warrants and Bills dated April 21, 2005; Minutes from Committee of the Whole Meeting of January 13, 2005; and the Agreements for Mass Sheltering and Dispensing of Sites for the Village of Oak Park.** The motion was passed by a roll call vote of 4:0.

V. STAFF REPORTS
A. Director's Report:

Executive Director Balling discussed the following topics in his report:

1. **2005 Referendum –** Director Balling thanked the citizens, Board, Renew our Parks Citizen Committee and staff for their support as our residents went to the polls to consider the referendum to Shape the Future of our Parks. Some items to look for in the coming months include:
    - Park District Citizens Committee continues meeting and recruiting candidates for new members.
    - Request for Proposal for Landscape Architect Services for Master Planning at Andersen and Carroll Centers.
    - Preparation of a Three Year Operating Plan to guide future financial considerations.
    - Continued Reorganization of the Recreation Department to a programming focused model of operations.
    - Meetings with the Village of Oak Park to discuss the Intergovernmental Agreement and transfer of properties.
2. **May Special & Annual Meetings –** Due to the recent change in state law regarding municipal elections, new commissioners will be inaugurated in May instead of at the April Board Meeting. A Special Meeting for this purpose will be held on Thursday, May 5 at 218 Madison beginning at

7:30pm. The Annual Meeting will follow this meeting and there will be no Committee of the Whole Meeting that night. A reception will be held after the May 5th Meetings to honor Commissioners Kelly and Conway for their years of service and to welcome Commissioner Elect Chris Graves and Commissioner Elect Marty Bracco to the Board.

3. **Summer 2005 –** The Summer Brochure is targeted to be delivered to residents on May 7. Preparations are being made to begin filling pools with water (Rehm Pool on May 6 and Ridgeland Common Pool on May 13). Hiring and HR preparation to bring on seasonal staff is occurring.
4. **Director's Performance Review –** Commissioners are currently completing this process and should return forms to President Kelly.
5. **Comfort Stations and Drinking Fountains –** The Buildings & Grounds Department will have all five of the comfort stations operable this weekend. All 34 drinking fountains will be activated shortly thereafter.
6. **Barrie Park –** Temporary Barrie Center will be removed after Labor Day so that our summer operations are not affected. The fence that enclosed the air monitoring station behind Rehm Pool will also be removed. The Grand Opening of Barrie Center will take place on Saturday, May 21 at 10am.
7. **Commissioner Orientation –** As part of orientation for new commissioners, we would like to spend three evenings reviewing matters to help further familiarize Commissioners Bracco and Graves with the Park District. All of the meetings, listed below, will take place at 218 Madison Street:

   Thursday, May 12th at 7:30pm Mission, Vision and Values and Board Organization/ Operations

   Tuesday, May 17th at 7:00pm Staff Organization Chart and introductions by key park, recreation program and facility staff

   Tuesday, May 24th at 7:00pm Finance and Personnel Policies

   All Commissioners and Attorney Burkland are requested to attend the May 12th meeting. Tours of facilities will also be established.
8. **Wright Ride –** Matt Ellmann and Mike Grandy will meet with Rich Carollo and Gail Moran to discuss the Park District's limited involvement in the 60 mile Wright Ride bicycle event to be held on Sunday, August 21.
9. **United Way Board –** Director Balling happily announced that Bill Hamilton is now a part of the Community Chest/ United Way Board. This is a great first step in getting staff involved in boards in our community that are consistent with our mission.
10. **Harry Potter Event –** Director Balling stated that he hoped to hear from the Village this week about their support of the Harry Potter Event. We received a letter of support from the Avenue Business Association earlier this week.
11. **Dr. John Fagan's Farewell –** Dr. John Fagan will complete his seventeen years of service to District 97 on June 30, 2005. A Community Open House in his honor is schedule for Sunday, June 5 from 4:00-6:00pm at Cheney Mansion.

B. Division Managers' Reports (Updates & Information):

Addressing this month's Updates and Information issued to the Park Board, Matt Ellmann made the following comments: 1.) Lisa Lightcap, Lorie Reid Fuller and Tracy Domino designed an improved summer hiring process and trained the staff on how to implement the process. Lisa has done an outstanding job of trying to simplify a process complicated by many layers of state and federal legislation. 2.) Sherrill David, Cynthia Newell and Evelyn Lewis processed $634,564 in registration in March. This is the largest dollar amount in one month since we began tracking this statistic in 2002. 3.) The first issue of the Park District of Oak Park e-newsletter "The Park Connection" was sent to 1,108 residents and patrons on Thursday, March 31. This new communication tool provided concise information about the referendum and other events and activities happening at the Park District. The e-newsletter, distributed around the first of every month, will be promoted in other marketing tools in order to increase subscribers

and ultimately improve communication to our residents. 4.)A Customer Service Survey was mailed to all full and part-time employees in mid-March. The results of this survey will aid the Customer Service Committee in setting a direction for the future. 5.) Our web address is now displayed on all Park District vehicles due to Roberto Renteria and Mike Grandy. Roberto presented the idea to Diane who worked out the logistics with Mike. Thank you Roberto and Mike for showing true teamwork. 6.) Joint purchasing is arriving. Many thanks to Evelyn for administering this program which provides the Park District with significant savings in material and equipment purchases. 7.) Propagation, transplanting, potting, pinching back, staking and labeling for the Herb Sale is going on in earnest with over 30 extra volunteers being pressed into service. More than 250 types of plants are being grown, and plant material is being moved into the back areas and side garden. 8.) Mark Omi, with the help of volunteers, did major pruning in the tropical room and finished installing the new filtering system. 9.) "Open House" was held every Wednesday throughout March, from 1pm-4pm, and continues into April. Visitors may take a self-guided tour, enjoy light refreshments, and get information on the Park District and Cheney's classes, rentals, history and architecture. 10.) Work continues on the north room of the 3rd floor. Track lighting was replaced with 2 new light fixtures, walls and ceiling have been repaired and painted, and new material has been bought for drapery, table coverings and upholstery. 11.) Mr. Jasper Sanfilippo, an avid collector of Mills machines, has graciously given a circa 1912-15 Violano Virtuoso to the Pleasant Home. At our Annual Meeting on April 12 Sanfilippo Estate curator Robert Ridgeway provided a program on Mills machines and their magical music. 11.) During the weekend of May 20 and 21, Pleasant Home Foundation will host its fund raising program "Sleeping for Preservation," a unique opportunity for overnight guests to the Oak Park area to stay in a private architecturally significant home. 12.) Matt Ellmann is rapidly acclimating to the Park District and is starting to feel fairly settled in the position. Matt has met with Commissioners, staff and has attended some community organization events such as the Oak Park Area Arts Council Annual meeting. He also attended a number of Park District special events this month including the Ice Show, Conservatory Anniversary Gala, Skate Park Opening, the Easter Egg Hunt and the Bulls Clinic/Game, all of which were well received by those who participated or were spectators. 13.) Matt attended the PDRMA "Essentials of Human Resources Curriculum" April 13-15. 14.) The Ice Show, held on March 18, 19 and 20, went very well. There were approximately 280 participants in the "Rockin' Roles" show representing about 200 individual students from the skating school. Approximately 2,400 tickets were sold for the three shows and the dress rehearsal. The number or participants was down about 30 from the previous year but was comparable to the 2 years prior to that. Ticket sales were also lower, but that was anticipated due to fewer children in the show. Ticket prices were raised $1 across the board which made up for the decrease in ticket sales. Many people, staff and volunteers, were involved in putting the show together and deserve a great deal of thanks. Show Director Diane Andrews, Show Choreographer Jill Rubino, Volunteer Coordinator Kris Littman, and Assistant Manager Jenny Berni did an outstanding job.15.) Spring Break programs were held at Andersen and Fox Centers during the week of March 25-31. There were 208 kids dyeing eggs, making crafts, singing songs, playing games, eating pizza and having an overall great time. 16.)The Easter Egg Hunt at Ridgeland was very successful. Pictures from this event were printed in both the *Oak Leaves* and the *Wednesday Journal*. The Doggie Hunt took place outside at Ridgeland just before the Easter Egg Hunt. In spite of the weather, we had a great turn out. Each owner received a goodie bag filled with coupons, flyers, and dog treats. 17.) Greg Evans and Matt Ellmann are currently working on replacing Ann Harmon, former Senior Supervisor at Dole Center. Liz Visteen, recently promoted to Health and Fitness Supervisor, has been sharing some of the senior duties and responsibilities with Heidi Garton. Heidi has planned all of the senior field trips for 2005. Matt and Greg have developed a new job description for Ann's position and Liz's former position of Fitness Supervisor. 18.) Eight boys qualified for the regional competition held on April 2 and 3 in Valparaiso, Indiana. 19.) During the winter session, the Gymnastics Center conducted 58 classes, servicing 583 students.

VI. OLD BUSINESS

A. Committee Reports:

1. Buildings and Grounds Committee

a. Austin Gardens Site Master Plan

A motion was made by Commissioner Kindler and seconded by Commissioner Gartland to adopt the Austin Gardens Site Master Plan completed by CYLA Design Associates, Inc. Motion passed in a roll call vote of 4:0. Director Balling stated that in the next few months, staff would be putting in a grant application for certain projects in the park including interpretive signage and fencing.

b. Buildings and Grounds Cargo Truck

A motion was made by Commissioner Kindler and seconded by Commissioner Philion to accept the Cargo Truck bid from South Holland Dodge in the amount of $33,977.00 and authorize disposal of the 1987 Ford Van as surplus property. Motion passed in a roll call vote of 4:0.

VII. NEW BUSINESS

1. SEIU Agreement

Because staff is working through the final details of this Agreement, this item was taken off the agenda.

VIII. COMMISSIONERS' COMMENTS

- **Commissioner Gartland** stated that the ice show was wonderful and he has heard high remarks about the staff. He thanked Commissioner Kindler for the extra time he has put in with Barrie Park.
- **Commissioner Kindler** stated that the Scoville Park tulips look wonderful. The New Leadership Party has said that they would like a briefing on the Comprehensive Master Plan and Commissioner Kindler will discuss it with the group next week.
- **Commissioner Philion** has heard that the Village has a high school student sit in on Village Citizen Commissions and Board Meetings. He would like to see a high school student participate in the Park District Citizen Committee.
- **President Kelly** congratulated the Park District on the passing of the referendum. A clear message was sent by the citizens that they prefer the Park District's style of government. President Kelly would like the Park District to continue to utilize the talents of Oak Park citizens.

IX. EXECUTIVE SESSION

At 8:40pm, a motion was made by Commissioner Gartland and seconded by Commissioner Kindler to adjourn to closed session for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the District and for the discussion of pending or probable litigation against, affecting or on behalf of the District in accordance with sections 2 (C) (1) and 2 (C) (11) which are exceptions of the Open Meetings Act. The motion passed in a roll call vote of 4:0.

X. ADJOURNMENT— At 9:30pm, a motion was made by Commissioner Gartland, and seconded by Commissioner Kindler, to continue the meeting to May 5, 2005. Motion carried in a voice vote of 4:0.

Secretary	**President**
Board of Park Commissioners	**Board of Park Commissioners**
August 18, 2005	**August 18, 2005**
Date	**Date**