Park District of Oak Park
Regular Board Meeting
218 Madison Street-Hedges Administration Center
Oak Park, Illinois
Thursday, June 22, 2006

Minutes

The meeting was called to order at 7:30 pm.

I. ROLL CALL

Present: President Kindler, Commissioners Bracco, Graves, Philion and Gartland
Park District Staff present: Gary Balling, Executive Director; Kent Newton, Superintendent of Business Operations; Mike Grandy, Superintendent of Buildings & Grounds.

II. APPROVAL OF AGENDA

A motion was made by Commissioner Gartland and seconded by Commissioner Philion to approve the agenda with one change. All minutes were taken off of the consent agenda. The motion was passed by a voice vote of 5:0.

III. VISITOR/PUBLIC COMMENTS - There was no public comment.

IV. SPECIAL RECOGNITION

A motion was made by Commissioner Philion and seconded by Commissioner Bracco to recognize Bob Franzen and Lesley Gilmore of Gilmore Franzen Architects, Inc. for their outstanding contributions to the Park District of Oak Park and for always being an exceptional partner in business and community life. Gilmore Franzen Architects, Inc. was recognized with a Community Service Award in 2000 for their outstanding work on the Oak Park Conservatory Center. They served in many volunteer capacities over the years, but most notably as resources on the Infrastructure Study Committee. They have provided professional services for projects such as the Hedges Administration Center, Dole Center, Recreation Centers, Temporary Barrie Center and Barrie Center Remodeling and the Comprehensive Master Plan. They have been true friends of the parks! Lesley and Bob were not at the meeting but will be recognized at a reception on July 2. The motion was passed by a roll call vote of 5:0.

V. CONSENT AGENDA

A motion was made by Commissioner Gartland and seconded by Commissioner Philion to approve the Consent Agenda, which includes **the Fund Status Report and Warrants and Bills dated June 22, 2006; the 2006 Prevailing Wage Ordinance; Professional Services for Lead Abatement from TEM Incorporated; and the Re-roofing Bid from Mader Roofing.** The motion was passed by a roll call vote of 5:0.

VI. STAFF REPORTS

A. Director's Report:

Executive Director Gary Balling discussed the following:

1. **Recreation Center Historical Stewardship Committee –** The Committee's last meeting took place on Monday, June 19 at 7 pm at Field Center.
2. **Park District Citizen Committee** – The Park District Citizen Committee will meet next on Monday, June 26 at 218 Madison Street.

3. **Bids** – A recommended bid for re-roofing the community centers is included in your packet. We are out to bid for the restoration/lead abatement and glazing of the Conservatory's Cactus House. Recommended bids for these two projects will be brought to the Board in July.
4. **218 Madison Master Plan** – Proposals were submitted by three firms for the 218 Madison master plan by the June 5 deadline. The focus of the plan will be to plan for 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. The three firms were interviewed by the evaluation team of : Matt Ellmann, Mark Gartland, Mike Grandy, Jamie Lapke, Rick Kuner, Kurt Mackey and Diane Stanke. Williams Associates of Carol Stream, Illinois is being recommended to proceed with the project.
5. **Dole Center** – Due to ceiling plaster failures, Dole Center has been closed since Monday, April 3. Work appears to be on schedule. Ceiling work began on May 3 with the majority of the Park District spaces being complete by mid August. The entire building should be completed by mid-September. Information about class relocation is posted on the Park District's website. Liz Visteen reports the project is going well. We have issued a change order to incorporate sound proofing in between studios 2 and 3.
6. **Andersen Park** – Phase One work has begun and is scheduled to be completed by August 18. Improvements include new playground apparatus swings, a roll hill, fencing, lighting, water fountain, walkways, interpretive signage and plantings on the south half of the park. Three decorative paved seating areas will surround the play area. An unique feature of the park will be the woven willow dome, a group of willow trees formed to create a distinctive play environment. The contractor, Kovilic Construction, has presented a working schedule which calls for early completion. Work is progressing well with the anticipated delivery of play equipment expected by July 7. Diane Stanke is working to plan the grand opening celebration of the park to be held in September.
7. **Summer 2006** – Last week, June 12-16, was a busy week for the Park District as both pools are fully open and our summer camps begin. Ridgeland Common and Rehm Pools began full-time hours on June 9. The pool schedules can be found on page 19 of the summer brochure. Thanks to all staff who helped get our summer season off to a good start working to get over 200 employees on payroll and trained.
8. **Summer Staff Party**- "Bring It On Again – Employee Games and Picnic" will take place on Saturday, July 15 from 11 am – 3 pm at Taylor Park.
9. **GALA Fourth of July Event** - Mike Grandy and Gary Balling attended a meeting last week in preparation for this event with representatives from the Police, Fire, High School and United Way. Community Bank is again taking the lead on this event. The Park District takes responsibility for supervising the fireworks, clean-up and assistance with security.
10. **NRPA Congress** – In any commissioner is interested in attending the 2006 National Recreation and Parks Association Congress in Seattle October 10th-14th, please contact Gary Balling.

B. **Division Managers' Reports (Updates & Information): Gary Balling presented the following information to the Board:** 1.) Kent Newton and Ron Calloway have conducted orientations for 80% of the summer employees during four training sessions. One more session will be held for the remaining employees. 2.) Kent met with a vendor of financial software that was initially contacted at the GFOA conference exhibit hall. The company has been eliminated from consideration because the cost of the product is prohibitive. It appears that the RFP for financial software will be sent to two companies and the recreation software RFP will be sent to three companies. 3.) First proofs of the fall

brochure have been prepared by Jennifer LaFleur and Judy Weik and distributed to all staff. Major changes to the brochure are being developed and designed. Since there will no longer be Recreation Center sections, a matrix is being designed to show program locations and ages for easier accessibility. 4.) Jennifer has been busy designing flyers and posters for summer programs and the Active Adult Newsletter. Our summer campers are modeling new t-shirts designed by Jennifer that have certainly added a fresh touch to our camp programs. 5.) Diane Stanke organized information for the Field Park OSLAD grant application. An application is also being prepared for an American Academy of Dermatology shade structure grant for the Active Sport Area by Jennifer, Bobbi Nance and Diane. 6.) Dominican University, a valued community partner, has agreed to sponsor the Frank Lloyd Wright Races for the third year in a row. A meeting was held with Diane Hardy, a sponsorship consultant, to discuss possible sponsorship opportunities at the Park District. 7.) Jennifer, Judy and Diane "manned" the "Day in Our Village" booth in Scoville Park. 8.) The Park District hosted an Oak Park River Forest Legacy Partners workshop at Cheney Mansion on June 8. Thanks to Linda Peterson and her staff for their assistance in making this event a success. 9.) The work at Ridgeland Common on the cement, sewer and drainage was completed. 10.) Andersen Construction work in underway. The old wading pool that the playground equipment was located in turned out to be a very substantial piece of concrete. The sand that came out of the site was used at Taylor Soccer field as top dressing. Mike believes the job will be done well and finished by mid-July. 11.) Many trees that might have survived for a couple more years did not because of last year's drought. So far this year, five large elms have been lost and two more are confirmed with the disease. Five other trees were removed from Austin Garden and at least ten came out of Maple Park because of these problems. 12.) Nilco had done a nice job this spring, with hundreds of new shrubs planted in many different spots throughout the system. New sod has been placed at Ridgeland Common, Rehm, and Cheney. 13.) The park flower beds have been rototilled, edged, raked and planted. The planting and design was headed up by Henrietta Yardley, and bed preparation was ably covered by Mark Omni. Much effort goes into the plantings at Scoville Park that has 15 beds. Our summer help, Mark Walts, Chris Anderson, and Joseph Gill are now on board to help with maintenance and watering throughout the summer. Everywhere you walk or jog around Oak Park you can enjoy the annual plantings provided by the Conservatory staff and volunteers. 14.) With the help of Nilco Landscaping, all the boxes along LeMoyne Parkway were rototilled, and plant material was delivered to the residents with plans and watering instructions. This is the last year the Conservatory will be providing these services. The Village Forestry Department will be taking over the parkway maintenance as part of the land swap worked out between the village and the park district. 15.) New displays were mounted in the Fern and Desert Rooms, and shading was applied to the south side of the Fern Room. 16.) Cheney Mansion was chosen for District 97's annual Global Village event on May 3 and the retirement party for several District 97 teachers on May 4. Eastern Accents, a well-known mail order catalog, rented the Mansion for a photo shoot on May 5. Other rentals in May included seven weddings, two wedding rehearsals, a music rehearsal, a recital, and a well-attended Chicago Readers Matches' Spring Salsa Party where free salsa dance lessons were provided by Terry Zee, the dance instructor from Dole. Two OPRFHS art classes used the Mansion grounds to work on class projects. 17.) Over 1,000 people attended the 9th Annual Cheney Mansion Plant Sale & Garden Fair, co-sponsored by the Garden Club of OPRF, on May 21. New this year was a floral photography exhibit and a Garden Train run by the OP Society of Model Engineers. The fair included specialty garden vendors, the Garden Club's Horticulture Show, Floral Designs by Triton College students, "Ask the Master Gardener, "the Garden Chef, a children's corner, music by the Old Town Singer Songwriter Showcase, and talks and demonstrations on a variety of garden topics. Head gardener, Charlie Ruedebusch, along with volunteers Helga Karsten, Gail Friesema and Linda Flack sold hundreds of hand-grown,

pesticide-free plants. 18.) Linda Peterson is getting estimates for repairing the front brick walkway and for replacing the wood fence along the alley. Mike Grandy's staff cleared the area behind the Mansion's greenhouse of rubble, bricks and dirt. 19.) A new temporary aluminum ramp was purchased to assist with accessibility at Cheney Mansion. 20.) Based on the success of this year's indoor run of "Tartuffe", Festival Theatre would like to come back in April 2007. They were very respectful of the home and Pleasant Home received great publicity on their coattails. 21.) A board orientation was held recently for all six new Pleasant Home Foundation board members and several existing members. Lesley Gilmore gave a wonderful tour of the home and we discussed the home's history and future potential. 22.) Many people stopped by the Pleasant Home booth at "Day in Our Village" with questions. Thank you to volunteers Peg Zak, Barbara Piona, Linday Kriegal, Lavergne Miller, Shelia MacClinchy and board member Melanie Scovield for helping out. 23.) The Program Committee met to discuss programs for 2007 including the Lecture Series, Beautiful Bungalows, and a potential tour of historic homes on Hutchinson Street in Chicago. 24.) Laura Thompson received a $10,000 check from the Richard H. Driehaus Foundation in support of the exterior painting preservation project his summer. The Driehaus Foundation will give an additional $5,000 if we can match it! Laura has met with the contractor to go over plans and set a date for work to begin. 25.) June is filing with rentals. We've done a few nice "Tour and Tea" and "Tour and Lunch" programs recently including 55 women from the Art Institute Affiliates of Libertyville. 26.) Matt Ellmann is pleased to announce that April Armer has been hired as the new Assistant Superintendent of Recreation Programs. April is currently employed as the Oakton Center with the Skokie Park District. Her responsibilities at Skokie include managing four full time staff and over 75 part-time staff who are in charge of programming for seniors, teens, adults and before and after school programs. She is also directly involved in programming and managing special events. April will bring a lot of experience and creativity to the Park District when she starts on July 12. 27.) Matt coordinated all the inclusion/special accommodation requests for summer programs. Working in tandem with WSSRA, over 29 requests for aides have been processed for the summer program session. 28.) Summer Tennis, Sports Camps, Community Center programs and camps, Recreation in the Streets, Adult Adventure programming are well underway. 29.) The Youth Soccer League finished another great season. Julie Garrigues really put together a quality program. The additional training by the Major League Soccer representatives helped raise the level of the coaching. We increased the number of teams from 19 in spring 2005 to 24 this year, and the overall participation increased from 199 to 280 this year. 30.) The Battle of the Bands was originally rained out on May 13 but was rescheduled for Saturday, June 3 at Scoville Park. The event was well attended and approximately 300 people listened and danced to the solid musical choices by these young groups. Six bands competed, five of which were from OPRF High School. The winners of this competition move on to a regional competition in River Forest with an opportunity to advance downstate later in the summer. Bobbi Nance did a real nice job on this event working in conjunction with the OP Public Library and Youth Township. 31.) The ASA has been operating very smoothly. The youth are conducting themselves well and the short disciplinary closures seem to have worked well. Bobbi has scheduled several skateboard and in-line skating programs. 32.)"Day in our Village" Rehm Park on June 4 was a big success. The trains operated well, thanks to Roberto Renteria. There were full lines at all the games and activities all day. Shari Wenzel once again entertained the residents of Oak Park very well. Thank you to all who put in time for this weekend event. 33.) Charity Luter has been working on the final steps for the re-licensing of the preschools. The Preschool graduations all took place the last week of May and went very smoothly. Spring fieldtrips included to Dominos Pizza and Brookfield Zoo. The playschools ended in mid-May, and summer sessions have begun. This summer in addition to the playschool sessions at Andersen, we

have added a session at Barrie Center to better serve the community. 34.) Charity Luter has met with numerous families who are requesting scholarship assistance. An additional $1,363 was given by the citizens of Oak Park for the scholarship fund as part of the brochure check-off program. Charity will continue to meet with possible scholarship recipients throughout June, and possibly July depending on how much money each family is requesting. 35.) Summer sessions of Yoga, Tai Chi, Dance and Fitness classes began the week of June 5. Pilates began June 19. Summer morning classes have moved to the Oak Park Main Library, while summer camps are being held at park district facilities. 36.) Dole Center ceiling repairs are progressing well with most of the demolition already completed. Drywall installation is well underway and painting will begin soon. Wessels Construction submitted a bid of $1,200 for the soundproof wall between Studios 2 & 3. Gary Balling approved the proposal and the installation will begin June 7. 37.) The Tuesday Bridge Group enjoyed using the Conservatory for two months as their temporary location. We are currently looking into an alternate location for the Bridge Group due to parking issues at Stevenson. The Friday Scrabble Group will continue at the Conservatory until we move back to Dole. 38.) Senior trips included the Joffrey Ballet on May 5 with 11 seniors attending, the Kenosha Outlet Mall on May 9 with 7 seniors going, and "Oklahoma" at Theater att eh Center in Munster, IN with 12 seniors attending. Twenty-seven seniors enjoyed the Tropical Breeze Luncheon at Fox Center on May 19. 39.) Katie Kujawa was hired as a full-time gymnastics coach and will start on June 22. 40.) Summer registration is currently underway, however, 647 class spots were filled on May 8. As of May 26, 517 students were registered for summer session 1 and 494 students were registered for summer session 2. Thirty students have registered for gymnastics summer camp.

VII. OLD BUSINESS

A. Building and Ground Committee: Commissioner Philion

1. 218 Madison Plan RFP

$25,000 is budgeted in the Capital Improvement plan to complete a Facility Improvement Plan for 218 Madison and Space Programs for Gymnastics, Buildings and Grounds Operations and Administrative Services. Three proposals were received by the deadline and were interviewed by the evaluation team. The team determined that Williams Architects were the best firm for the job because of:

- Past experience with similar projects especially gymnastics
- Past experience working with the Park District of Oak Park
- Prepared with a very professional presentation with diagrams and handouts including current building space information.
- Are excellent collaborators
- Thoroughly understood the scope and presented their approach clearly
- Value citizen and staff input
- Have LEEDS certification

A motion was made by Commissioner Philion and seconded by Commissioner Graves to accept the proposal from Williams Architects of Carol Stream, Illinois to complete the facility plan for 218 Madison and space plans for Gymnastics, Buildings and Grounds Operations and Administrative Services. The motion passed by a roll call vote of 5:0.

2. Infant Welfare Society Designer Showcase at Cheney Mansion Agreement
A motion was made by Commissioner Philion and seconded by Commissioner Gartland to adopt the 2007 Showcase House Agreement between the Park District of Oak Park and the Oak Park-River Forest Infant Welfare Society and authorize the President and General Counsel to finalize the agreement and cause it to be executed. The motion passed by a roll call vote of 5:0.

B. Administration and Finance Committee

1. 2005 Audit

The Board was presented with the audit report at the June Committee of the Whole Meeting. The Park District is required by State Law to have an independent audit of its financial statements completed on an annual basis. The Park District has again received an unqualified audit opinion. This is the best outcome available from an audit. An unqualified opinion means that the information fairly reports the financial position of the Park District and is in compliance with GASB standards. **A motion was made by Commissioner Gartland and seconded by Commissioner Philion to accept the 2005 Audit Financial Statement and Management Letter as completed by Lauderbach and Amen. The motion passed by a roll call vote of 5:0.**

2. Austin Gardens Irrevocable Trust

Concerns about the consolidation of the banking industry and the corresponding escalation in administrative cost and relative lack of growth of both principle and income of the Austin Garden Trust led the Park District to investigate a change in the trustee of the Trust. The Board received a presentation about the Trust at the June Committee of the Whole Meeting. **A motion was made by Commissioner Gartland and seconded by Commissioner Bracco to authorize the President and Executive Director to proceed on behalf of the Park Board to seek the transfer the Austin Trust from the current trustee J.P. Morgan Chase to the Oak Park-River Forest Community Foundation. Authorization includes asking J.P. Morgan Chase to resign as trustee and naming OPRF Community Foundation as the new trustee. The motion passed by a roll call vote of 5:0.**

C. Recreation and Facility Program Committee – No Action.

VIII. Executive Session - No executive session was held.

IX. New Business – Executive Director Employment Agreement

Commissioner Gartland made a motion to enter into an agreement between the Park District of Oak Park and Gary F. Balling and authorize President Kindler to execute the document. The motion was seconded by Commissioner Bracco. The motion passed by a roll call vote of 5:0.

X. Commissioners' Comments

- **Commissioner Bracco** provided an update on WSSRA.
- **Commissioner Gartland** reports that FOPCON now has 134 members. The Herb Sale had 1,200 people in attendance and netted $45,095. Volunteers and staff did a wonderful job and put a lot of effort and time into this sale.

- **Commissioner Graves stated** that her children are excited about their camps and she is impressed with the Gymnastics Center and was happy that she received an end of class progress report as well as trophies and medals. She is also very pleased with flowers around the parks and thanked the Conservatory and Buildings & Grounds for this.
- **Commissioner Philion** had no comments.
- **President Kindler** - Met with Director Balling and the Cook County Board to discuss Dog Park ideas in the Forest Preserves. It was the consensus that until President Stroger's condition was more certain that issue should not be forced.

XI. ADJOURNMENT

At 8:21 pm a motion was made by Commissioner Graves and seconded by Commissioner Philion to adjourn. Motion carried in a voice vote of 5:0.

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Secretary	**President**
Board of Park Commissioners	**Board of Park Commissioners**
August 17, 2006	**August 17, 2006**
Date	**Date**