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

Minutes

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

I. ROLL CALL

Present: President Kindler, Commissioners Bracco, and Philion. Commissioner Graves arrived at 7:45 p.m.

Park District Staff present: Gary Balling, Executive Director; Kent Newton, Superintendent of Business Operations; Bret Fahnstrom, Manager of Community Centers; Lisa Lightcap, Business Operations/Human Resource Assistant.

II. APPROVAL OF AGENDA

A motion was made by Commissioner Bracco and seconded by Commissioner Philion to approve the agenda with one change. The Special Recognition for Joyce Taylor's Retirement will be moved to after the Updates and Information. The motion was passed by a voice vote of 3:0.

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

IV. CONSENT AGENDA

A motion was made by Commissioner Bracco and seconded by Commissioner Philion to approve the Consent Agenda, which includes **the Fund Status Report and Warrants and Bills dated July 20, 2006; Minutes from the Annual, Special and Regular Meetings of April 20, 2006: the 2007 Budget Timeline; the Investment Policy; and the Conservatory Glazing and Restoration Bids.** The motion was passed by a roll call vote of 3:0.

V. STAFF REPORTS

A. Director's Report:

Executive Director Gary Balling discussed the following:

1. **Gay Games -** The events for the Gay games which will be held in Oak Park will be hosted by the Oak Park Area Visitors and Tourism Bureau and are being held beginning Monday, July 17 through Friday, July 21 at Barrie Park. Notice has been delivered to park neighbors about this event. Barrie Park will be occupied by Soccer matches on Monday, Tuesday, Wednesday and Thursday. If inclement weather exists games may be rescheduled for Friday. Gay Games officials will be on site at Barrie along with local volunteers throughout the week to manage the games. Matt Ellmann is the Park District staff liaison for the event. Special thanks to the Buildings & Grounds department for all of their efforts to make this event a success.
2. **218 Madison Master Plan** – Staff met with Williams Associates on Friday to kick off the 218 Madison Master Plan process. Matt Ellmann will be the staff lead on this project. A full day "charette" planning session involving staff and parents will be held in early to mid August. I will go over further details at the Board Meeting.
3. **Longfellow & Fox RFP** – An RFP for the completion of site master plans at Longfellow and Fox parks was distributed to five firms. The RFP is due on Tuesday, July 18 and a

recommended firm will be brought to the Board in August. The planning process will begin in September for Longfellow and in November for Fox. Commissioner Philion will be the Board representative on the review team.

4. **Dole Center** – Due to ceiling plaster failures, Dole Center has been closed since Monday, April 3. August 14 is the move in date. 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 complete 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.
5. **Barrie Park** – The Park District has received the Barrie Park reimbursement check and the Barrie Park project is complete.
6. **Gymnastics** – Director Balling explained that in August, staff will discuss the possibility of hiring and additional Full-Time Gymnastics coach.
7. **Andersen Park** – The playground equipment is currently being installed at Andersen Park. We are being told the project should be substantially completed in the next three weeks. The project could potentially be done around August 1 which will be a couple of weeks before our contracted deadline. The grand opening of the playground will be on Saturday, September 16 at 10 am , but we should have the area open to the public well before that date.
8. **Partnership with School District 97** – Dr. Collins has been contacted to establish a meeting to work on details related to engaging in park planning at Carroll and Field Parks and an Intergovernmental Agreement for Cooperative Use and Services.
9. **Outdoor Basketball** – The Park District has had a practice of using removable rims for outdoor basketball which is only available at parks with recreation centers. This practice has been revised for the remainder of the summer so that rims will be installed by request at parks with centers and will be taken down either at dusk or when the center closes except in the case of Stevenson where outdoor sports lights are available. In this case, hours are posted seasonally. I will discuss this activity further with the Board at Thursday night's Board Meeting.
10. **Field Park** – An Open Space Land Acquisition and Development Grant application was recently submitted to the Illinois Department of Natural Resources (IDNR) for re-development of Field Park. This matching grant, for approximately $400,000, would fund park improvements identified during the site master planning process completed in May 2006. IDNR will notify the Park District in January regarding the grant application. Work could begin in August 2007 if the grant application is approved.
11. **Fall Brochure** – The Park District's fall brochure will be delivered to every residence in Oak Park beginning Saturday, July 29. Programs in this brochure will no longer be listed by recreation center but rather by age and program specialty area. This change is a reflection of the Recreation Department's reorganization. As of September 1, our five Recreation Center Directors will be responsible for the development of specific program areas throughout the Park District, based on each staff member's skills and areas of interest. This is a change from being responsible for the operation and programming of one or two recreation centers as Center Directors.
12. **Scoville Monument** – Walker Restoration will complete the restoration report of Scoville monument. Restoration will take place in 2008.
13. **Director's Vacation** – Director Balling will be out of the office beginning July 24 and will return to work on Monday, July 31. Kent Newton will be charge during that time.

B. **Division Managers' Reports (Updates & Information) presented by Bret Fahnstrom**
1.) A new copier has been purchased and installed at Ridgeland Common. 2.) A payroll

audit was completed on Friday, July 14 to prevent ghost payrolling. All employees were required to show a photo ID to Lorie or Kent in order to pick up their paycheck. 3.) Kent has been doing preliminary work on the 2007 budget and a budget timeline has been developed. In addition, he is beginning to update the Capital Improvement Plan which should be updated every two years. 4.) The fall brochure went to the printer on July 11 and will be distributed to all residences and businesses on or after July 29. Jennifer LaFleur and Judy Weik have done an excellent job of coordinating the information and improving the organization of this newly designed issue reflecting the recreation department reorganization efforts. 5.) Jennifer LaFleur, Bobbi Nance and Diane Stanke decorated a float for the 4the of July Parade. The Park District was well represented with a big banner and t-shirts advertising the new adventure programs worn by all volunteers. Thanks to all who came out to march in the parade and to the Buildings & Grounds Department for all their help. 6.) Roof work was completed at Stevenson and will begin at Andersen in the next few weeks. 7.) All flower beds are planted, with four new beds at Barrie Park drawing much attention. Head Grower Henrietta Yardley is looking ahead to the winter and holiday displays as well as the 2007 Herb Sale. Orders have been placed for potting soil and poinsettia plugs, and many plants have been potted in preparation. 8.) Mark Omi, with the help of summer staff Chris Anderson and Joseph Gill and a new crew of young volunteers, has begun the preparation for the Desert Room lead abatement project. Plants have been pruned and some of the smaller cactuses and agave have been potted up. Mark has also applied shading to the south sides of the Fern and Desert Rooms as well as in the growing houses. Victor Munoz replaced and painted the rotted sills around the Conservatory Center entrance. 9.) June was a busy month at Cheney with several weekends booked for multiple events, and our top-notch staff has done a wonderful job organizing these affairs. Weddings were booked for every Saturday evening in June, and also on two Sundays, June 11 and 18, plus three wedding rehearsals on June 9, 16 and 30. 10.) Cheney Mansion has a new portable Handi-Ramp, which replaces the plywood ramp used for handicap access since 1991. The new ramp can be set up in 20 minutes, compared to the 4 or 5 hours needed to erect the old one. It also requires much less space to store. This will provide reasonable accommodation until a permanent solution is found. Bob Ball was instrumental in researching product options. 11.) June and July have been busy with private rentals. On July 22 Pleasant Home will host the wedding of Catherine Connerty, a descendent of the Mills family. Other rentals include various receptions and meetings, a tree dedication, and a drum circle wedding. 12.) Over the last month, Matt helped facilitate Day in our Village activities, attended a number of Gay Games committee planning meetings, visited the pools during the TOPS Swim Club meet, and stopped by the annual Gymnastics Banquet and Awards program. 13.) Ridgeland Common and Rehm Pools opened full time on June 9. The weather has not been as hot as last summer, and as a result, pool attendance has been lower than last year at this time, but is still strong. 14.) The first session of swim lessons are over. The second session began on July 17th . Lessons are going well in general with problems begin addressed by staff immediately and effectively. Only one class has been cancelled due to lightning. Early Morning Lap Swims are averaging between 25 and 40 almost daily, and weekend morning sessions are also well attended, averaging about 40 to 60 swimmers. 15.) The Teens in Training program is going well. Bobbi Nance and Katie Muren are running an exceptional program. We averaged 25 leaders for the first two sessions (2 weeks each) who spent the majority of the first week training and working together. During the second week they spent much of their time with the different camps gaining valuable work experience. 16.) Kristina Adamczewski has been organizing and supervising the Rec-in-the-Streets and Rehm programs this summer. Last year we had a total of 26 rentals for these programs and as of the first week of July, we already have 21

scheduled with a couple of requests pending. 17.) Preschool teachers met on June 29 to discuss the past year and brainstorm ideas for the upcoming school year. Charity Luter compiled information from the 2005-2006 Preschool Evaluations to see what changes should be made for next year and presented it at the meeting. Playschool at Barrie Center has been sharing the site with Girls Sports and Fitness Camp, and so far there have been no problems. Charity has finalized all of the paperwork for D.C.F.S., covering all the preschools. 18.) Charity continues to meet with scholarship applicants and hopes to complete the process by mid July. As of June 28, $5,567 in scholarship funds have helped four campers, four gymnasts, one karate student, six swimming students, two tennis students, and 86 residents requesting pool passes. 19). On June 2 three balance beams were recovered and an additional beam was repaired by Specialist Jeff Ferris from California. 20.) The Gymnastics Center is currently making preparations for fall registration which will be held at Longfellow Center to provide better accommodations to our patrons while they wait to register. This location also provides a larger indoor space in case of bad weather.

VI. SPECIAL RECOGNITION - A motion was made by Commissioner Graves and seconded by Commissioner Philion to recommend that the Board recognize Joyce Taylor for her outstanding contributions to the preschool and early childhood programs during her 28 years of dedicated service to the Park District of Oak Park. Joyce has been an instrumental member of our team and the Board and staff wish her a very happy retirement. . The motion was passed by a voice vote of 4:0.

VII. OLD BUSINESS

A. Building and Ground Committee: No Action.
B. Administration and Finance: No Action.
C. Recreation & Facility Program Committee: No Action.

VIII. Executive Session - No Executive Session.

IX. New Business

A. Change Order "Splash Pad" Andersen Park

Director Balling explained that he received a change order to the Andersen Park construction project to include a splash pad. The splash pad was included in the original bid from Kovilic Construction, but the cost was over the project budget at that time. Superintendent Kent Newton explained that the Park District additional tax dollars from the referendum than originally thought. It was difficult to estimate the total amount of funds the Park District would received because it is a reassessment year. In addition, the 2005 Audit shows the Park District's finances are improving. Part of these additional funds could pay for the splash pad and the remainder will be allocated to the Field Park construction in 2007. **A motion was made by Commissioner Philion and seconded by Commissioner Bracco to approve the change order in the amount of $53,615.00 to the contract with Kovilic Construction of Franklin Park, Illinois to provide and install the components in their proposal dated July 20, 2006 and authorize Superintendent of Business Operations, Kent Newton, to execute the change order.** The motion was passed by a roll call vote of 4:0.

X. Commissioners' Comments

- **Commissioner Bracco** stated that WSSRA has 186 kids in camp this year and Sandy Gbur has commented that she is happy with inclusion efforts in Oak Park. In addition, WSSRA Special Olympian, Georgia Hunter, won a medal in the State Olympics.

- **Commissioner Graves** shared that her family is enjoying the pools and has noticed the new banner and display cases at Rehm and other people are noticing this also. She commended Jennifer LaFleur and Diane Stanke for a job well done on this. The Memorial Tree Committee is beginning its audit of 499 trees and will provide a report in September.
- **Commissioner Philion** said the Recreation Center Historic Stewardship Committee meeting was last Monday at which the history, programming, and finances of the Centers were discussed. The new fall brochure was shared with the committee and the comments were positive. Next month's meeting will be with Tim Kelly who will speak about moving the Centers. He concluded by stating that he supports having basketball hoops up when the Centers are open.
- **President Kindler** encouraged the Board and staff to think about the basketball policy when developing site plans. He thanked the Board for District 97 meeting and appreciated everyone's contributions. He concluded by stating that he has "baseball field envy" from visiting the beautiful and well maintained fields at Lake in the Hills, Elmwood Park and Oak Lawn.

XI. ADJOURNMENT

At 8:29 pm a motion was made by Commissioner Bracco and seconded by Commissioner Graves to adjourn. Motion carried in a voice vote of 4:0.

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