Park District of Oak Park
Regular Board Meeting
218 Madison Street-Hedges Administration Center
Oak Park, Illinois
Thursday, March 16, 2006

Minutes

The meeting was called to order at 7:32 p.m.

I. ROLL CALL

Present: President Kindler, Commissioners Bracco, Graves and Philion. Commissioner Gartland arrived at 7:34 p.m.
Park District Staff present: Gary Balling, Executive Director; Kent Newton, Superintendent of Business Operations; and Lisa Lightcap, Business Operations/HR Assistant.

II. APPROVAL OF AGENDA

A motion was made by Commissioner Philion and seconded by Commissioner Bracco to approve the agenda. The motion was passed by a voice vote of 5:0.

III. VISITOR/PUBLIC COMMENT

- **Joyce Taylor, 536 S. Scoville –** Joyce Taylor is a teacher at Longfellow Preschool and is concerned with the specialization of the Centers. She feels there should be the opportunity for children to have a neighborhood center where they can go to play and feel at home with people of varying abilities and ages along with family involvement.
- **Cate Jacobs, 718 S. Elmwood --** Cate Jacobs is an Oak Park resident who grew up in Oak Park and has four children. All of her children attended preschool with Joyce Taylor at Longfellow Center. Her children grew up with Center activities and a community place to hang out and three of her children have worked for the Park District. She is concerned that the Park District moving to specialize the centers. She likes the fact that the Centers have a neighborhood feel like the 1950's and wants this to continue.

IV. 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, Warrants and Bills dated March 16, 2006; Minutes from the 2006 meetings of January 12, (*One correction was made to the Minutes of the Thursday, January 12 continued meeting. It was to correct a typo made on the time of adjournment.),* January 19, February 9 and February 16; and the Rehm Gutter Repair Work.** The motion was passed by a roll call vote of 5:0.

V. STAFF REPORTS

A. Director's Report:

Executive Director Gary Balling discussed the following:

1. **Dogs in the Parks** – A Focus Group for the Dogs in Oak Park Plan was held on Tuesday, March 14. The focus groups will involve other local government entities that may have input on issues surrounding the plan, Park District staff, and not for profit organizations that may be affected. Neighborhood Meetings to discuss four sites under consideration for a dog park will be held in April as follows: Maple Park Neighborhood Meeting, April 3, 7 pm; Carroll Center, 1125 S. Kenilworth, 7 pm; Stevenson Park Neighborhood Meeting, April 4, 7 pm.; Stevenson Center, 49 W. Lake Street, 7 pm; Taylor Park

Neighborhood Meeting, April 10, 7 pm.; Field Center, 935 Woodbine, 7 pm; Ridgeland Common Park Neighborhood Meeting, April 12, 7 pm; Ridgeland Common, 415 W. Lake Street, 7 pm.

2. **Field Park Site Master Plan** – A second Community Meeting will be 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.
3. **218 Madison Site Master Plan** - Staff has been meeting on a weekly basis to gather information as we begin this planning process. Research includes developing an historical perspective of the Gymnastics Center and the Buildings & Grounds area. Other park districts are being contacted for information on their gymnastics operations. A survey has been completed with gymnastics participants. During the week of March 28, meetings will take place with several architects that may be able to assist with planning efforts. Jamie Lapke and Matt Ellmann will attend the April 6 Committee of the Whole to review the survey and discuss the gymnastics program as it relates to this planning process.
4. **Annual Meeting with Board Appointments** - The Board will be asked to consider new officer appointments at the April Annual Meeting on April 20.
5. **Transfer of Properties** – The transfer of properties is moving along and our attorney is actively working through matters with the Village Assistant Attorney Jack Tibbetts. Attorney Burkland is also working to provide a draft General Intergovernmental Agreement.
6. **Andersen Park-** Bid documents have been distributed for the first phase of this project. The bid opening is set for Wednesday, March 22 at 11 am. Work is anticipated to begin on or about May 1.
7. **Recreation Center Historical Stewardship Committee** – Currently working with Commissioner Philion to recruit members for the Committee and presenters. To date, the Park District has received six letters of interest to serve on the Committee. The first meeting of this group will be on Monday, March 20 at 7 pm at Andersen Center. Frank Lipo of the OPRF Historical Society will provide historical background on the Centers at this meeting.
8. **Council of Governments** – Director Balling will attend the Oak Park Council of Governments Meeting on Monday, March 20 at 7:30 am with Park Board President Kindler.
9. **FOPCON Grant** – The Friends of the Oak Park Conservatory have approved a grant of up to $28,000 to assist with the lead abatement project that will start in the fall. These funds will assist with replacement of steel, window operating systems, and wrapping of pipes with insulation. Director Balling thanked FOPCON for this funding.
10. **ASA Survey** – Active Sport Area surveys were distributed to neighbors around Stevenson Park and copies are available at the Park District web page. Bobbi Nance, Youth/Teen Adventure Supervisor will be at the April Committee of the Whole Meeting to answer questions.
11. **Ice Show** – The Annual Ice Show will take place this weekend, March 17-19. Director Balling thanked Bill Hamilton, Jenny Berni and all of our staff who produce this show.

B. Division Managers' Reports (Updates & Information): Lisa Lightcap presented the following information to the Board: 1.) Performance evaluations are progressing and are currently being reviewed by the Leadership Team. 2.) Sherrill David and Cynthia Newell are busy entering registration for spring programs and summer camps. Approximately 130 e-

mail registrations were submitted by the Monday morning after the brochure was delivered. 5,000 registrations processed since spring brochure came out. 3.) Jennifer LaFleur is working diligently on all Ice Show promotional pieces. The poster, t-shirt and program design are exceptional. 4.) District Directions, the bi-monthly employee newsletter, was accompanied by a special issue newsletter explaining the recreation department reorganization. 5.) "Dog Signs" are going up at various parks to remind the public that all animals are expected to be on an 8' leash. Signage with the same information is also being installed at the play-centers. 6.) In the push for potting and propagation for both the spring park beds and the Annual Herb Sale on May 5-6, 32 new herb grower volunteers have been recruited and have started work. With our existing 32 regular volunteers, the Conservatory now has an army of 64 volunteers to keep up with all the work that needs to be done at this time of year. 7.) Preparations for the spring displays in the parks have begun with the potting of over 1,000 plants. More than 225 plants were potted for the Conservatory displays. 8.) A FOPCON grant of $28,000 was received. 9.) Board members of the *Garden Club of OP-RF* met with Linda Peterson and Jean Kwas on February 15 to plan the "2006 Plant Sale & Garden Fair" to be held in the *Cheney Gardens* on Sunday, May 21. 10.) The Pleasant Home Lecture Series, "The Genius of George Maher" began on Thursday, February 23 at 6:30 p.m. with Wilbert R. Hasbrouck discussing the Chicago Architectural Club: Prelude to the Modern", in which Maher is included. Nearly 50 people attended this first lecture in the series. The *Wednesday Journal* and the *Oak Leaves* both covered the lecture series with nice articles. The next programs will be held on March 23, April 9 (in Kenilworth), and May 19. 11.) The Recreation Department reorganization process continues to unfold and Matt has been focusing his attention on communicating and facilitating the action steps taking place. An informal Brown Bag lunch session was recently held allowing staff the opportunity to discuss the reorganization and pose questions and concerns. The Revenue Facilities team has reviewed applications for an Aquatics & Rink Programs Supervisor and are currently reviewing applications for a Facilities Maintenance Supervisor. The Recreation Programming staff took part in an all day work session on March 7 where they began to formulate a more definitive programming plan for this fall. 12.) Matt Ellmann attended a FACE WSSRA Roundtable entitled "Training Your Staff for Inclusion". Representatives from all WSSRA member entities attended, and Matt brought two front line staff members along to get their input on how to better process and communicate the inclusion needs of our residents. 13.) The rink season is coming to a close and the ice show , "Dance Capades" is fast approaching. All rink programs ended on March 8 with the last noon skate on March 9. 14.) The Dog Park has 170 permits issued. 15.) Bobbi Nance met with 10-12 teens to survey their feelings on any possible adjustments they would like to see in the skate park. There were three youths from the elementary level and the rest from the high school. Bobbi is compiling the information and will use it in conjunction with the on-line survey she created to make a pre-skate season recommendation. 16.) Overall neighborhood benefit. 21 teens on task force, 30-35 teen surveys, 7 resident surveys, approximately 200 distributed to neighbors. 17.) Preschool enrollment is still increasing, and the 2006-07 classes are beginning to fill. In February , the teachers attended two workshops held by the Collaboration for Early Childhood Care and Education. A staff meeting was held in February where the teachers renewed their First Aid certifications. 18.) Dole Center Session II classes are beginning and enrollment is going well. There is a Fitness/Strength training class. 19.) The Oak Park Gymnastics Center Customer Satisfaction Survey results have been calculated and distributed. With 111 surveys returned, the results reflected that the gymnastics staff and center, in most areas, met the expectations of our gymnasts and parents and in many areas exceeded their expectations. Jamie will attend the April Committee of the Whole to discuss the results. 20.) Full Time Coach Mandy LeMay will be leaving after the summer session. Oak Park Gymnastic Center is currently in need of one full-time coach and additional part-time coaches. 21.) The Ice Show, *"Dance Capades"*

sold 430 tickets to dress rehearsal and 399 showed up. Last year 243 tickets were sold for rehearsal. This is the best we have done since 2002.

Ms. Lightcap then discussed summer hiring procedures for the Board.

VI. OLD BUSINESS

A. Building and Ground Committee: Commissioner Philion

1. Lighting Modification Bid

The Park District of Oak Park received the Illinois Clean Energy Community Foundation grant in the amount of $21,497.00 in the spring of 2004. The Gymnastics Center, Longfellow, Stevenson and Fox were chosen on greatest need balanced with the amount of work required to complete the project. Legal notice was posted in the March 1 *Oak Leaves.* Signco bid the project at a total of $40,200 and Planned Lighting, Inc. bid the project at a total of $20,861. Bids were reviewed and references called for the lowest bidder. Regarding the disparity in costs between the two bidders, Bob Franzen of Gilmore Franzen Architects, Inc. said that some firms specialize in this specific type of electrical upgrades, allowing them to keep their pricing very competitive. **A motion was made by Commissioner Philion and seconded by Commissioner Graves to accept the bid from Planned Lighting, Inc. of Chicago, Illinois for lighting modifications for Fox, Longfellow, Stevenson and the Gymnastics Center in the amount of $20,861.00. It is also recommended that the Board approve $3,000.00 for unforeseen conditions if required. The Park District will be reimbursed for 80% of the project cost through the Illinois Clean Energy Community Foundation grant received in 2004. The motion passed by a roll call vote of 5:0.**

2. Ridgeland Common Parking Lot and Service Drive Bid

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. The original Park District budget for this project was $70,000. On March 9, the Village received 6 bids and Schroeder & Schroeder of Skokie, Illinois had the lowest bid in the amount of $1,189,186.75. The Park District's portion of the bid totals $132,520 and we are still looking at reengineering part of the project to possibly reduce the cost. The new budget is $140,000, which allows for some unforeseen conditions or landscaping. The additional $70,000 will come from reducing the line item for leasehold improvements at Dole Center by $50,000, reducing the budget for Rehm Pool return gutter repair by $15,000 and $5,000 additional revenue from the Village transfer. **A motion was made by Commissioner Philion and seconded by Commissioner Graves to approve an amount not to exceed $132,500 for the base bid and $7,500 for unforeseen conditions if required for the Ridgeland Common storm sewer improvements and surface repaving of the parking lot and service drive. The Executive Director is authorized to execute all documents required in order to proceed with this project. The motion passed by a roll call vote of 5:0.**

B. Administration and Finance Committee – No Action.

C. Recreation and Facility Program Committee – No Action.

VII. NEW BUSINESS

A. Grant Consultant – Over the last several months, discussions have occurred regarding the possibility of hiring a grant consultant to assist in the procurement of grants for park

improvements, historic facility improvements, operations and tourism. The Park District of Oak Park will apply for an OSLAD grant for Carroll Park construction by July 1. The overall objective through hiring a grant consultant is to increase the dollar amounts secured while having a greater continuity in our approach to administering a grant program. Park District staff and Commissioner Bracco met with grant consultants including Jessica A. Bullock & Associates; Conservation Services and Charles H. Schrader & Associates. The interview team determined that the best fit for our organization would be to work with Charles H. Schrader and Associates. **A motion was made by Commissioner Garland and seconded by Commissioner Philion to appoint Charles H. Schrader and Associates of Batavia, Illinois to act as the grant consultant for the Park District of Oak Park for an annual fee of $12,000. The Executive Director is authorized to execute the letter of understanding with Charles H. Schrader and Associates. The motion passed by a roll call vote of 5:0.**

B. AYSO Affiliate Agreement

A motion was made by Commissioner Graves and seconded by Commissioner Gartland that the Board approve the 2006 Recreational Activities Affiliation Agreement with AYSO Region 697. The motion passed by a roll call vote of 5:0.

VIII. COMMISSIONERS' COMMENTS

- **Commissioner Bracco** stated that the St. Edmund's Centennial Committee is excited about their event they are planning. He attended WSSRA meeting with basketball game and stated that WSSRA is looking for auction items for their Derby Gala and suggested a Park District pool pass.
- **Commissioner Gartland** stated that Sandy Lenz is the new FOPCON President. Daddy Daughter Date Night was wonderful and the staff did a great job with the event
- **Commissioner Graves** stated the Memorial Trust meeting is on Monday, March 20. The Memorial Trust is moving toward an adopt a tree program. Also, her kids finished their ice skating lessons and was happy to see that on the last day of class they received a Customer Satisfaction Survey. She is very happy this is done and hopes this survey goes out at the end of all programs.
- **Commissioner Philion** stated that the Ice Show is impressive and the participants and audience were happy and having fun. The Historical Stewardship Committee has seven members and is meeting Monday, March 20 and will present a report to the Board by September. He then invited the Board to participate in Parent Child Basketball at Stevenson on May 21.
- **President Kindler** shared that his family is currently focusing on the Ice Show. His 8 year old is thrilled to be a part of the Show. Oak Park Trustee Johnson sent note to thank Board and Staff for ASA Survey. President Kindler then mentioned that he has heard the dugouts at Barrie Park are great. The Pleasant Home Foundation has been working to complete several projects including roof repairs, painting and program development.

XI. EXECUTIVE SESSION

At 8:45 pm a motion was made by Commissioner Gartland and seconded by Commissioner Graves to adjourn to closed session for the discussion of the appointment, employment, compensation, discipline, performance, or dismissal of a specific employee of the District 2 (C) (1) which is an exception of the Open Meetings Act. The motion passed in a roll call vote of 5:0. A motion was made at 9:30 p.m. by Commissioner Graves and seconded by Commissioner Philion to adjourn from closed session. The motion passed in a roll call vote of 5:0.

XII. ADJOURNMENT

At 9:31 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**
May 18, 2006	**May 18, 2006**
Date	**Date**