



**Park District of Oak Park  
Committee of the Whole  
Oak Park Conservatory  
615 Garfield Street  
Oak Park, Illinois  
Thursday, March 4, 2010 at 7:30pm**

**Minutes**

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

**I. Roll Call**

**Present:** Commissioners Graves, Valentine, Bracco, Bullock and President Gartland.

**Park District Staff present:** Gary Balling, Executive Director; Karin Schindel, Superintendent of Business Operations; Mike Grandy, Superintendent Buildings and Grounds; Matt Ellmann, Superintendent Recreation; Henrietta Yardley, Conservatory Manager; April Armer, Assistant Superintendent Recreational Programs; Laura Thompson, Pleasant Home Director, Joe McInerney, Youth Athletics; and Karen Gruszka, Executive Assistant.

**Others present:** Beth Burdin, GAC

**II. Buildings and Grounds/Facility Maintenance Committee**

**A. Greening Advisory Annual Overview**

Henrietta Yardley, Liaison to the Greening Advisory Committee (GAC), and Beth Burdin, Chair of the GAC advised the Board of the many accomplishments of the GAC during its first year: creating a Green Team of volunteers to work in our parks, revising the Environmental Policy, conducting site inventories of each park prior to the start of the master planning process, organizing the prescribed burn in Lindberg Park, provided input on the tree pruning RFP, and initiating a carry in/carry out program at Holmes School. The GAC also investigated and proposed using glyphosate for weed control in difficult areas such as fence lines and shrubbery around buildings. Looking forward, the GAC is looking into an IPM Policy. Beth expressed her appreciation of different organizations attending their meetings; bringing a different perspective and providing a good collaborative process.

**B. Pleasant Home Foundation Annual Overview**

Laura Thompson, Pleasant Home Director, provided the Board with an overview of the prior years work by the Pleasant Home Foundation and what to look forward to in the new year. Laura distributed a report from the Pleasant Home Foundation and a recent pamphlet that listed a very successful lecture series they ran on Global Influences: Women in the Arts & Crafts Movement. Highlights in the report included: masonry on the chimneys and the base of the home, interior painting which included restoring the walls on the first floor to their historic colors, floors, an assessment for the summer dining porch, repairing of some roofing and gutter problems. 2009 was a tough year, Restoration Grant Reserves were used for repairs and savings reserves were used for marketing efforts. The Development Committee continues to work on a strategic plan as well as a 20<sup>th</sup> anniversary appeal. Grants received in 2009 included: Oak Park Area Arts Council (\$1,900), Illinois Arts Council (\$4,200), Pioneer Press Foundation (\$1,000) as well as continuing to pursue more foundations for the future and attempting to seek a large Save America's Treasures program through the National Park Service and the National Trust for Historic Preservation. The Art Institute of Chicago had the George Maher dining

room armchair as a special part of its exhibit. Through the John Toomey Gallery, the missing George Maher dining room armchair has been “brought home” and is now residing in the dining room. Pleasant Home Pavilion has been a long process but the hope is to bring a contract before the Board in April. The Board and staff are very excited about starting work on the Mills Park Plan.

**C. Randolph Tot Lot Bid**

Director Balling advised the Board that the bids for Randolph Tot Lot were released on February 10, 2010 and the opening of the bids took place on February 24. A total of three bids were received with Clauss Brothers the apparent lowest bidder at \$285,000. The Village approached the Park District about a new drainage structure they would like placed in the alley, to coincide with our construction. Neighbors of the Randolph Tot Lot have requested fencing and a walkway adjacent to existing building. These items have been listed as alternates to the base bid and after discussions, have the ability to be reimbursed to the Park District. Discussions took place to confirm that the resilient surface would be under all play areas and under the train. This project will start at the end of March and will be completed by July 2, 2010. This will be brought to the Board at the Regular Board Meeting for a motion.

**D. Scoville Park Master Site Plan Update**

Six focus groups for Scoville Park took place on Wednesday, March 3 at the Oak Park Public Library run by John Mac Manus and Josephine Bellalata of Altamanu, Inc., Park Planners for Scoville Park, and one on Thursday, March 4. There was good attendance at all of the different focus groups scheduled which included, Building and Grounds and Streets, Park Security, Avenue Business Association, Historic Preservation, Events and Programming, and on Thursday, the Library Staff. Many ideas and questions were discussed; overall everyone seemed excited and positive about the planning process. The first Community Meeting will be on Wednesday, March 24.

**E. Rubinstein Memorial Garden Update**

On Tuesday, March 2, 2010, bids were opened for the Rubinstein Memorial Garden by Thompson Dyke & Associates, Park Planners, and Mike Grandy, Superintendent Building and Grounds. All the bids came in higher than expected with the apparent low bid from Kenneth Company. Two corrections were found in the bid to actually lower it further by \$8,369. Kenneth Company has worked with the Park District on prior projects and has done an excellent job. The six alternates were prioritized and their value to the project described. Value Engineering was discussed along with the possibility of further donations. Director Balling also discussed funds that had been set aside in the CIP that could also be used if that decision was made. A meeting is scheduled on Tuesday, March 9 to further discuss the possibilities. This will be brought to the Board at the Regular Board Meeting for a motion.

**F. Citizen Survey and Timeline Update**

A meeting with Ron Vine is scheduled on March 11 at 9:30 to review questions and the survey. The optimum time to run the survey would be September, summer has too many conflicts with vacations and residents out of town; people are more refreshed coming out of summer. Once a draft is prepared, Ron will come in to present it to the Board and get their feedback. The survey will be sent out in the mail and followed up with a phone call.

**G. Exclusion/Dismissal Policy Update**

Nothing was available to report at this meeting.

**H. Parking Agreement with Village of Oak Park Update**

The Parking Agreement with the Village has expired as of February 2010 for Lot 56 and Rehm parking. Per discussions with the Village, there is an expectation that Rehm parking will be renewed. There is possibly parking on Harvey that could be made available and there is parking on Adams for the employees at 218 Madison.

**III. Recreation and Facility Program Committee**

**A. Longfellow Park Basketball**

Joe McInerney, Youth Athletics, briefed the Board on the past year of Longfellow Basketball which was very successful. Prior to the courts opening, extensive planning took place regarding rules, procedures and safety issues. The basketball courts are monitored by an attendant at all times they are open. The courts averaged 21 participants in an hour during the summer and 8 an hour during the fall; the busiest week of the summer, during July, had approximately 869 participants and the lowest during October with only 80 people. The courts are split among the younger players when the courts first open, with the teens and adults beginning at 5:00pm. Along with open basketball, there were several programs, competitions, and tournaments for youth, instructional classes, along with one rental. A Board member questioned the youth feeling intimidated trying to get a court closer to 5:00pm. Matt Ellmann, Superintendent of Recreation, explained that there was time set aside for the younger participants to play but at 5:00pm, a need was being met for the teens and younger adults that do not have the opportunity to enjoy all the other programs that are available to youths in the Park District. Overall, the participants are well behaved and respectful.

**B. Program Scholarship**

April Armer, Assistant Superintendent of Recreational Programs, did a follow-up from her report in October 2009 where she explained the entire Scholarship process. Since then, she has been working closely with the Oak Park Township to streamline the process while adhering to the requirements and addressing the challenges the Park District has administering the program. Recommended changes will come before the Board in the April Committee of the Whole Meeting.

**C. Senior Advisory Committee**

Matt Ellmann, Superintendent of Recreation, reminded the Board of the Senior Advisory Bylaws that were just approved in February. The Park District has created a marketing timeline to publicize the information about the Advisory Committee, a campaign to recruit Committee Members and the election. Marketing materials will be sent out the second week of March, the election finalized in May, officer positions determined in June, with the first meeting taking place in August. The Park District is sending the information and brochure to all past and current participants in the Senior's programs. Meredith Schwartz, Active Adult/Special Interest, has also spoke directly with people that she thought would be ideal for the Board. The staff is very excited about this program and have great expectations for it.

**D. Brochure Bid**

Director Balling updated the Board on the alternate bid from Paulson Press in the amount of \$57,449 to print the 2010-2011 brochure series. After assessing the winter and spring brochure and their service, it is recommended the Board accept the alternate bid. Everyone is very pleased with the product and service. This will go on the consent agenda at the Regular Board meeting on March 18, 2010.

**IV. Administration and Finance Committee**

**A. Fund Balance Policy Review**

Karin Schindel, Superintendent Business Operations, began by reminding the Board of the Fund Balance Policy and its objective of establishing a stable Fund Balance to achieve sustainability and growth. No changes have occurred in the policy and our funds are all in order. This will go on the consent agenda at the Regular Board meeting on March 18, 2010.

**B. Policy Manual Update**

Commissioner Graves has been meeting with Jan Arnold, past Superintendent of Recreation in Wheeling Park District, to create a Policy Manual. Jan is providing her services on a volunteer basis and will soon become a resident of Oak Park. Their goal is to gather and re-write all the policies that are currently being used by the Park District. The rewriting of the policies is to separate out policy from procedure.

**C. Open Meetings Compliance**

Director Balling explained that a meeting is set next week with the Attorney and the Secretary of the Board, Christine Graves, to go over the Executive Session minutes. After reviewing the unreleased minutes, approval will be brought before the Board to release the Executive Session minutes that are eligible. This is an action that is required to take place every 6 months.

**D. Director's Annual Performance Review Update**

Director Balling advised the Board that he will be bringing them this information in the next couple of weeks with a completion expectation of April.

**V. New Business**

**A. Joint Village Board Meeting**

Director Balling wanted to confirm the Board Members attending the meeting: Commissioners Bracco and Bullock. Discussion took place about the Park District's upcoming plans which could be relayed during the meeting.

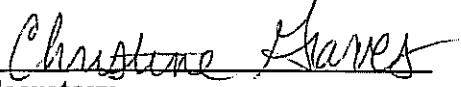
**VI. Executive Session**

At 9:20 pm a motion was made by Commissioner Valentine and seconded by Commissioner Graves to adjourn to a closed session for the discussion of the purchase or lease of real property for the district for the use of the District in accordance with section 2 (C) (5) which is an exception to the open meetings act. Motion carried in a roll call vote of 5:0.

At 9:49pm there was a motion by Commissioner Graves and seconded by Commissioner Valentine to adjourn the closed session and reopen the Regular Board meeting. Motion passed in a roll call vote of 5:0.

**VII. Adjournment**

At 9:50 pm a motion was made by Commissioner Graves and seconded by Commissioner Valentine to adjourn the regular board meeting. Motion carried in a voice vote of 5:0.

  
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**Secretary**  
**Board of Park Commissioners**

  
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**President**  
**Board of Park Commissioners**

**April 22, 2009**  
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Date

**April 22, 2009**  
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