PARK DISTRICT OF OAK PARK
Committee of the Whole

Oak Park Conservatory
615 Garfield St., Oak Park
Thursday, November 4, 2004 7:30pm

Minutes

I. Call to Order/Roll Call

The meeting was called to order at 7:36pm by President Kelly.
Commissioners Present: President Kelly; Commissioners Conway and Kindler. Commissioner Philion arrived at 7:38pm. Commissioner Gartland arrived at 8:04pm.
Staff Present: Gary Balling, Executive Director; Kent Newton, Superintendent of Business Operations; Mike Grandy, Superintendent of Buildings and Grounds; John Seaton, Manager of Conservatory Operations; Lorie Reid Fuller, Accounting Manager; Lisa Lightcap, HR/Business Operations Assistant.

II. Buildings and Grounds/Facility Maintenance—Commissioner Kindler: Chair

A. Austin Gardens Update

Carol Yetken of CYLA Design Associates discussed the results of focus groups which were held on October 21 regarding Maintenance and Safety, Aesthetics and Nature, and Business and Tourism. Items discussed with attendees included the need to: preserve the natural character of the park, deter negative youth behavior in the park, improve signage and education in the park and make changes in the volunteer maintenance program. A public information meeting for all interested neighbors and residents will be held on Thursday, November 11 at 7:00pm at Pleasant Home.

B. Park Signage

Superintendent Grandy presented a model of a sign which could be used to eventually replace those currently in our parks. The signs would cost approximately $650 to produce using our own staff to build them. Commissioner Conway stated that he appreciates Superintendent Grandy's effort to create a quality feasible solution. Commissioner Kindler requested that the graphics on the sign be reworked, but he likes the idea. Signs will be replaced at Barrie Park and Merritt Lovett Field as a trial before moving on to replace other signs throughout the Park District.

C. Barrie Park Restoration Update

The weather is holding off some work at the park. Sidewalks are being poured and Garfield Street should be reopened next week.

D. Recreation Center Lighting Grant

Superintendent Grandy discussed the Illinois Clean Energy Community Foundation grant in the amount of $21,497.00 which the Park District received in the spring. This is 80% of the cost for energy efficient lighting upgrades at 218 Madison, Longfellow, Stevenson and Fox. The Park District will pay for 20% of the costs which will total approximately $6,000. The Maintenance staff will begin the work this winter.

III. Recreation and Facility Program Committee – Commissioner Philion: Chair

A. Appointment of the 2005 WSSRA Board Representatives

Commissioner Conway will be the 2005 WSSRA Board Representative and Director Balling will be the alternate. This appointment will be placed on the November Consent Agenda.

B. Active Sports Area Update

Community Center Director, Bret Fahnstrom, discussed the results of the opening season for the Active Sports Area. The average number of skaters per hour is 22 and the highest attendance begins at 12pm. Staff has enforced a zero tolerance policy on helmet use and safety has been a priority. Mr. Fahnstrom stated that programming for the Area will be developed when the park reopens in the spring. The Park will close for the season on November 14. President Kelly inquired as to whether the Area could be open later in the season if the weather allows. Mr. Fahnstrom stated that this would not be possible because of budgeting and staffing restraints. Commissioner Kindler asked whether there had been negative or positive interaction between skaters and neighbors. Mr. Fahnstrom stated that a neighborhood survey would be needed for this information. Director Balling stated that he would like to see numbers on the amount of cars parked near the Area during hours of operation to determine whether any changes need to be made.

IV. Administration and Finance Committee—Commissioner Gartland: Chair

A. Audit Management Letter

Accounting Manager, Lorie Reid Fuller, discussed the 2003 Audit Management Letter and its five suggestions to improve the Park District's internal controls and procedures. Ms. Reid Fuller recommended that staff follow these suggestions and work with the auditors to have the GASB Statement No. 40 reflected in the 2005 financial statements, the board to review the outstanding check write-off policy and to review the journal entry to clear the capital projects fund deficit. The Audit Management Letter will be placed on the Board's November Consent Agenda.

B. Approval to Process Journal Entries

Ms. Reid Fuller recommended that the Board approve a journal entry to clear the Capital Projects Fund deficit per the recommendation of the 2003 Audit. The Capital Projects fund at the end of 2003 had a negative fund balance because expenses were incurred in prior years that were not covered by the Corporate Fund during the year they were incurred. In order to clear the deficit in this fund, a journal entry needs to be processed from the Corporate Fund to the Capital Projects fund in the amount of $144,975.00. The approval to process this journal entry will be place on the Board's November Consent Agenda.

C. Check Write Off Policy

Because the Park District currently does not have a policy on writing off checks that have been outstanding for long periods of time, Ms. Reid Fuller recommends the board approve a Check Write Off Policy. This is also a recommendation from the 2003 Audit. The Check Write Off Policy will be placed on the November Consent Agenda.

D. Appointment of Delegates to the Annual IAPD Business Meeting

Commissioner Gartland will be the delegate and Commissioner Philion will be the alternate to the annual IAPD Business Meeting.

E. Superintendent of Recreation Position

Director Balling presented the Board with the job description for the new Superintendent of Recreation position which will replace two vacant Center Director positions. Commissioner Philion suggested and the Board agreed that a section be added under Job Purpose and Planning/Control to state that planning will be aligned with the needs of the community using a market driven or needs approach. The Board will consider action on the Superintendent of Recreation Position at the November Board Meeting.

F. Comprehensive Master Plan Update

Director Balling discussed the newly developed Mission, Vision and Values Statement which places a high value on an excellent park system. Commissioner Gartland stated that it presents a very inclusive

vision. Commissioner Kindler stated that the statement is clear, simple and reflects the staff and the organization. President Kelly stated that he has seen the themes from the Statement in the organization for years and it is nice to see them written down. The Board will consider action on the statement at the November Board Meeting.

G. Capital Improvement Fee & 2005 Budget Update

Superintendent Newton discussed his draft plan for implementing a change in program fee development that will provide a new funding source for capital projects. The proposal is for recreation staff to determine the pricing level for programs based on the comprehensive revenue policy and then add a surcharge amount based on a fee schedule. Superintendent Newton stated that this scale would be time consuming on the accounting side because of more data entry, but most easy to understand for the customer and the recreation staff. Any fee change could not be implemented until the spring 2005 brochure. Commissioner Kindler stated that the need for capital is compelling. Commissioner Gartland requested more information on our price increases over the past four years. President Kelly thinks the amounts are reasonable, but is not happy to hear about the increased difficulty in accounting. Superintendent Newton will revise the fee program and come back to the Board at a later date.

H. Review Commissioner Election Process

Director Balling reviewed the Commissioner Election calendar for the April 5, 2005 election. Director Balling stated that there is a possibility of two vacant positions. Commissioner Conway will not be running and President Kelly is deciding whether to run. January 31 is the last day to approve a resolution to go out to referendum.

I. Board Self Evaluation

The Board Self Evaluation will take place on Tuesday, November 23 at 7:00pm at Cheney Mansion.

J. Historical Society Agreement Update

The Historical Society three year agreement is being reviewed by Frank Lipo. An updated version of the agreement will be presented to the Board in the next few months.

V. New Business – No Action.

VI. Executive Session – No Action.

VII. Adjournment

A motion was made by Commissioner Kindler and seconded by Commissioner Gartland to adjourn the meeting at 9:34pm. Motion carried in a voice vote of 5:0.

Secretary **Board of Park Commissioners**	**President** **Board of Park Commissioners**
January 20, 2005 **Date**	**January 20, 2005** **Date**