Park District of Oak Park
Regular Board Meeting
218 Madison Street-Hedges Administration Center
Oak Park, Illinois
Thursday, October 21, 2004 7:30pm

Minutes

The meeting was called to order at 7:34pm.

I. ROLL CALL
Present: President Kelly, Commissioners Conway, Kindler and Philion. Commissioner Gartland arrived at 7:55pm.
Park District Staff present: Gary Balling, Executive Director; Lisa Lightcap, Business Operations/HR Assistant; Kent Newton, Superintendent of Business Operations; Mike Grandy, Superintendent of Buildings & Grounds; Diane Stanke, Manager of Administrative Services.

II. APPROVAL OF AGENDA
A motion to approve the agenda was made by Commissioner Kindler and seconded by Commissioner Philion. The motion was passed by a voice vote of 4:0.

III. VISITOR / PUBLIC COMMENTS
No public comments were made.

IV. CONSENT AGENDA
A motion was made by Commissioner Gartland and seconded by Commissioner Kindler to approve the Consent Agenda **which includes the Fund Status Report and Warrants and Bills dated October 21, 2004, Minutes from the Board Meeting of September 16, 2004 and the Extension of the Temporary Dogs Off Leash Permit.** The motion was passed by a roll call vote of 4:0.

V. STAFF REPORTS
A. Director's Report:
Executive Director Balling discussed the following topics in his report:

1. **Comprehensive Master Plan** – The PDCC will meet on Saturday, October 23 at 8:00am in the Conservatory to discuss the Draft Report. The Consensus Workshop is scheduled for Monday, October 25 at 6:30pm at Village Hall. Director Balling will discuss the results of this meeting with staff the morning of Tuesday, October 26.
2. **Barrie Park**–Trees and shrubs are beginning to be planted and the sled hill has been sodded. Mike Grandy and Landscape Architect, Al Davis, were tagging trees at a nursery today. The Park should be complete by the first of the year and the area around Barrie Center should be complete by Thanksgiving. Work on plans for Barrie Center continues. Garfield Street construction began this week and should be completed around November 10.
3. **Frank Lloyd Wright Races** – Registration for the Frank Lloyd Wright Races to be held on Sunday, October 24 is going well with over 1,000 registrations as last week.
4. **Gymnastics Truss** – The truss in the Gymnastics Center will be replaced the week of Thanksgiving beginning Saturday, November 21 through Wednesday, November 24. The project will cost $9,920.00. Gymnastics classes during this time will be cancelled and class participants will receive some sort of compensation for this inconvenience.
5. **Customer Care Team –** Director Balling informed the Board that a staff Customer Care Team to work on the Park District's customer service would be developed and lead by Lorie Reid Fuller.
6. **Park Tour –** Director Balling reminded the Board that the fall park tour would be held on Saturday, November 13 at 8:30am.

B. Division Managers' Reports (Updates & Information):

Addressing this month's Updates and Information issued to the Park Board, Diane Stanke made the following comments: 1.) The new telephone system was installed on October 14. 2.) Jill Burch has submitted her notification that she does not intend to continue her contract as payroll clerk in 2005. The position will be replaced with a full time employee. 3.) Lorie Reid Fuller has the automated credit card validation program completely implemented. She also transferred one of the old credit card terminals to Pleasant Home to reduce the cost of transactions and PDOP staff time involved in processing charges for the Foundation. 4.) Web hits in September totaled 10,138 compared to 8,766 the previous September. Online registrations dipped in September to 340 but registration slows down overall in September since the brochure is a month old and many people have already selected and registered for programs. Online registration for rink passes is low which will be further researched and analyzed. Web updates continue to be completed 5.) Kent Newton and Diane Stanke interviewed applicants to fill the Communications & Marketing Coordinator position and have hired Jennifer LaFleur. Jennifer will start on November 8. Jennifer currently works for the YMCA. 6.) The Ice Rink officially opened on September 30 and skating lessons and rentals began that day as well. An Open House was held on Sunday, October 3. Approximately 100 customers participated in a public skating session. Staff was on hand to answer questions about programs and to test children for placement in skating classes. 7.) The refurbished Zamboni is running well. The inside of the machine is basically new. Bump City Rebuilders in Oak Park painted the body panels and staff painted the conditioner. It looks much better. 8.) The bulbs have arrived and have been mixed. This is a new concept we are trying this year. Three Emperor varieties (white, yellow and orange) were mixed and two later Apeldorn varieties (red and golden) were also mixed. 20,000 bulbs will be planted this fall for spring displays.9.) The Garden Club donated to the Conservatory a reproduction of a Frank Lloyd Wright statue which can be seen in the Tropical Room gazing over the panel, under the fiddle-leaved fig.10.) Cheney Mansion staff met with the Garden Club of OPRF on Thursday, September 30, to plan for the upcoming "Artful Amaryllis" show in November. 11.) The Playschool at Carroll Center was canceled and a Mi Escuela class was added. This class has ten enrolled.12.) Dole Center Open House was held on Friday, September 10. About 50 people attended. The low attendance was possibly due to the mild weather which kept people outdoors.13.) Liz Visteen and Ann Harmon helped with the Walking Club Kickoff on Saturday, September 18. This club is run by the Village of Oak Park, the Park District of Oak Park, Temple Fitness and the YMCA. The Village provided pedometers for all participants in the 6 week walking challenge.

VI. OLD BUSINESS

A. Committee Reports:

1. Administration and Finance Committee:

a. Park District Citizen Committee – Governance Position Statement

The Park Board offered to take public comments regarding the Park District Citizen Committee's Governance Position Statement. No public comments were made. PDCC Chair, Doug Varn, was invited to the table to discuss the Statement. Mr. Varn stated that the Citizen Committee unanimously supports the Governance Position Statement. Mr. Varn also stated that the Committee feels that the Park Board should begin to implement the ideas discussed in the Statement with a sense of urgency. He went on to stated that he would like specific and deliberate next steps to be a result of the Consensus Workshop. Commissioner Kindler stated that he is very impressed with the citizen group and the process that they followed is very reassuring. Commissioner Philion agreed with Commissioner Kindler and added that he agrees with the Committee in that access to decision makers is important to citizens. He also stated that if the Park District separates completely from the Village, the Park District will still partner with the Village on projects, as it does with other agencies. Commissioner Conway thanked the Citizen Committee for making the Park Board's job easier. Commissioner Conway stated that it is the Park District's responsibility to take care of the citizens and he does not want the public to see a split as a bad divorce. He went on to state that the Park

District needs the Village's support. President Kelly thanked the Citizen Committee and feels the process the committee followed was free of the Board's influence. Commissioner Gartland stated that he is excited about where the process will go from here and that Mr. Varn's leadership truly shines through. The Consensus Workshop will take place on Monday, October 25.

b. 2005 Budget and Appropriation Ordinance
A motion was made by Commissioner Gartland and seconded by Commissioner Kinder to place Ordinance No.2004-12-02, the combined annual budget and appropriation ordinance of the Park District of Oak Park for the fiscal year beginning January 1, 2005 and ending December 31, 2005, on the table in tentative form for public review. Motion passed in a roll call vote of 5:0. Superintendent Newton then stated that the budget and appropriation ordinance would be available for the public at the Library, Village Hall, 218 Madison and the Park District website.

2. **Recreation and Facility Program Committee** – No action.

3. **Buildings and Grounds Committee** – No action.

VII. NEW BUSINESS- None.

VIII. COMMISSIONERS' COMMENTS

- **Commissioner Conway** stated that he would like to see the Superintendent of Recreation job description. He then stated that he found NRPA Congress to be very educational and was introduced to a lot of great products including synthetic turf which he feels could be useful at Taylor Park.
- **Commissioner Gartland** had no comments.
- **Commissioner Kindler** had no comments.
- **Commissioner Philion** suggested that prior to the end of the year the Board participate in a self evaluation during an Executive Session facilitated by IAPD. Commissioner Philion gave several reasons why this self evaluation would be beneficial to the Board including: Park District staff completes a self evaluation each year and the Board should follow suit, this would be a great opportunity to receive feedback from professionals, this would be a logical extension of the Comprehensive Master Planning process, and self evaluation is a part of the proposed Vision Statement. Commissioner Philion requested that the Board check their calendars to complete this session prior to the year's end. The Board agreed to participate in the self evaluation.
- **President Kelly** extended condolences to Commissioner Conway for the recent death of his father-in-law. President Kelly was happy with the Active Sports Area Grand Opening and the popularity of the Area since the Opening. President Kelly requested that the sample park signs be available for a meeting which Commissioner Conway could attend. President Kelly finally requested that staff look into key lockboxes for facilities for emergency purposes.

IX. EXECUTIVE SESSION – None.

X. ADJOURNMENT— At 9:07pm, a motion was made by Commissioner Kindler, and seconded by Commissioner Philion, to adjourn the meeting. Motion carried in a voice vote of 5:0.

Secretary **Board of Park Commissioners**	**President** **Board of Park Commissioners**
December 16, 2004 **Date**	**December 16, 2004** **Date**