Park District of Oak Park
Regular Board Meeting
218 Madison Street-Hedges Administration Center
Oak Park, Illinois
Thursday, November 18, 2004 7:30pm

Minutes

The meeting was called to order at 7:36pm.

I. ROLL CALL
Present: President Kelly, Commissioners Gartland, Kindler and Philion. Commissioner Conway arrived at 8:14pm.
Park District Staff present: Gary Balling, Executive Director; Lisa Lightcap, Business Operations/HR Assistant; Kent Newton, Superintendent of Business Operations; Charity Luter, Recreation Program Manager.

II. HONORED RECOGNITION
Commissioner Gartland read the resolution in memory of Andersen preschool teacher, Nancy Kalita, and stated that Ms. Kalita would be sorely missed. A motion was made by Commissioner Gartland and seconded by Commissioner Philion to approve the resolution in memoriam of Nancy I. Kalita. The motion passed in a voice vote 4:0.

III. 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.

IV. VISITOR / PUBLIC COMMENTS
- Bill Affleck, 1159 S. Home, came to discuss the Oak Park Model Railroad Club which is celebrating its 40th anniversary. Mr. Affleck passed out brochures to the Board regarding the Club and invited the Board to the basement of Dole to see the trains. The Club has had two open houses and is looking for new members.
- Jean Lotus, 1164 S. Kenilworth, thanked Liz Visteen for starting the new kids fitness class at Carroll Center and is happy with the quality of the class. Ms. Lotus also discussed the community clubhouse model which is now popular in towns such as Plano. Ms. Lotus then asked the Board if it would be possible to have Carroll Center bathrooms open on weekends for those people using the park. Ms. Lotus concluded by stating that the Park District fees are high and that a subscription model should be considered.

V. 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 and Warrants and Bills dated November 18, 2004, Minutes from the Committee of the Whole Meeting of October 7, 2004; Commissioner Conway as the 2004 WSSRA Board Representative and Executive Director Balling as the 2004 WSSRA Board Alternate; Commissioner Gartland as the Delegate and Commissioner Philion as the Alternate to the Annual IAPD Business Meeting; the Audit Management Letter; Approval to Process Journal Entries; the Check Write Off Policy; and the Appointment of Sandra Sokol, Village Clerk, as the Park District Election Official.** The motion was passed by a roll call vote of 4:0.

VI. STAFF REPORTS

A. Director's Report:

Executive Director Balling discussed the following topics in his report:

1. **Comprehensive Master Plan –** The PDCC held their monthly meeting on Monday, November 15. An informational meeting for the Park District's affiliate groups will be held on Monday, November 22 at 7:00pm at 218 Madison Street. For this meeting, PDCC Member, Jessica Bullock, and Commissioner Kindler are working to build a presentation based on the three PowerPoint presentations from the Consensus Workshop. Staff is in the process of setting up Comprehensive Master Plan Review Meetings in December with the participants of Stakeholder and Focus Group Meetings. The community will also be invited.

2. **Budget –** The steps remaining for completion of the budget process include:
   November 18: Provide estimate of taxes to be levied
   December 8: Publish notice of Public Hearing on Budget and Appropriation Ordinance
   December 16: Public Hearing on Budget and Appropriation Ordinance
   December 16: Approve of Levy Ordinance, approve of abatement of alternate revenue bond and approve for the Budget and Appropriation Ordinance.
   December 21: Filing deadline for levy ordinance and abatement ordinance.

   A Public hearing on Truth in Taxation is not required this year because the levy is increasing by less than five percent. The Levy and Budget will be available at 218 Madison, the library and online for 30 day public review.

3. **Barrie Park–** Restoration of the Park and Barrie Center Site continues to proceed on the schedule of the Park being completed by the end of the year.

4. **Austin Gardens –** CYLA Design Associates lead three focus groups on Wednesday, October 20 as part of the update of the Austin Gardens Site Master Plan. Community Groups were invited to participate in these sessions which focused Maintenance, Safety and Security; Aesthetic Character, Trees and Nature; and Business and Tourism. A final focus group regarding the Austin Gardens Site Master Plan was held this week. A Neighborhood Informational Meeting was held on Thursday, November 11.

5. **Board Self Evaluation –** Dr. Ted Flickinger and John Comerio of the Illinois Association of Park Districts will meet with the Park Board on Tuesday, November 23 at 7:00pm at Cheney Mansion. This meeting will be a closed session held in accordance with the exceptions of the Open Meetings Act.

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

Addressing this month's Updates and Information issued to the Park Board, Charity Luter made the following comments: 1.) The job description for the payroll clerk has been developed. 2.) Jennifer LaFleur began her tenure with the Park District on November 8 as the Communications and Marketing Coordinator 3.) Major events for October include the Wright Run and Halloween. Greg Evans positioned the date of the FLW Races on the local calendar so that there were no nearby runs competing for business. 4.) Mike Grandy attended a meeting regarding the Village Disaster Plan. 5.) The older of the two zamboni machines appears to have a bad transmission or hydraulic pump used to drive the transmission. Bill Hamilton is working with the village fleet service for assistance. 6.) The Conservatory gave eight school tours to a total of 230 students. 7.) Breakfast, Lunch and Tea with Santa registration began and it is nearly sold out. 8.) Laura Thompson is working with the OPRF Visitor's Bureau to build the presence of Pleasant Home. 9.) Charity Luter accepted a $2,000 check from the Oak Park Community Foundation for the Summer Concert Series.

VII. OLD BUSINESS

A. Committee Reports:

1. Administration and Finance Committee:

a. Estimated Taxes to be Levied

The Board reviewed a second preliminary reading of the 2004 Proposed Tax Levy and no formal action was taken.

b. Park District Citizen Committee Governance Position Statement

The Board thanked the PDCC for their hard work to create the governance position statement. Commissioner Philion stated that this statement is the direction the Park District has been moving for a long time and will serve the community well. Commissioner Kindler stated that he appreciates the PDCC's willingness to keep the momentum of the process moving and also thanked Craig Failor, Village Planner, for his help thoughout the process. President Kelly stated that it has taken years to get to this position and he thanked the Village Board for paying for half of the consultant fees. A motion was made by Commissioner Gartland and seconded by Commissioner Conway to accept and adopt the Park District Citizen Committee Governance Position Statement. The motion passed in a roll call vote of 5:0.

c. Mission, Vision and Values of the Park District of Oak Park

Director Balling stated that the newly developed Mission, Vision and Values of the Park District will help the Park District of Oak Park move from the status quo to an excellent Park District. A motion was made by Commissioner Gartland and seconded by Commissioner Kindler to adopt the Mission, Vision and Values of the Park District of Oak Park. The motion passed in a roll call vote of 5:0.

2. Recreation and Facility Program Committee

a. Superintendent of Recreation Position

Director Balling discussed the timeline for the Superintendent of Recreation position which will be open until January 5. The position will be advertised on the Park District of Oak Park website, the IAPD job notice website, in the papers and internally. Commissioner Conway stated that a visionary is needed as this will be a key position in the organization. Director Balling thanked the Board for their support. A motion was made by Commissioner Philion and seconded by Commissioner Conway to approve the Superintendent of Recreation position pending approval of the 2005 budget. The motion passed in a roll call vote of 5:0.

3. Buildings and Grounds Committee – No action.

VIII. NEW BUSINESS- None.

IX. COMMISSIONERS' COMMENTS

- **Commissioner Conway** had no comments.
- **Commissioner Gartland** had no comments.
- **Commissioner Kindler** stated that he and Commissioner Philion had attended a political campaign meeting to discuss Park District happenings and feels the word is starting to get out to the public.
- **Commissioner Philion** encouraged the Board to think about their roles as park commissioners in preparation for the Board Self Evaluation to be held on the 23rd. He feels that the development of future goals, procedures will be an important part of this meeting.

- **President Kelly** encouraged Board members to get out in the community to educate and inform the public about where the Park District is going.

X. EXECUTIVE SESSION – None.

XI. ADJOURNMENT— At 8:55pm, 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**
February 17, 2005 **Date**	**February 17, 2005** **Date**