Park District of Oak Park
Regular Board Meeting
218 Madison Street-Hedges Administration Center
Oak Park, Illinois
Thursday, December 16, 2004 7:30pm

Minutes

The meeting was called to order at 7:38pm.

I. ROLL CALL
Present: President Kelly, Commissioners Conway, Gartland, Kindler and Philion.
Park District Staff present: Gary Balling, Executive Director; Kent Newton, Superintendent of Business Operations; Mike Grandy, Superintendent of Buildings & Grounds and Lisa Lightcap, Business Operations/HR Assistant.

II. APPROVAL OF AGENDA
A motion to approve the agenda was made by Commissioner Philion and seconded by Commissioner Conway. The motion was passed by a voice vote of 5:0.

III. HONORED RECOGNITION
Commissioner Philion read a resolution in honor of Jill Burch's retirement. Jill Burch provided accounting and payroll services to the Park District for ten years. A motion was made by Commissioner Philion and seconded by Commissioner Gartland to approve the Resolution in Honor of Jill Burch's retirement. Motion passed in a voice vote of 5:0.

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

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 and Warrants and Bills dated December 16, 2004, Minutes from the Board Meeting of October 21, 2004 and the 2005 Board Action Calendar.** The motion was passed by a roll call vote of 5:0.

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

1. **Barrie Park** – Ed Cooney discussed an estimate for sampling the crawl space at Barrie Center. The testing estimate totaled $9,625 and would be submitted to the Utilities for payment. The Board gave consensus to proceed and the testing will begin after the first of the year.
2. **Comprehensive Master Plan –** On Monday, December 13, Public Forums were held at 1:30pm and 7:00pm at Fox Center to update the public on the process. A staff meeting was also set up for that day at 11:30am. Citizen Committee Members conducted the meetings. Kent Newton will be working with Gilmore & Franzen on the capital project portion of the Plan.
3. **Consolidated Election –** Sandra Sokol is the local election official designated for the Park District of Oak Park. Monday, January 17 is the first day for filing in the office of the local election official for commissioner candidates on the Park District Board. Tuesday, January 25 is the last day for filing. At the time of filing, candidates must turn in petitions signed by not less than 2% of the number of ballots cast at the last election for commissioner in the district, but not less than 25. Sandra Sokol is checking how many ballots were cast at the last election. The consolidated election will be held on Tuesday, April 5.

4. **Chicago Park District Historical Tour** – A meeting has been set up with Julia Bachrach from the Chicago Park District to tour some of the Field Houses/Recreation Centers that the Chicago Park District has preserved and are continuing to utilize for active recreation. The tour will also include meeting with some of the Chicago Park District's programming service staff to discuss some of the innovative projects they've worked on. The tour will be on Monday, December 20 from 11:00am until about 3:00pm.
5. **Customer Care Team –** The Park District new Customer Care Team had their first meeting lead by Lorie Reid Fuller. The team discussed their goals and a name for the team. Other members include: Diane Stanke, Jenny Berni, Bill Hamilton and Henrietta Yardley. This team will lead the way in helping the Park District provide the best possible customer service.
6. **Holiday Hours Office Hours –** The Park District Administrative Office will be closed the afternoon of Friday, December 24 and all day Monday, December 26. In addition, the office will be closed for New Year's Day on Monday, January 3.

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

Addressing this month's Updates and Information issued to the Park Board, Mike Grandy made the following comments: 1.) Interviews for the payroll bookkeeper position began the week of December 13. 2.) Lisa Lightcap and Shari Wenzel are working on the employees' annual United Way fund drive. 3.) Final punch list items are being completed for the telephone system. 4.) A Frank Lloyd Wright Run wrap-up meeting was held Tuesday, November 30. In attendance were representatives of the VOP Health Department and Police Department as well as Jennifer Goodsmith from Dominican University and numerous Park District staff. Constructive comments were received regarding this year's race and valuable suggestions to improve next year's event. This year's Frank Lloyd Wright Races logo was submitted for consideration in the IPRA Agency Showcase awards. We will be notified in January if this design will be recognized. 5.) Diane Stanke hosted an awards luncheon for the IPRA Communications and Marketing Section at the Conservatory on November 18. 6.) A major truss in the gym area of the Gymnastics Center needed to be replaced. It was repaired during Thanksgiving week with a total of 5 days of gym programming lost. Mike would like to recognize Jamie Lapke and her volunteers, the professional staff of Carl Campbell and Associates and the efforts of all the Building and Grounds staff for a job well done under tough conditions. 7.) Hockey programs are going well. Public Skate picked up after the Thanksgiving Holiday. 8.) The chrysanthemum displays were dismantled and new poinsettia displays were mounted in time for the Winter Holiday Craft Faire which was held on December 5 from noon to 5pm. This event was new this year to replace the Holiday Open House. Santa was still in the Tropical Room and 270 attended. In dismantling the chrysanthemum show, stock plants were chosen and prepared to grow on for next year's show. Over 50 varieties were saved. 9.) The last of the bulbs were planted at Stevenson, 218 Madison St. and at the Conservatory. The few left over were placed in our forcing pit. 10.) All seatings for "Breakfast, Lunch & Tea with Santa" were sold out. Waiting lists were started. 11.) The Holiday Open House at Pleasant Home was on Sunday, December 5 from 1-4pm. This was an excellent time to showcase our beautiful house and tout our Foundation to the community. 12.) All field use is closed for the winter. Permits will again be issued in March and field use will begin in April. 13.) The Village of Oak Park Public Health Department has implemented a new Child Care Inspection Report. The form is very detailed and requires much more paper work as a check and balance for the operation of the centers, making sure the Park District is covered in all areas. Each center will be inspected and receive a written report on what is needed to be in compliance. The Park District will have thirty days to correct any violation at this time.

b. 2004 Highlights

Director Balling went over several significant staff accomplishments from the 2004 Highlights with the Board. He then expressed that the amount of work the Park District was able to accomplish in 2004 is amazing and thanked the Board for their support.

VI. OLD BUSINESS

A. Committee Reports:

1. Administration and Finance Committee:

a. 2004 Tax Levy Ordinance

A motion was made by Commissioner Gartland and seconded by Commissioner Kindler to approve Levy Ordinance Number 2004-12-01, an ordinance levying and assessing the taxes of the Park District of Oak Park for the tax year 2004 in the amount of $2,029,500 (Two million, twenty-nine thousand, five-hundred dollars). This represents an increase of 2.07% over the previous year. Motion passed in a roll call vote of 5:0.

b. Budget & Appropriation Ordinance

A motion was made by Commissioner Gartland and seconded by Commissioner Kindler to approve Ordinance Number 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 in the amount of $8,068,994 (Eight million, sixty-eight thousand, nine hundred and ninety-four dollars) which has been on the table in tentative form for 30 day public review. Motion passed in a roll call vote of 5:0.

c. Tax Abatement Ordinance

A motion was made by Commissioner Gartland and seconded by Commissioner Kindler to approve Ordinance Number 2004-12-03, an ordinance abating the tax levied for the year 2004 to pay principle and interest on $2,000,000 General Obligation Park Bonds. Motion passed in a roll call vote of 5:0.

d. Levy Limit Resolution

A motion was made by Commissioner Gartland and seconded by Commissioner Kindler to approve Resolution Number 2004-12-01, a resolution informing the County Clerk which property tax levy extensions to reduce if required to comply with the property tax limitation act. Motion passed in a roll call vote of 5:0.

e. Referendum Resolution

Attorney Mark Burkland explained that the proposed referendum resolution follows state laws and provisions necessary to go on the ballot in Cook County. The resolution must be submitted by January 31, 2005. Director Balling explained that the wording for the referendum question came out of the infrastructure report and will focus on renewing the condition of our existing parks and facilities. A motion was made by Commissioner Gartland and seconded by Commissioner Kindler to approve Resolution Number 2004-12-16, a resolution for a binding public referendum question on the April 5th ballot for a $0.25 increase in the Park District Corporate Tax. Motion passed in a roll call vote of 5:0. Attorney Burkland went on to explain laws regarding what staff, commissioners and the public can do to work on the referendum. Director Balling then introduced Bob Haisman and Dave Stannard who will co-chair the citizen steering committee.

2. Recreation and Facility Program Committee – No action.

3. Buildings and Grounds Committee – No action.

VII. NEW BUSINESS

A. Administration and Finance Committee

1. Discussion of the Extension of the Downtown TIF District

Superintendent Newton explained the possible extension of the Downtown TIF District for another 12 years. The Board agreed that Director Balling, Superintendent Newton and Commissioner Gartland would attend meetings at the Village for further explanation as part of the TIF Joint Review Board which includes members of each taxing body.

VIII. COMMISSIONERS' COMMENTS

- **Commissioner Conway** had no comments.
- **Commissioner Gartland** had no comments.
- **Commissioner Kindler** thanked staff for their attendance at the meeting regarding the Comprehensive Master Plan as it is extremely important that all employees are kept informed.
- **Commissioner Philion** attended the last FOPCON Meeting and stated that the group is moving to support the referendum. He went on to state that if the public doesn't support the referendum, it will be difficult to have the parks we want and deserve.
- **President Kelly** visited Ridgeland Common with his family and thought the refurbished zamboni looks great. He then stated that he would not be seeking reelection in the spring.

IX. EXECUTIVE SESSION – None.

X. ADJOURNMENT— At 9:17pm, a motion was made by Commissioner Gartland, and seconded by Commissioner Philion, to adjourn the meeting. Motion carried in a voice vote of 5:0.

Secretary	**President**
Board of Park Commissioners	**Board of Park Commissioners**
March 17, 2005	**March 17, 2005**
Date	**Date**