PARK DISTRICT OF OAK PARK

Committee of the Whole

After the Continued Board Meeting from December 15, 2006

Oak Park Conservatory
615 Garfield St., Oak Park
Thursday, January 12, 2006

Minutes

I. Call to Order/Roll Call

The meeting was called to order at 8:20 p.m. by President Kindler.
Commissioners Present: President Kindler, Commissioners Bracco, Gartland, and Philion.
Staff Present: Gary Balling, Executive Director; Mike Grandy, Superintendent of Buildings and Grounds; Kent Newton, Superintendent of Business Operations; Matt Ellmann, Superintendent of Recreation; Bret Fahnstrom, Manager of Community Centers and Lisa Lightcap, Business Operations/HR Assistant.

II. <u>Building and Grounds/Facility Maintenance</u>

A. Youth Interventionist Agreement – John FS Williams and Bert Patania, Oak Park Township (this item was moved from the Recreation and Facility Program Committee (III.A.) section to be discussed first)

Bert Patania and John Williams reviewed a Power Point presentation regarding the Township's Youth Interventionist Program for which they are requested the Park District's participation. All Oak Park and River Forest government agencies currently contribute funding for this program. The Township requested funds funding from the Park District in the amount of $11,967.47 in 2007 and $12,818.35 in 2008. Bert Patania described the work he had done with Park District staff last summer, specifically at the Active Sport Area, at which he worked with recreation staff for training and acted as a resource for issues. He went on to compliment the Park District's summer staff and stated that they are aware of what is going on in parks. Mr. Willams and Mr. Patania thanked the Park District for their previous participation in the program and hopes this partnership will continue. Director Balling thanked Mr. Williams and Mr. Patania for being valuable resources for the Park District and the entire Oak Park community. The Youth Interventionist Agreement will be on the January Board Meeting consent agenda.

B. Update to Rules and Regulations Governing Use of Park Facilities

Director Balling stated that changes need to be made to the Rules and Regulations Governing Use of Park Facilities. The two changes needed relate to including information about Dog Parks and clarify that fees cannot be charged for private/commercial instruction on Park District property. The Village of Oak Park Board will incorporate these modifications into their code so they can the police and animal control can enforce these new regulations. This update will be place on the January Board Meeting consent agenda.

C. Community Center Historic Preservation Review Committee

Commissioner Philion discussed the Community Center Historic Stewardship Committee which he will Chair. The Committee will review the historic value of Andersen, Field and Carroll Centers by listening to presentations from citizens, historic architects and historic

preservationists. Commissioner Philion will develop questions to drive the process and a mission statement. Possible presenters could include Jack Barclay, Marty Hackl, Frank Heitzman, Tim Kelly and Mike Grandy. Park District Citizen Committee applicants will be asked to serve on the Committee.

D. Field Park Master Plan Update

Director Balling stated that staff met with Altamanu to kick off Field Site Plan. A timeline has been developed which includes focus groups to take place in February, public meetings to take place in March and April, and a final recommendation for the Park Board to be presented in May.

III. Recreation and Facility Program Committee

A. Moved to first discussion item. See above. (First item under Buildings and Grounds/Facility Maintenance)

B. Active Sport Area 2005 Year-End Report

Bret Fahnstrom and Matt Ellmann presented a report on the operation and activities of the Active Sports Area (ASA). The report reviews the 2005 operations of the skate park and basketball areas as well as highlights the planned changes for the 2006 season. The information in the report is just a snapshot of the entire season and Superintendent Ellmann stated that he would be happy to provide more detailed information and data upon the Board's request. In the first full year of operation, the ASA saw an average of 55 participant hours/day at the basketball courts and 31 participant hours/day at the skate park. A participant hour is defined as one hour of play by one participant. For example, a skater who came to the ASA and skated for three hours one afternoon would constitute three participant hours to that day's total. While basketball participation stayed fairly consistent throughout the year, the skate park participation was heavily dependent on the weather. Over the 2005 operating season there were only 3 accidents at the ASA resulting in more than scrapes or bruises. None of these accidents required immediate medical care (i.e. an ambulance). Therefore, it is the recommendation of staff that the ASA supervision policy be modified to reflect this history and that the Park District switch to an indirect supervision model for 2006. Several Park District programs were offered at the ASA in 2005. Some of these programs include 3-on-3 basketball tournaments, skateboarding and rollerblading lessons and camps, and a new party package to draw attention to and encourage private rentals of the ASA. It is the goal to link many of the new programs and events with sponsorships from area businesses and organizations in order to bring in additional revenue and increase promotion of the ASA. Besides the obvious benefit of additional revenue, more programming at the ASA will also result in some indirect benefits as well. Programs and events will be scheduled at very specific times – usually at either very slow or very busy times. Adding certain programs during slow periods will increase the use of the ASA without affecting many regular users. A study concerning the skate park gathering input from users will be completed in January 2006 in order to determine the most cost-effective improvements that will make the biggest impact. Current ideas for improvements include: new ramps/obstacles, rearranging of current ramps/obstacles, tinting of the concrete to reduce glare and adding equipment to shade specific areas of the skate park. Regarding parking, although it was an early concern of area businesses and residents, parking never became an issue after the ASA opened. Staff tracked parking throughout the day by counting the number of available spaces directly to the east and north of the ASA. On the average day, visitors to the area could find 12 open parking spaces within easy walking distance of the facility. To date, staff has not received

any complaints concerning parking. A survey will be distributed to area neighbors regarding the ASA and the Board requested that Teen Adventure Supervisor Bobbi Nance come to a Board Meeting in March or April to discuss the results of the survey and teen programming. Commissioner Gartland mentioned that the supervision of the playground area at Stevenson needs to be increased as he has noticed issues with older children and teens using the equipment meant to be used for younger children. He also questioned the monitoring of helmet usage and Mr. Fahnstrom stated that helmet usage is randomly checked and completely enforced.

C. Summer Day Camp Program Improvements Update

Superintendent Ellmann discussed several improvements being made to the summer day camp program. Over the last four months (since September 2005), the Recreation Department management team has conducted a series of Day Camp planning Summits in an effort to evaluate all camp programs and formulate plans to improve next summer's camp offerings. Early on, management staff recognized that their camps all had similar issues stemming from their staffing, programming and facility usage. It became quite apparent that by working collectively resources could be maximized and all concerned could benefit. The combined efforts of these initial work sessions resulted in mostly internal operational changes designed to improve the camps, however, some planned changes that will affect the end user are worth mentioned as well. Some significant changes are: Camp Oak Tree will be moving from Hatch to Irving School (where it was originally located), the exact location for the Girls Sports Camp is still being examined, the two Jr. Acorn Camps will be combined and relocated from Ridgeland & Temporary Barrie to Barrie Center, the Start Smart Camp will be provided a more suitable dedicated space (Comstock Room) at Ridgeland Common apart from the older camp programs, the Jr. Leadership camp will be relocated to Stevenson Center and integrated into the teen program portfolio with involvement by our Teen Program Supervisor, camp and pool staff recruitment and hiring efforts will be combined and processed collectively, camp training will be combined system wide and expanded to include more information on child behavior and activity/event planning, camp pool use and field trip schedules have been coordinated to maximize resources and better control facility use impact and camp facility use guidelines are being developed. In conclusion, staff recognizes that our camp programs are a significant and vital part of our summer recreational offering portfolio and therefore deserve our concentrated and sustained attention as camp facilitators. The camps in large part exist and serve a similar purpose, of which the resident) have come to enjoy and look upon for quality summer youth recreation. The proposed changes will go a long way towards providing better service while improving our operational efficiency.

2006 Summer Day Camp Goal statements and support objectives include:

1. To recruit, hire and train the best day camp and pool staff aimed at delivering a quality orientated program.
2. To annually review Day Camps overall content to assure high quality programming.
3. To organize the use of our limited facilities and resources through the application of procedures.

D. Recreation Department Reorganization Rollout and Status Report

Superintendent Ellmann and Superintendent Newton presented the recreation department reorganization plan to the Park Board and its benefits which include: Eliminating duplication, increasing program variety and innovation, increasing customer service,

matching talents of staff to program specialty and increasing teamwork. Since the findings and recommendations of the Comprehensive Parks and Recreation Master Plan were delivered in November 2004, the reorganization of the Recreation Department has been an ongoing priority for the Park District. The Plan is now in the initial phase of implementation. Upon the Executive Director's acceptance of the Recreation Department Reorganization Plan this past fall, a PowerPoint presentation was developed to help management internally roll out the plan. The PowerPoint presentation was presented several times. Administrative personnel's impression is that the Reorganization Plan has been well received and that Recreation staff is enthusiastic about the direction the plan is taking the department.

E. 2006 Partnership Agreements

Superintendent Ellmann explained that the 2006 athletic Partnership Agreements have been distributed for organizational approval by the affiliate organizations. It is recommended that the Park District Board review the Windmills partnership agreement with the understanding that the athletic partnership agreements for athletic groups including the Windmills, Huskies, OBYBB, AYSO, Strikers and Pony Baseball are essentially the same. These partnership agreements will be placed on the Board's consent agenda.

F. Bark in Oak Park Dog Walk – Proposal from Animal Care League

Superintendent Ellmann stated that in August 2005, the "Bark in Oak Park" provided dogs and their owners an opportunity to unite in a friendly canine stroll through Oak Park. Prior to the event, the Animal Care League contacted the park district and was concerned that our event conflicted with their annual dog walk fundraiser. In 2006, the Animal Care League will change their fundraiser from a dog walk event to a local event held in front of their facility during the month of September. "Bark in the Park" is scheduled for August. We will work in tandem to promote both our events. Staff recommends continuing "Bark in Oak Park" during August 2006 with a nominal fee increase. Proceeds available after expenses will be divided with one portion of the fees gathered from this event will be donated to the Animal Care League and one portion of these fees will be earmarked for Park District dog initiatives.

IV. Administrative and Finance Committee

A. Board Self Evaluation –A future date will be determined to discuss this item.

B. Director's Executive Work Plan – This will be discussed at the January 19 meeting.

V. New Business - No new business was discussed.

VI. Executive Session

VII. Adjournment

A motion was made by Commissioner Philion and seconded by Commissioner Gartland to adjourn the meeting at 10:56 p.m. Motion carried in a voice vote of 4:0.

Deleted: Addendum to Pleasant Home Foundation Agreement to Provide Accounting Services – In order to provide a more cost effective use of the limited resources of the Pleasant Home Foundation (PHF), the Park District of Oak Park (PDOP) will assume providing accounting services to the PHF. An Addendum was established that says that the PDOP and the PHF agree that the PDOP will provide accounting services formerly provided by PHF staff. There will be no charge for the accounting services provided, however the PHF remains responsible for the costs of payroll taxes, audit services, and any other out of pocket expenses incurred by the PDOP in providing the agreed upon services. The PHF currently has three employees and processes a limited number of cash disbursements. The existing Park District staff will be able to provide the outlined services with a minimum amount of additional work while allowing the PHF staff to concentrate on areas that they are more knowledgeable and further the mission of the foundation. The addendum to the Pleasant Home Foundation Agreement is recommended for approval at the December 15 Board Meeting.

Secretary	**President**
Board of Park Commissioners	**Board of Park Commissioners**
March 16, 2006	**March 16, 2006**
Date	**Date**