PARK DISTRICT OF OAK PARK

Committee of the Whole

Hedges Administration Center
218 Madison Street
Oak Park, IL 60302
Thursday, June 15, 2006, After the Special Meeting

Minutes

I. Call to Order/Roll Call

The meeting was called to order at 7:45 pm by President Kindler.
Commissioners Present: President Kindler, Commissioners Gartland, Philion and Bracco.
Staff Present: Gary Balling, Executive Director; Mike Grandy, Superintendent of Buildings and Grounds; Kent Newton, Superintendent of Business Operations; Matt Ellmann, Superintendent of Recreation; Lisa Lightcap, Business Operations/HR Assistant; Lorie Reid Fuller, Accounting Manager; John Seaton, Manager of Conservatory Operations; Linda Peterson, Manager of Cheney Mansion.

II. Administration and Finance Committee – Commissioner Gartland: Chair

A. Austin Trust Update –

Theresa Amato, Community Foundation Executive Director and Bobbi Escher, Board Member, Chair of Investment Community were present at the meeting to discuss the Community Foundation and the Austin Trust. Superintendent Newton explained that concerns about the consolidation of the banking industry and the corresponding escalation in administrative cost and relative lack of growth of both principle and income of the Austin Garden Trust led the Park District to investigate a change in the trustee of the Trust. In November 1944, an irrevocable trust was established to provide for *extraordinary maintenance of the grounds or improvements, for entertainment or other recreational activities, or erection of improvements in Austin Gardens Park.* In December of 2000, the Board was informed that the market value of the trust was $473,416.13, the annual administrative fees were $3,800, and the annual gross income was approximately $15,000 resulting in an annual net income of $11,200. As of April 30, 2006 the trust is now managed by J.P. Morgan Chase the market value was $434,423.09, annual administrative fees are $7,170.96 and the annual gross income is approximately $16,500 resulting in an annual net income of $9,330. The Park District approached OPRF Community Foundation and asked them to review Mr. Austin's will and the financial statements of the Trust. The main reasons that a change in the trustee would be beneficial, are lower administrative costs, the ability to grow the amount of the trust by contributions from others that have a special attachment to the park, and the non-financial benefits of having a local organization with a true interest in the betterment of the community managing the funds. It is recommended pursuing a change in the trustee from J.P. Morgan Chase to the OPRF Community Foundation. President Kindler questioned how money would be dispersed and if OPRF Community Foundation would determine if request is appropriate. Commissioner Bracco felt good about having

the management of the trust be local and returning to our roots. This item will be placed on the June 22 Consent Agenda.

B. 2005 Audit Report Presentation – Ron Amen, Lauterbach & Amen – Accounting Manager, Lorie Reid Fuller explained that the Park District is required by State Law to have an independent audit of its financial statements completed on an annual basis. The Park District has again received an unqualified audit opinion. This is the best outcome available from an audit. An unqualified opinion means that the information fairly reports the financial position of the Park District and is in compliance with GASB standards. Included is a copy of the Management Letter that has suggestions on how to improve internal controls and areas of improvement. 1.) GASB Statement No. 43 Financial Reporting for Postemployment Benefits Other Than Pension Plans; 2.) Funds With Deficit Fund Equity; 3.) Accounts Receivable – Barrie Park. Ron Amen of Lauderbach and Amen thanked Lorie Reid Fuller and Kent Newton for their persistence with the audit and felt the cooperation level received by staff was excellent. He also reminded everyone that the Alternate Revenue Bond will paid off in August. President Kindler thanked staff for the audit and stated that he appreciates their guidance through budget process is appreciated.

C. Prevailing Wage Ordinance – Superintendent Newton explained that each year, the Board is asked to consider a prevailing wage ordinance. The State of Illinois has a Prevailing Wage Act which states that the prevailing rate of wages for our county must be paid to laborers, mechanics and other workers engaged in construction of public works projects. This ordinance establishes that the Park District will comply with the requirements of the Prevailing Wage Act. This item will be placed on the June 22 Consent Agenda.

III. <u>Building and Grounds/Facility Maintenance</u> - Commissioner Philion

A. Re-Roofing Bid - Three bids were received for re-roofing at Andersen, Barrie, Carroll, Field and Stevenson Centers. $75,000 was budgeted in the Capital Improvement Plan for re-roofing Andersen, Barrie, Carroll, Field and Stevenson Centers. The work was bid as part of the multiple project plan which Gilmore Franzen Architects, Inc. is completing for the Park District. Legal notice about this re-roofing bid was published in the May 24 Oak Leaves. Mader Roofing of Oak Park, Illinois was the lowest bidder with a total bid of $47,965. Director Balling explained that there will likely be a change order for replacement of underlayment that has deteriorated. With Board approval in June, the work could begin on July 10 and be completed by August 18. The Board authorize staff to issue a letter of intent immediately to Mader Roofing to complete the work for the amount of $47,965. The Board will take action to accept the lowest bid from Mader Roofing of Oak Park, Illinois at the June 22 Regular Board Meeting.

B. 218 Madison Master Plan RFP - Three proposals were received for a Facility Improvement Plan for 218 Madison and Space Programs for Gymnastics, Building and Grounds Operations and Administrative Services. In late May, five firms were sent Request for Proposals to complete the planning. The RFP was carefully designed with the help of Rick Kuner (past Chair of the Infrastructure Study Committee), Commissioner Gartland and staff. Three proposals were received. The firms are: Gilfillan Callahan Architects, PHN Architects and Williams Architects. The proposals were evaluated by a team including:

Commissioner Gartland, Rick Kuner, Kurt Mackey (gymnastics boosters co-president), Jamie Lapke, Diane Stanke, Mike Grandy, Kent Newton and myself. The three firms were interviewed June 12 and 13 by the evaluation team. A firm will be recommended and it is suggested the Board will consider action on this firm at the July 20 Board Meeting. Work to complete the plan would begin on Monday, July 10 and be complete in September. Superintendent Matt Ellmann will take the lead on this project. The Board will act on this item at the June 22 Board Meeting.

C. Oak Park Conservatory Cactus House Restoration & Glazing Bids
The Park District of Oak Park will accept sealed bids for glazing of the Cactus House and for renovation of the Cactus House at the Oak Park Conservatory. Bids are on or before 2 pm CST on Wednesday, June 21, 2006 to the Hedges Administration Center. A recommended bidder will be brought to the Board in July.

D. Professional Services for Lead Abatement at Oak Park Conservatory
The Lead Abatement Project for the Oak Park Conservatory's Cactus Room will require professional environmental consultant services to develop specifications and supervise the project in cooperation with the architect. Gilmore Franzen Architects, Inc. has coordinated this project for us as part of the multiple project plan. Because lead abatement is very specialized, it requires special project design and supervision. Therefore, we have obtained a consultant, TEM Incorporated of Glen Ellyn, to work with us on the project. TEM has already helped develop specifications for the bid. Also it would be good to retain TEM to provide services to supervise the project. It is recommended that the Board approve the lead abatement professional services fee estimate from TEM Incorporated of Glen Ellyn, Illinois in the amount of $11,580. The Board will act upon this item at the June 22 Board Meeting.

**E. Recreation Center Historic Stewardship Committee Update - ** Commissioner Philion explained that the last meeting of this committee was held May 15. Presentations were given by Marty Hackl and Jack Barclay. There was a general discussion and the next meeting is scheduled for June 19 at 7:00 p.m. at the Field Center. Gilmore Franzen Architects, Inc. will present a general overview of what it would take to bring the centers up to good condition, including accessibility.

F. Infant Welfare Society Designer Showcase at Cheney Mansion Agreement – A revised agreement between the Park District of Oak Park and the Oak Park-River Forest Infant Welfare Society was provided for the Board's review. The Board will act on this agreement at the June 22 Board Meeting.

IV. <u>Recreation and Facility Program Committee</u> – Commissioner Graves

A. Ice Rink Report Update – This report will be presented by Assistant Superintendent of Revenue Facilities, Bill Hamilton, in July.

B. Annual Recreation Department Report Update - Superintendent Matt Ellmann explained that the Recreation Department has been assembling and compiling 2005 recreation program participation data over the past five months. This data has been collected from multiple sources including program registration software, brochure copy and staff records. The data collected is being

utilized to prepare a comprehensive program participation report for presentation to the Board. This report will encompass all recreation programming including centers, pools, rink and gymnastics. Given the number of programs, personnel involved in data collection, other staff priorities and the fact that some data is not readily available through our program registration software, the report assembly process has taken longer to complete then anticipated. Originally targeted for completion by the end of May, the report is still under development. Staff recognized the fact that the Board is looking forward to receiving and hearing about this report. Staff is requesting a few more weeks to compile the missing data, complete all the narratives, proof and clean up the report and finalize it for presentation. Superintendent Ellmann thanked the Board for their patience and understanding of this unplanned delay.

V. **New Business** - No new business was discussed.

VI. **Executive Session** – No executive session took place.

VII. **Adjournment** - A motion was made by Commissioner Bracco and seconded by Commissioner Philion to adjourn the meeting at 9:16 pm. Motion carried in a voice vote of 4:0.

Secretary
Board of Park Commissioners
August 17, 2006
Date

President
Board of Park Commissioners
August 17, 2006
Date