PARK DISTRICT OF OAK PARK

Committee of the Whole

Oak Park Conservatory
615 Garfield St., Oak Park
Thursday, July 13, 2006, 7:30pm

Minutes

The meeting was called to order at 7:35 pm

I. Call to Order/Roll Call

Commissioners Present: Commissioners Graves, Philion and Bracco. Commissioner Gartland arrived at 8:15 p.m.

Staff Present: Gary Balling, Executive Director; Kent Newton, Supt. of Business Operations; Matt Ellmann, Superintendent of Recreation; April Armer, Assistant Superintendent Recreation Programs; John Seaton, Manager of Conservatory Operations; Bill Hamilton, Assistant Superintendent Revenue Facilities; and Lisa Lightcap, Business Operations/HR Assistant.

II. Recreation and Facility Program Committee

A. Ice Rink Report

Assistant Superintendent Bill Hamilton, reviewed the 2005 Ice Rink Report. The report contains narratives about the rink season, skating and hockey participation, financial data tables, and management's opinion about what changes will need to be made in the coming 2006-07 rink season that will improve operations and overall patron service. In many ways the 2005-2006 rink season was a success, it also presented many challenges especially those related to an aging facility and equipment. Program challenges included high rental demand for limited rental hours, falling participating in youth house league hockey and the need to improve the skating school through class curriculum and staff training. As part of the implementation of the re-organization plan, Rory Joyce, the Aquatics and Rink Program Coordinator, will be taking over roles in the hockey, figure skating, public skating and special events programming. Steven Flowers, Revenue Facilities Maintenance Supervisor, and his staff will be working hard at improving significantly the condition and upkeep of the facilities.

Planned fee increases for 2006/ 2007 will include:

- 4% increase in figure skating classes.
- $5 rental increase for prime ice time, $210 to $215 per hour and $5 rental increase for non-prime ice time $190 to $195
- A $50 increase in the travel house league fee, $1075 to $1125 for gold mites and squirts and $1125 to $1175 for Pee Wee and Bantam levels.

Future facility improvements will include:

- The Comstock room will under go improvements in August and September including new lighting, flooring, storage and painting.

- Replace the 2nd dehumidifier unit.
- Replace sinks and partitions in the lower lobby bathrooms.
- Paint all hockey locker rooms and shower floors.
- Send Zamboni for biannual service program at R&R Specialties or Muellers.

B. Annual Recreation Department Report

Superintendent Matt Ellmann discussed the 2005 Comprehensive Program Participation Report of the Recreation Department. The report was prepared over a four month span in the spring and early summer of 2006 using multiple sources to collect and compile data. Overall the Recreation Department delivered 422,362 contact hours of organized programs and recreational activities for the Park District in 2005. This figure is based on the collective number of registrants multiplied by the number of class/program/event time provided for the activities facilitation. While the number of program offerings may fluctuate up or down next year, based on our programming objectives and focus, it will remain the goal of the Recreation Department to increase the total contact hours delivered in the coming year.

III. Administration and Finance Committee

A. 2005 Audited Year End Fund Balance & Budget Reports

Superintendent Kent Newton explained that the Park District has recently completed the audit of the 2005 financial statements. Most departments finished the year with better than expected results. There was an overall increase in the fund balance of almost $500,000 resulting in a total fund balance of $1,700,000. This was the second year in a row that revenue facilities were able to cover the debt issued in 1996 and increase fund balance. Ideally, the fund balance retention should be enough to pay for three months of expenses for cash flow purposes or about 25% of the amount budgeted. Currently the district is retaining 18.2% of the 2005 budget. Considering the retention percentage was only 7% in 2002, the current retention amount demonstrates that the District is in an improving financial position.

B. 2007 Budget Timeline

Superintendent Kent Newton reviewed the 2007 Budget Timeline. Staff will begin working on the budget in July and the Board will receive a first draft in September. Superintendent Newton informed that a Truth in Taxation Hearing may not be required for this budget. The timeline calls for the Budget & Appropriation Ordinance and Levy Ordinance to be approved in December. This item will be placed on the July 20 Consent Agenda.

C. Investment Policy Review

The Park District is required to review the investment policy on an annual basis. There have been some minor changes such as changing the title of the Superintendent of Finance and Personnel to Superintendent of Business Operations. Otherwise, the policy is unchanged. The Board requested that this item be placed on the July 20 Consent Agenda.

IV. Buildings and Grounds/Facility Maintenance

A. Longfellow & Fox Site Master Plans RFP

Director Balling explained that an RFP for the completion of site master plans at Longfellow and Fox parks was distributed to five firms. The RFP is due on Tuesday, July 18 and a recommended firm will be brought to the Board in August. The planning process will begin in September for Longfellow and in November for Fox. Commissioner Philion will be the Board representative on the review team.

B. Oak Park Conservatory Cactus House Restoration & Glazing Bids

Bids were received for both the restoration and glazing of the Conservatory's Cactus House. HEPA of St. Charles, IL was the only bidder for this project. They completed the work on the Fern Room Project in 2002. Director Balling recommended that the Board accept the Cactus House restoration bid from HEPA of St. Charles, Illinois in the amount of $52,104.00. One bid was received for the specialized greenhouse Glazing project at the Cactus House. It was from Hummert International of Earth City, Missouri. It is also recommended that the Board accept the Cactus House glazing bid from Hummert International of Earth City, Missouri in the amount of $36,882. Both of these items will be placed on the July 20 Consent Agenda.

C. Recreation Center Historic Stewardship Committee Update

Commissioner Philion explained that the work of the Recreation Center Historic Stewardship Committee is moving along well. The Committee met on June 19 at which Gilmore Franzen Architects presented a summary of the physical assessment of Andersen, Carroll, and Field Centers. The next meeting has been tentatively scheduled for Monday, July 17, 2006 at Carroll Center to review the recreation programming of the centers and general review of the current site master plans. The Committee hopes a report can be prepared by September.

V. New Business - No New Business took place.

VI. Executive Session - No Executive Session was held.

VII. Adjournment - A motion was made by Commissioner Graves and seconded by Commissioner Philion to adjourn the meeting at 10:10 pm. Motion carried in a voice vote of 4:0.

Secretary	**President**
Board of Park Commissioners	**Board of Park Commissioners**
August 17, 2006	**August 17, 2006**
Date	**Date**