



**Park District of Oak Park  
Committee of the Whole  
Oak Park Conservatory  
615 Garfield Street  
Oak Park, Illinois**

**Thursday, December 6, 2012**

Minutes

The meeting was called to order at 7:31pm.

**I. Roll Call**

**Present:** Commissioners Aeschleman, Bracco, Bullock, Guarino, and President Graves.

**Park District Staff Present:** Jan Arnold, Executive Director; Matt Ellmann, Superintendent of Recreation/Assistant Director; Jim Egeberg, Director of Finance; Mike Grandy, Superintendent of Buildings and Grounds/Facility Maintenance; Bill Hamilton, Superintendent of Revenue Facilities; Diane Stanke, Manager of Communications; Neil Adams, Project Manager; Chad Drufke, Program Manager; Kyle Cratty, Accounting Supervisor; Liz Visteen, FLW Race Coordinator; and Karen Gruszka, Executive Assistant.

**Others Present:** Barbara Heller, Heller & Heller Consulting; Frank Lipo and Mary Ann Porucznik, Historical Society; Devon Rose, Wednesday Journal.

**Public Hearing - Tax Levy**

**Discussion of Property Tax Increase**

Executive Director Arnold stated that a Tax Levy Hearing was only required if the municipality's increase was over 5%. Jim Egeberg, Director of Finance, informed the Board that the Park District's increase would be 3%, and although the District was not required to hold a hearing, the District was holding one to provide the opportunity for feedback from the community. The announcement of the public hearing was published in the November 21, 2012, Wednesday Journal. There were no public comments. Commissioner Bracco moved and Commissioner Guarino seconded to move out of the hearing with a voice vote of 5:0.

**Public Hearing – Statutory Budget & Appropriation**

**Discussion of Budget and Appropriation Ordinance**

Notice of this hearing was printed in the November 21, 2012, Wednesday Journal. The Budget and Appropriation Ordinance has been available for public review for 30 days. Jim Egeberg, Director of Finance, informed the Board that with this hearing we are meeting the state statute. Jim provided a quick budget summary and discussed the new initiatives. No comments, discussion or public comment transpired; there have been many different meetings where it has been talked through in detail. Commissioner Bracco moved and Commissioner Guarino seconded to move out of the hearing with a voice vote of 5:0.

**II. Recreation and Facility Program Committee**

**A. Historical Society Update**

Frank Lipo, Executive Director of the Historical Society, along with Mary Ann Porucznik, Co-President of the Historical Society, were present to give the annual update for the Historical Society including: their fundraising, exhibits, collaborations, events, plans for their future as well as their new newsletter. Frank brought an article regarding the Historical Society in which the Pleasant Home was pictured as well as the Chris Ware posters they are selling for fundraising. The Board thanked them for their work and collaboration in the 100<sup>th</sup> Anniversary celebration as well as other areas. No action is needed on this item at this time.

**B. Historical Society Agreement**

Executive Director Arnold reminded the Board of the current Historical Society Agreement and stated that the Park District would like to extend it for two additional years with the lease rate staying the same allowing the Historical Society to continue their fundraising efforts until the move into their permanent home. The Board was in Agreement. This will come before the Board on the Consent Agenda at the December Regular Board Meeting.

**C. 2013 P.A.C.T. Program**

Executive Director Arnold reminded the Board of the ongoing PACT Program and ran through the Agreements that had been received. Matt Ellmann, Superintendent of Recreation, explained the groups that had not yet returned their agreements and why. The Board brought forth a question of rates for a group that had combined with another group. Discussion followed on head counts, scheduled field actual usage, cost of renting a field, and cost of maintaining the fields. The Board stressed their concerns about changing the rate structures of any group and its affects to the PACT Program. It was agreed the fee structures will continued to be reviewed. This will come before the Board on the Consent Agenda at the December Regular Board Meeting.

**D. Frank Lloyd Wright Races Report**

Liz Visteen, FLW Race Coordinator, gave the report on the FLW races including the following: that all the races were maxed out with 2700 participants, staff's time planning and working the event, new green initiatives, "Will Run for Pancakes" t-shirt sales for the Scholarship Fund, sponsorships, and the survey given for feedback. The Board thanked Liz and stated what a success it was. The Board brought forward a question of a family rate in the future which will be looked into. No action is needed by the Board on this item.

**E. Field Study Update**

Matt Ellmann, Superintendent of Recreation, reminded the Board of the start and reasons behind the Field Study and the information being gathered for the study with Barbara Heller for the last year including: information on the existing condition, maintaining and use of the fields, types of use, scheduling, permitting, capacity and demand while looking at comparable studies. The Board questioned the actual number being used for the permitted time vs. the actual time on the field; it was suggested the difference could cover the "free use" time on the field by the community. The Board also questioned the timing of the completion of the study with the aligning of costs of the Ridgeland Common project to help with planning. A Joint Special Meeting was agreed upon for Monday, January 28, 2013, to release the information gathered during the Field Study and to gather input from the PDCC and the GAC. This will come before the Board on the Regular Agenda at the February Regular Board Meeting.

**III. Buildings and Grounds/Facility Maintenance Committee**

**C. Memorial (Trust) Program/Memorial (Trust) Tree Program**

Mike Grandy, Superintendent of Buildings and Grounds, and the Board briefly discussed the need to rebuild the committee to prepare should the current chairs, Nancy and Tom Holmes, step down as well as ensuring the sustainability of the program. No action is needed on this item at this time.

**D. Tree Installations and Removals**

Mike Grandy, Superintendent of Buildings and Grounds, informed the Board of the planted trees versus the removed trees with a ratio of 3:1. The Board questioned the causes of the removal and the use of burlap wrapping of roots. No action is needed on this item at this time.

**D. Work Order System Update**

Jim Egeberg, Director of Finance, informed the Board that we had gone through the selection process and are looking forward to implementing the system with a selected firm. The system will

work with mobile applications and will have multiple uses within our facilities and parks. No action is needed on this item at this time.

#### **IV. Administration and Finance Committee**

##### **A. Strategic Plan Presentation**

Barbara Heller, Heller and Heller Consulting, reminded the Board of their input at the Board Retreat in July and apprised them of the multiple staff meetings, the joint meeting with the PDCC as well as meetings with key Oak Park Governmental Agencies to gather their suggestions and ideas. Barbara provided a Powerpoint for the Park District's strategic plan and the proposed new Mission, Vision, Values and Strategic Initiatives. She explained the tracking of the responsibilities that would make the strategic plan a success. The Board discussed verbiage and collaboration with other entities on these. This will come before the Board on the Regular Agenda at the December Regular Board Meeting.

##### **B. 2012 Tax Year Levy**

The Board stressed to work collaboratively with the other taxing bodies to look at the overall impact to the community when passing its levy. This will come before the Board on the Regular Agenda at the December Regular Board Meeting.

##### **C. Budget & Appropriation Ordinance**

The Board had no comments from the earlier hearing. This will come before the Board on the Regular Agenda at the December Regular Board Meeting.

##### **D. Debt Policy**

Kyle Cratty, Accounting Supervisor, informed the Board of the 2012 CPI 3% increase allowed by state statute for the debt service extension base. This will come before the Board on the Consent Agenda at the December Regular Board Meeting.

##### **E. Procurement Policy**

Kyle Cratty, Accounting Supervisor, informed the Board of the change of how per diem's POs will be entered. The Board questioned if the purchasing of items locally with an increased dollar amount was covered and it was confirmed that it was as well as making the change in the language to reflect goods and services. This will come before the Board on the Consent Agenda at the December Regular Board Meeting.

##### **F. Revenue Policy**

Kyle Cratty, Accounting Supervisor, informed the Board that this policy will only handle the revenue classifications. Fee pricing will be brought to the Board during the budgeting process and put into new program fee guidelines. The Board will have the opportunity to discuss the fee guidelines throughout the budget meetings and will be approved through the approval of the budget. This will come before the Board on the Consent Agenda at the December Regular Board Meeting.

##### **G. Fund Balance Policy**

Kyle Cratty, Accounting Supervisor, informed the Board of two major changes to the Fund Balance Policy reflecting the (1) creation of a Health Insurance Fund at a 25% fund balance which the District will reach by 2015 and (2) updating the language to reflect it as an internal service fund or, enterprise fund. Prior to this, all the Districts funds were governmental funds. This will come before the Board on the Consent Agenda at the December Regular Board Meeting.

##### **H. Executive Session 6 Month Review**

Bi-annually the Executive Session minutes are to be reviewed under the Freedom of Information Act. Once reviewed, released minutes will be available for public viewing. Mark Burkland, attorney, commented that with the release of these minutes, the Park District has released all of its

Executive Session minutes to date and commended them on their transparency. This will come before the Board on the Consent Agenda at the December Regular Board Meeting.

**I. WSSRA Appointment Update**

Executive Director Arnold informed the Board that WSSRA was requesting the appointment to their Board. As our positions had been set since the Annual May 2012 meeting, she requested that the appointee remain the same until the completion of the election in April. The Board agreed. No Board action is needed on this item.

**J. Board Action Calendar**

The Board was reminded that the Board Action Calendar is typically prepared this time of year and helps the staff to track different items that we know will be coming before the Board in the upcoming year. The Board requested affiliates have a scheduled time to come and report to the Board. This will come before the Board on the Consent Agenda at the December Regular Board meeting.

**V. New Business**

**1. Ridgeland Common Facility Design Modification**

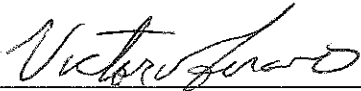
Executive Director Arnold informed the Board that Nagle Hartray had learned the Park District plans for the upper sun deck at Ridgeland Common was now requiring an ADA accessible entry; an elevator with an approximate additional cost of \$150,000. It was suggested to replace the sun deck with a green roof which would be an asset with LEED certification. The cost of the green roof was equal to the existing cost of the stairwell. Thus, there is no additional cost to the project.

**VI. Executive Session**

None.

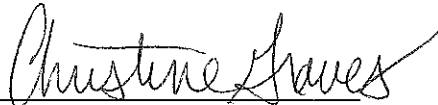
**VII. Adjournment**

At 10:02pm a voice vote was taken to adjourn the Committee of the Whole. **Motion carried in a voice vote.**



Secretary  
Board of Park Commissioners

January 17, 2013  
Date



President  
Board of Park Commissioners

January 17, 2013  
Date