

Lan-Oak Park District  
Board Meeting  
August 17, 2009

President Long called the meeting to order at 7:00pm. Upon roll call the following were present: Commissioners Gaffney, Flanagin, Kelly, Leck, Long, Also present: Primack, Kuniej, Wilson, Celmer. Guests: Janet Porter from SSSRA, Linda Przybyla, James Przybyla, Doris Archer, Pam Smith and Paul Schuffy.

Motion made by Flanagin to accept the Consent Agenda Items A-D which include: Board meeting minutes from July 20, 2009, Finance & Personnel Committee meeting minutes from August 4, 2009; Bike Path Committee meeting minutes from August 11, 2009, Executive Session meeting minutes from July 20, 2009; Finance & Personnel Committee meeting minutes from August 4, 2009 and AP Selection Reports including Refunds & Payroll W/H of July 23 & August 6, 2009; AP Invoices of August 17, 2009. Second by Gaffney. Long had a question regarding the job description that was included in the board packet for a Community Events Coordinator. Long asked if the job description was just explaining the job duties and that it did not mean there was any type of pay adjustments for that position. Wilson explained that it was finalized job description for that position only and there was no salary adjustment associated with the job description as presented. Upon roll call the following voted “aye”-Flanagin, Gaffney, Kelly, Leck, Long. No “nays”. Motion passed.

Director Wilson presented his report. Wilson introduced Janet Porter from SSSRA and gave a brief history of the Park District’s association with the SSSRA. Wilson introduced Jim Przybyla, a Lansing resident, who participates in several SSSRA programs and has received 2 gold medals-1 for basketball and 1 for softball as a result of his efforts with these two Special Olympic sports.

Porter presented her annual report about SSSRA. Porter explained to the board that the SSSRA has been involved in 2 big projects in the past year. One of the projects is that as of January 2009 they now accept online registrations for families and that they are only a handful of SRA agencies to do so. Porter also explained that they have had Stat Pros Consulting spearheading a five year Strategic Plan for the association. Porter stated that their fall season would start in October and that they offer 55 weekly programs and 25-30 special events/trips and that they are categorized by age and ability level. Porter went on to thank the staff at the Eisenhower Center for welcoming SSSRA there. She stated that registrations from the Lansing community were off to a good start. Porter explained that she had been in contact with the special education directors of the local school districts and that she had also met with LARC. Porter invited the board members to attend the SSSRA golf outing and Coyote Run on September 11<sup>th</sup> and she also invited them to attend their Oktoberfest on October 3<sup>rd</sup>. Flanagin stated that he was very happy with everything that SSSRA has done and that he is glad that the park district made the move to join. Kelly asked Porter if there was anything the board could do to help get the word out to

the community. Porter stated that Director Wilson and the Park District Staff has been very helpful and that if there were any upcoming events that the Park District would like SSSRA to be a part of the SSSRA staff would have a promotional booth at the event. Gaffney asked Porter why there was such a dramatic drop off in participants in the winter with Porter explaining that they did not have an event at the LARC workshop last season. Gaffney asked if there was an effort to do something recently with Porter explaining that they did something in Spring and that on August 26<sup>th</sup> they were having an event there also. Leck stated that they do an excellent job.

Porter introduced Linda Przybyla and her brother James. Linda thanked the board for inviting her and her brother to attend. She stated that she has worked with 2 different Special Recreation Associations and that it has been like night and day participating in the SSSRA programs. Przybyla stated that SSSRA is a very well run organization and that her brother has made a lot of new friends.

Janet Porter, Linda and James Przybyla left the meeting at 7:17pm.

Long discussed with the board the Schultz Park meeting that was held at the Eisenhower Center on August 10<sup>th</sup>. Long stated that it was a very positive meeting. Wilson agreed by stating that it was a good meeting and that there were some frustrations at first but that the comments were positive and that the residents attending asked what they can do to help. Wilson explained that they were forming different committees and that they agreed to start to take more ownership of the parks as in picking up trash or pulling weeds. Wilson then thanked Doris Archer for donating flowers and explained to the board that she had given Jim Heresma flowers to plant in Schultz Park. Wilson explained that she was the first person to offer help and Wilson again thanked her for that. Long mentioned to the Park Board that the group is going to make an attempt to raise \$5,000-\$6,000. At the meeting with the residents, Long indicated to the residents that the park district would match the dollar amount that they would raise. Wilson stated that there were about 40-50 people in attendance. Gaffney asked Wilson what kind of committees that they had formed with Wilson explaining that they were Finance, Public Relations, Steering, and Planning. Long stated that they were all on the same side when they left the resident meeting. Doris Archer stated to the board that she was very encouraged after the meeting and that it helps to understand everything. Wilson stated that the Schultz Park area is a very pro-active neighborhood.

Long brought up to the board the meeting with the Superintendent and the Director of Maintenance of School District 158 in regards to the lawn mowing contracts. Long stated that it was a 10 minute meeting and that they were still working on figures and that they would be getting back to the Park District.

Wilson discussed the meeting with the Locust Street Townhome Association. Stating that they had a very positive meeting and that they were encouraged to come up with a name for their new park that would need the approval of the Park Board. Long explained to the audience that the Meekma Park development is

funded by LOPD and a grant received from the IDNR. The total park development is \$135,000.00. Flanagan explained that it is a 50/50 grant and that the park district portion must pay for the development first and then is reimbursed by the state.

Wilson discussed with the board the Art in the Parks project and stated that Debbie Albrecht from the Lansing Public Library along with Dave Boomker would serve on the committee and there is a need for at least 3 more people. President Long asked Commissioner Kelly if he would be interested in sitting on the board with Kelly responding that yes he would be interested but that it would depend on when they meet. Flanagan stated that he knew of a retired art teacher who would be interested in joining the committee with Long asking Flanagan if it was Mrs. Flanagan who was interested. Flanagan stated yes.

Long asked the Commissioners who would be attending the IAPD/IPRA Annual Conference with Flanagan, Leck, Gaffney and Kelly stating that they would be attending.

Long discussed with the board the Volunteer Recognition dinner and explained that the staff nominated the T.F.South drama group. Long stated that they should hold off on that nomination because it is only 1 event that they work each year. Long stated that he felt Commissioner Flanagan fit the volunteer criteria perfectly because he has served on the park board for 30 years and that he is a much better nomination than the T.F. South drama group. Long stated that the board would have to stay up 24/7 to find someone better than Dennis Flanagan. Flanagan responded by stating that since he is a sitting commissioner he would have to turn down the nomination and that it would be better to nominate someone who has volunteered for the Just A Little Run or another special event. Long stated that there may be other options. Commissioner Leck stated that there could only be 1 person nominated so how could they nominate the drama group. Wilson stated that the drama group does a fantastic job every year and that they wouldn't have a haunted hallway without them. Gaffney asked when they would have to have the nomination in by with Leck stating that it would have to be within 30 days. Gaffney asked if the board could think about it and come back at the September meeting to decide. Leck stated yes. Kelly asked if they knew of anyone who volunteered with the SSSRA programs with Long stating that there are some possibilities out there if they just spend some time thinking about it.

Wilson encouraged the Board to review the petition in their board packet from the Schultz Park neighborhood. The petition had over 272 signatures that the kids in the neighborhood had collected. Leck stated that it was a fantastic effort.

Gaffney presented the recreation report. Gaffney explained that the recreation committee had not had a meeting and he thanked Wilson and Superintendent Desjardins for keeping him up to date on the Roger Jerome situation. He stated that it sounded like it has quieted down and that he is now following his set responsibilities.

Gaffney discussed with the board the option that Desjardins was looking into in regards to holding credit cards for room rental deposits and asked if there was an option to use a different credit card agency. Wilson

passed on information that Desjardins researched that by law they cannot hold credit cards for deposit and that only the hotel industry is the only business that can hold credit card for a deposit. Wilson explained that they are discussing an option to just hold a check in the safe.

Gaffney asked Wilson about the designation of the Eisenhower Center as a warming/cooling center and wondered how it was funded. Wilson explained that the police have grants sources to help pay for supplies/equipment. Flanagin stated that a few years ago the Eisenhower Center was designated as a Disaster Recovery Center and that it was an excellent thing to do. Gaffney stated that his only concern was funding.

Gaffney stated that putting in new cameras at the Eisenhower Center was an excellent move and that it would be a good idea to mount cameras on the exterior of the building. Wilson stated that there were cameras on the outside of the building before but that the picture was only a black shadow and really no recognizable image could be seen. Gaffney asked if it could be checked into. Primack stated that it should be discussed in Executive Session.

Leck presented the Buildings & Grounds report. Leck stated that the letter that the maintenance department received was very nice. Wilson informed the Board that he had contacted the bank to get an estimate for financing new turf equipment. Wilson explained that they would go out for bid for the large mower and that they would seek proposals for the 2 smaller mowers. Long asked if they had thought about contracting out the mowing of the parks. Wilson stated that he had looked into some time ago. Long stated that it is a very high priced item and stated that it is near the end of the season. Commissioner Kelly stated that with the total number of acreage that the park district mows, they would hit their expenditure cost in 1 ½ to 2 years when a tractor lasts 7 ½ to 8 years. Long asked the board if they wanted Wilson to look into it. Flanagin asked Wilson if they could still use the equipment and if it would last into the end of the mowing season. Wilson provided information about the state of the mowing equipment and indicated that with continued tender loving care that the mowers may make it to the end of the mowing season. Discussion ensued on the issue. In the end, Wilson stated to the board that he would prepare the RFP's and bid for the mowers while at the same time soliciting estimates from vendors dealing with contractual mowing of the District's parks.

Kelly presented the Planning Committee report. Kelly stated that at the planning meeting on August 6<sup>th</sup> there was a discussion about the bike path. He explained that the Mayor still needed to talk to the Monaldi Manor Condo Association and that they had discussed other potential routes if that option did not work out. Kelly stated that they had also discussed the Park Plaza and that the drainage issue seemed to be eliminated. Wilson stated that he had sent a certified letter to the owner of C.J. Frank and asked them to call him to let him know whether it was taken care of. Gaffney asked when the letter was mailed with Wilson stating that he had mailed it out the following week. Kelly discussed with the board the idea of trying to reconnect with the community and that they should include an updated parks survey in the winter brochure. He explained that he

had the original criteria and was reviewing the information and that he would present it to the board for recommendation. Flanagin stated that it was a good idea. Kelly stated that maybe they could get some ideas together in the spring to get local groups back at their local parks and explained that it is all about reengagement with the community. Wilson stated to the board that if they wanted to include a parks survey in the winter brochure that it would have to be given to the Staff by November 6<sup>th</sup>.

Flanagin presented the Finance & Personnel Committee report. Kuniej discussed the Treasurer's Report and stated that she is watching the cash balances closely and that it is going down rather quickly. She explained that they are off \$54,000 from last year due to being behind in tax revenue. Kuniej explained that she had proofread the audit draft and that hopefully the Board would have the draft by the next meeting. Wilson also discussed with the board the Knutte and Associates contract and asked if the board if they wanted to contract them again. Gaffney asked if it was the last year of their contract with Wilson stating yes and that it was a 5-year contract. Kuniej explained the standard is a 3-5 year contract. Gaffney asked if the contract was good until the end of the year with Kuniej explaining that it is only good until the end of the audit. Long asked if there was a sense of urgency with Wilson explaining that he was not looking for another company and that they have done wonders for the park district. Long asked if their price was competitive with Wilson stating that the cost was \$8,700. Long stated that a 5-year contract was too long and that maybe they should go with a 3-year contract. Flanagin stated that that decision may be fine but that Knutte and Associates know all of the park district's stuff and that they were in and out in 2 days. Long asked if they wanted to extend the contract with Flanagin stating yes, but that it should be reviewed first. Gaffney stated that they should wait until the audit is done.

Discussion was held on the District's investments.

Motion made by Flanagin to accept the Treasurer's Report and Operating Statement as provided for information purpose. Second by Kelly. Upon roll call the following voted "aye"-Gaffney, Kelly, Leck, Flanagin, Long. No "nays". Motion passed.

Flanagin discussed with the board the proposed personnel policy review and explained that the Finance and Personnel Committee has discussed the review process. He explained that sections 3 & 4, which deal with employee benefits, needed to be reviewed. Flanagin stated that the Board needs to review these two sections but have the policy on the September agenda for discussion. Gaffney agreed that they could bring it back in September for discussion. Flanagin asked that everyone please review it.

Flanagin discussed with the board the option of going out for a referendum again in February 2010. He explained that it had been discussed at the Finance and Personnel Committee meeting and that there really is never a good time to ask for money and that they need to engage people in the park district and let them know that the park district needs funds. Long asked what does that mean with Flanagin stating that they should go out for the referendum again. Primack stated that the last date to pass the referendum ordinance would be

November 30<sup>th</sup>. Discussion ensued on the proposal of seeking a tax increase by referendum. Long stated that a news release could be issued inviting the community to attend the meeting to provide input on the matter. Gaffney stated that he agreed with Commissioner Long in that the public needs more knowledge about the referendum.

Primack presented his report. He explained that he is still drafting the Wentworth Storage agreements and that he has a copy of the Old Timers agreement just for review by the board. Primack also explained that he is still working on the Con Rail tax division. Primack also discussed the Yasko property and an exchange of property to clear up the encroachment from the Con Rail property. Primack stated that the appraisals went in and the state approved them and that there would be an ordinance in September for the board to approve. A brief discussion was held on the new TIF district within the Village. Flanagan wanted to know if the new configuration was going to impact the park district and if they will receive any money from it or will the money just be rolled into a new TIF. Primack stated that the board would have to ask the village about what they are going to do.

Wilson discussed the community wide bike plan and explained to the board that there was going to one change in the Executive Summary section.

Doris Archer asked Wilson if the bike paths are used a lot with Wilson stating that the usage is increasing. Long explained that the Community Wide Bike Plan is a recommendation for the village to look at when paving or doing road projects within the Village limits that could provide safe usage by bicyclists. He stated that a copy of the plan will go to the Village and Robinson Engineering. Motion made by Flanagan to accept the Community Wide Bike Plan as presented. Second by Kelly. Upon roll call the following voted “aye”- Kelly, Leck, Flanagan, Gaffney, Long. No “nays”. Motion passed.

Wilson discussed with the board the Arts in the Park project and stated that Community Events Coordinator Oralethea Davenport would be a good addition to the board. Gaffney agreed and stated that it was a good move.

Flanagan discussed the Lan-Oak Park Foundation and that he had an update on the meeting minutes. He also explained that when they have full meetings he would make sure that the minutes are given to the board. Kelly asked what they were building their funds up for, with Flanagan explaining that the funds go towards the legacy/memorial bricks, and that funds also go to the youth scholarship. Flanagan also explained that the biggest change that they have made is with advertising and cutting back on their full color book and that they are raising funds through cruise night to help eliminate printing costs. Long asked Flanagan where the other meeting minutes were with Flanagan stating that they have not had a full formal meeting yet. Kuniej asked Flanagan to check on the foundations tax ID number at the bank because it is showing up on the park district’s information.

Long asked for communication from the audience. Paul Schuffy stated that he has lived near Winterhoff Park for 17 years and that he is very upset with the park board for taking out the playground equipment. He stated that there is nothing left for the children to do in the park and that he sees teenagers just wandering around and hanging out. Schuffy stated that the park is useless now and that they need to replace the equipment or sell it and build buildings. He also asked when the park would be restored. Commissioner Long explained to Mr. Schuffy that the equipment was removed because it was un-safe. Long also explained that if a child was hurt while playing on that un-safe equipment that there could be a massive lawsuit against the park district. Long also stated that the park would be updated but he wasn't sure when that would be. Mr. Shuffy discussed the board's idea of going out for another referendum and stated that putting announcements in the newspaper is useless because people do not read newspapers anymore, and that the information is not reaching people his age or younger. Kelly explained that the park district does have a website. would Kelly stated that he could put together a group like the Schultz Park group with Schuffy stating that they would not be able to get any funds out of anyone because everyone is upset. He stated that there is no reason to give the park district any more money because it is like throwing good money after bad and he asked what was done with the money.

Doris Archer addressed the board and stated that there are holes around Schultz Park where the posts were taken out and that they needed to be filled in. Wilson stated that they would be working on filling those holes. She asked the board if building developers donate property for a park and asked if the park district is responsible for the upkeep. Wilson explained that they donate land, cash or. Primack explained that there is a master plan and that if there is nothing there they get land, and in other places they receive cash. Flanagin explained that Jaycees Park, Heritage School and Copper Muggers were all donated land. Pam Smith addressed the board and stated that there is a huge gap in regards to communication and the village and that people in the community need to know that the board cares about the parks. She stated that they needed to be pro-active and use social networks. Long stated that he appreciated all of the audiences' remarks and thanked them for coming to the meeting. Doris Archer responded by saying that she appreciates the hard work by the Board and Staff with Long replying that she should tell her neighbors and everyone.

Motion made by Flanagin adjourn the regular meeting and go into Executive Session for the discussion of personnel. Second by Leck. Upon roll call the following voted "aye"-Leck, Flanagin, Gaffney, Kelly, Long. No "nays". Motion passed.

President Long called the regular Board meeting back to order at 9:13 pm. Upon roll call the following were present: Commissioners Leck, Flanagin, Gaffney, Kelly, Long. Also present were Primack and Wilson

Motion made by Flanagin to approve the recommendation from the Secretary of the Park Board to release for public inspection the specific Executive Session meeting minutes as presented. Second by Gaffney. Upon roll call the following voted "aye"-Flanagin, Gaffney, Kelly, Leck, Long. No nays. Motion passed.

There being no further business, Motion by Flanagin to adjourn. Second by Gaffey. Upon roll call the following voted “aye”-Flanagin, Gaffney, Kelly, Leck, Long. No nays. Motion passed  
Adjourned at 9:14pm

Respectfully Submitted,

John W. Wilson, CPRP

Secretary to the Board of Commissioners