

Lan-Oak Park District
Committee Meeting
December 1, 2008

President Flanagin called the committee meeting to order at 7:10pm. Upon roll call the following were present: Commissioners Flanagin, Long, Reynolds. Staff present: Desjardins, Havran, Rushmeyer. Also present: Wilson, Primack, Kuniej, and Celmer. Beymer arrived at 7:13pm. Leck arrived at 7:24pm. Absent: Davenport

Desjardins presented her report. Desjardins stated to Reynolds that the 3rd, 4th and 5th basketball program was a go with 50 participants and that the 1st and 2nd grade basketball program had 32 participants. She explained that there would be a coaches meeting on December 2. Reynolds asked if she was still taking enrollments with Desjardins replying yes, until December 5. Flanagin stated that he appreciated the clarification on the Fitness Open House special. Desjardins replied that it was good that that person thought that they were getting a good deal.

Flanagin stated to Desjardins that she might want to think of changing the Battle of the Bands phrase in the new brochure because the phrase is copyrighted. Desjardins replied that she would change the phrase. She also explained that she was trying to find programs to run at the Park Plaza with minimal cost. Reynolds asked Desjardins if Wilson was in charge of running the basketball program. Desjardins replied that no, she is the one who is running the program.

Havran presented her report. Reynolds asked Havran if there have been any comments in regards to the January fitness special changing. Havran stated that if they have it has been to the front desk in the way of a citizen comment form. Reynolds stated that there was a letter from a senior included in the board packet for the Commissioners to consider. Beymer stated that he thought the person who wrote the letter was in between and not quite a senior yet.

Desjardins explained to the board that there were 8 couples enrolled in Grandparent/Grandchild Gingerbread Fun. Flanagin asked how many calls from Santa there were going to be with Wilson stating that there around 2 hours worth. Desjardins explained that it was around 70 calls.

Rushmeyer presented her report. Reynolds asked Rushmeyer how the Co-Ed volleyball team that consisted of people who did not know each other

work. Rushmeyer explained that she had a meeting to introduce everyone and so that they could pick a captain and that the money was divided amongst how many people were on the team. Rushmeyer stated that the team was actually doing very well.

Reynolds discussed and passed out to the board the fitness fee comparison packet and Special Events packet that she had put together along with budget cut suggestions. She explained that her minutes from the Recreation Committee meeting were close to the meeting minutes completed by Desjardins. Reynolds stated that she just changed a few things and also added a few things to make it clearer for her to understand. She stated that the packet showed what the park district would make on increases of 3%-6%. Reynolds stated that Commissioner Beymer and herself had discussed it and the fitness center does need an increase. She explained that the cost to the park district for one member alone per year is \$212.00. Flanagin stated that that was an across the board average cost for the daily operation of the center. She stated that the senior, college, and the high school fitness rates are not even that high and that the other membership fees are supplementing those memberships. She stated that the suggestion was to wait until May to raise fees to go along with the new financial budget. She explained that the new fees could be in the April brochure to advertise to our patrons.

Beymer stated the need to select a community to go for the non-residents. Desjardins explained that some Lynwood and Glenwood residents use the fitness center. Reynolds stated that maybe the Village or the Mayor could help with the cost of mailing out a fitness coupon and that there could be a limit on how many coupons are accepted-like only the first 100 or 200 could receive the discount. Flanagin stated that maybe they could put the coupon in the village paper of the town to eliminate the mailing cost. Reynolds asked Desjardins if she could find out the cost of mailing out the coupons with Desjardins responding yes that she would.

Reynolds discussed with the board the Special Events packet that she had put together. She explained that the main thing about the special events is that they take a lot of manpower and not a lot of people participant. She suggested canceling certain events such as Movie in the Park and Breakfast with Santa. She explained that she had a suggestion from Desjardins that Just a Little Run be left alone since it is in memory of someone and it is popular. She also explained that 4th of July has already been changed 1 time but that it takes a lot of manpower to run the games and that people mainly

come for the fireworks. Leck asked Desjardins how many of the staff works on 4th of July with Desjardins stating that she pays around 20 people for the event. Wilson stated that other than the staff time involved setting up the food vendors prior to the event, the food vendors do not cost the park district any money. Reynolds explained that maybe the food and games could be done until 8pm. Wilson asked about the band for the event with Reynolds stating that she had information on the Relics and KO Bossy. Desjardins explained that the band from last year created a safety issue for the people in the open field by driving vehicles through the park. Wilson stated that there was an option to have no band at all. Reynolds stated that that was not discussed and that people like the band. She asked if maybe the park district could have a good DJ. Desjardins explained that the band was not expensive; it only cost \$800.00 last year. Reynolds asked when a decision needed to be made about changing the band with Desjardins replying that it should be discussed in January so the band does not get booked up. Reynolds stated that it would be on the agenda for the January Recreation Committee Meeting if the band gets changed at all.

Reynolds also explained that the Easter Egg hunt was another event with a big cost-both for the candy and for people to man each park. She stated that the hunt could be brought to the Park Plaza for one big hunt and that it would save money on candy and less people would have to work it. She also explained that they could incorporate the business' downtown and also have Breakfast with the Bunny there. The thought would be that local businesses could donate donuts and hot chocolate. In exchange for this the local businesses that donated could provide a packet with coupons to hand out. She stated that it would bring more people to the downtown area. Flanagin stated that he liked the idea of a downtown event, like the Halloween parade. Reynolds asked Desjardins when she would need to know to change the event and Desjardins stated that it was too late and that they can plan to change it for next year. Leck stated that because of the cost and manpower it might be the best way to go to cancel that event. Reynolds explained that if the park district changes things it would show people that things have to be done differently because of the November referendum not passing. Reynolds also stated that the fishing derby is a big cost to the park district. Reynolds explained Desjardins had discussed with her that SSSRA has their fishing derby on Father's Day and that maybe they could hold their derby at Erfert Park also and both could share the cost of the event.

Reynolds explained to the board that both Commissioner Beymer and her had discussed with Desjardins future budget cuts and they requested her to write out some budget cutting possibilities. Desjardins explained that she had a few ideas to be discussed at the January Committee meeting. Reynolds stated that one suggestion was to close the Eisenhower Center one hour early or change the hours, Reynolds suggested that the board should go with Desjardins suggestions because she is there the most and has the information relating to the hourly attendance for the fitness center. Reynolds stated that Desjardins has not been purchasing new chairs or a new television to replace worn chairs and the broken television because of the Board's discussion on how financial broke the park district was based upon previous reports. Reynolds and Beymer at their committee meeting informed Desjardins to continue her way of making sure equipment and materials were replaced if broken for the proper upkeep of the Eisenhower Center. Desjardins stated to Long that she had purchased a new television since he reported the fitness lobby television was broken. Long replied that he didn't know anything about that television and that he does not watch that.

Reynolds discussed with the board the recreation fee comparison that she had put together and stated that a decision needed to be made quick in regards to raising the fitness fees to be able to inform the public in the April brochure. Desjardins stated that the February Board meeting would be the deadline for this information because the last draft of the brochure would go to the printer in March. Wilson stated that he would put it on the agenda for the February Board meeting and that 4th of July would be put on January's agenda. Long stated that the park district has its own screen. Desjardins agreed with the statement but explained further that the park district has to buy the license to show the movie and this becomes expense for a one-night showing. Wilson explained that the park district split the cost of the movie screen with the LaGrange Park District. Reynolds asked if they could also share movies with Desjardins replying that they can't and then explained the licensing procedures that including a timeline for shipping the movies making it impossible to share. Leck asked if the license had to be bought every time a movie was shown and whom does it get paid to. Primack stated that there are 4-5 different organizations that police the licensing of movies. Desjardins explained that the park district had received a letter stating that they were starting to crackdown on places not buying a license. Long asked if it was \$300 each time for a movie rental. Desjardins replied

that it was around \$250-\$300 and that they only give you 2-3 days to return it. Reynolds asked Desjardins if she would have a list of budget cuts by January with Desjardins responding yes. Reynolds thanked Desjardins and stated that she knew that it was a lot of work to get that information together.

Desjardins, Rushmeyer and Havran left the meeting at 7:48pm.

Wilson presented his report. Wilson asked if any of the Commissioners were at the Park Plaza to hear the chimes. Leck replied that she had been at the Plaza for the tree lighting ceremony and that she had heard some of the chimes. Flanagan stated that the chimes might need to be set louder.

Reynolds stated that she had a question in regards to the clock tower cost. She asked if the money that had gone towards building the clock tower could have gone to fixing up the parks. Long stated that it was a \$50,000 donation and stated that all the money could have been used for the parks. Primack explained that the money for the clock tower was earmarked just for the clock tower as a gift.

Reynolds asked if the tree lighting ceremony would be held at the Park Plaza next year. Wilson explained that was the plan Mayor Podgorski and he discussed. The Village would hold the celebration on the north side of Ridge this year and move the celebration to the Park Plaza in 2009.

Wilson asked the board how to answer the letter from fitness member Joan Steele. Long stated that a retired individual should have enough money to pay for a membership and that it would open the Park Board up for problems if they give her a membership discount. Flanagan stated that there had been a recent Open House where with a referral she could have gotten a month extension free. Leck stated that things are bad for the park district too. Reynolds asked if the matter should just be left alone. Beymer stated that there was nothing that could be done. Beymer explained that she would have to pay the individual rate.

Wilson discussed with the board the Section 125 Cafeteria Plan and wanted to know if the board was okay with paying \$300 to have Benefit Management write the plan. Kuniej explained that there are now penalties if there is no plan in place by the Park District. Reynolds asked if someone needed to be hired to write the plan or can Kuniej and Primack do it. Primack stated that paying \$300 to have someone write the plan is reasonable. Wilson stated that Kuniej and he do not have the experience in writing a plan of this nature.

Flanagin asked Wilson about the drain grates for the pool. Wilson stated that the project is moving forward as PDRMA recommended and that everything is being documented. Primack asked what the time frame was. Wilson also explained that our engineer was out to investigate our pool and whirlpool systems. He also explained that the manufacturers are not prepared with the product yet. Primack stated that his concern was that the park district might look non-compliant if something does not happen. He explained that if the compliance date were not changed, then fixing the pool/whirlpools would need to be done. He also stated that he knew it was an un-funded mandate and that an alternative may be to close down everything. Wilson explained that it is difficult to comply with the date since many manufactures are not prepared to provide the fix to the problem as stated in the PDRMA publication. Wilson stated that based upon very preliminary figures that fixing the men's whirlpool could be a minimum cost of \$10,000. Reynolds stated that it might have to be closed due to the cost of fixing it. Long stated that the park district may hear a lot of arguments from the fitness members because of the increase in fees and closing of these amenities. Reynolds stated that it is a no win situation and that the park district will take heat for raising rates and taking something away. Leck asked if it was the hair of participants that was getting caught in the drains by the suction. Wilson explained that people could get stuck on the pool drain just from swimming near it. In some pool systems the suction could be that great. Wilson explained that the park district has showed progress on fixing the problem.

Wilson asked Primack about the recommended changes to the Illinois Department of Labor Inspection Policy. Primack asked what would happen if an inspector came in asking to look at the overtime or employee records. Wilson explained that the policy pertained to safety items only. Primack explained that the policy did not state that it was just for safety items only and that the inspector could come in for anything and that Wilson wouldn't want the park foreman or any other employee to be pulling out personnel records. Flanagin stated that the policy should state for safety items only and identify just that. Primack stated that " For Safety Items Only" should be added. Primack also explained that there should be a statement added that states that in the event of an inspection other than for safety that the inspector should be referred to Director of Parks & Recreation.

Flanagin discussed the changes needing to be made to the Medical Extension Policy. Long asked if all of the medical extension requests come to

the park board. Wilson explained that per the policy passed on September 9, 2001 by the Board of Commissioners the Superintendent of Recreation makes the decision when it comes to extension requests, per that policy. Reynolds stated medical extensions would only come to the park board if the member disagrees with the decision of the staff. Flanagin explained that in order for the member to receive the extension that it has to be a condition that affects the pass holder. Beymer stated that a member could not receive the extension because of a sick relative. Wilson mentioned that only the words crossed out in the policy need to be considered for revision.

Wilson also explained that there were 2 credit card agreements that needed to be finalized in writing following PDRMA procedures. He explained that it had to do with credit cards that are issued to the Commissioners and also the staff. Primack explained that both of the credit card agreements presented needed to be revised somewhat. Primack will redraft the agreements for the Board's review.

Beymer asked about the agreement in regards to leasing vehicles. Wilson explained that the park district has never leased out any of their vehicles but that if they ever do, a policy would be in place. Primack stated that the agreement reads as a lease and asked if the park district has ever loaned a vehicle. Wilson responded by saying no. Primack explained that the "lessee" would be the organization that would be using the vehicle and that the form looked fine. Reynolds asked if there has to be a policy with Flanagin explaining they are following PDRMA guidelines. The policy could be used with SSSRA when and if they would use the district's 15-passenger van.

Kuniej presented her report. She explained that the taxes received are \$195,00 short as of her report. She stated that at the last meeting it showed a shortage of \$353,000 but that \$298,000 in property taxes was received in November. Flanagin asked Kuniej about the Cafeteria Plan. Kuniej responded by saying that it is a hot topic with the IRS going after agencies if they do not have a plan. Wilson explained that he would be meeting with the company writing the plan and that Kuniej will help out with filling out the form.

Flanagin discussed with the board planning of the referendum for April 2009. Primack stated that the last day for passing the ordinance would be February 2, 2009. Flanagin asked the board if they were in favor of moving forward in April. Beymer, Leck, Reynolds and Flanagin all agreed. Long disagreed. Long stated that he is not ready to make his decision until he knows what the total cost of the clock tower and bike path projects were.

Flanagin stated to the board that the Planning Committee discussed with Cody Braun site plans for the parks that would show old versus new. Flanagin explained that the cost was around \$2900 per park to do an aerial site plan. Wilson stated that it would show people what the parks could look like. Leck & Beymer agreed with Wilson in stating that people will want to see what the parks could look like. Long stated that it would be around \$60,000 for all of the parks to be done. Reynolds asked if only 1 or 2 parks could be done and just have a list of repairs that need to be made at the other parks. Wilson explained that the site plan would be in black and white and it is included in the cost. Wilson explained that the plans from Cody Braun would be an aerial drawing with an overlay of the new items to show what the park could look like. Reynolds asked if more than 1 copy could be made with Wilson responding yes, but that the park district would have to pay for the copies.

Flanagin stated that it was a good idea to have neighborhood meetings about the referendum. Reynolds explained that with District 158 they had a large meeting to call people in and 750 flyers and posters with all meeting dates were posted. Reynolds stated that she would talk to local organizations like the Lions Club, PTA and Copper Muggers about speaking for 10 minutes at one of their meetings. Flanagin stated that they could go through the news media and have all information out there as news articles as opposed to buying ads. Primack explained that the park district needs to be careful with signs and that it is not politicking. He stated that the information can be put out in the community but it can't state, "vote yes" and that park district funds can't be used to make anything that states "vote yes". Reynolds explained that signs could be made with their own money with Primack stating yes, as long as it is not with tax dollars. Primack also explained that ads could be taken out to explain the referendum but that it can't say vote yes or no. Beymer asked if the sign could state what would happen without the referendum passing with Wilson stating yes, because that is informational.

Beymer asked if any park structures were going to be moved out of a park. Wilson stated yes based upon the information that will be discovered at the December 9 inspection of the parks by the Risk Manager and Wilson. A long discussion ensued about the safety of the playgrounds throughout the district's park system and what measures need to be done to bring the playgrounds back into compliance if even possible.

Flanagin stated that there would be no yard signs made for the referendum unless an individual wants to do them. Flanagin asked if the consensus was to move forward in April with another referendum. Long asking if the board could receive the cost of the clock tower and bike project first. Long asked when Wilson could have that information ready by with Wilson responding that he could have that information ready by the next Committee meeting in January 2009. Long asked if that would be after the Commissioners vote on the referendum with Primack stating that a vote did not need to be passed until February 2, 2009. Long stated that he needed to have the information first and that it would not pass without his support. Reynolds asked Long why the referendum would not pass without his support and that the money for the clock tower and bike trail was already spent with all of those bills coming before the park board for approval. Long replied that he wanted the total cost of the 2 projects. Wilson asked Long if he wanted an estimate figure with Long responding no that he wanted to know the total costs for each project. Wilson asked if that would include Primack's fees with Long responding no. Wilson commented Primack's fees would be part of the total cost for each project. Reynolds asked why he is questioning these expenses now since the park board has approved them. Long stated that it is informational and that he wanted to know the 2 totals before voting to go forward with the referendum in April. Reynolds asked if Wilson could have the totals by the December board meeting with Wilson stating no because of time and the confusion of Long's request for a total cost when he just eliminated legal fees from the total cost. Wilson stated that it would probably be in January and that the board needed to define what exactly they wanted because there would be time involved in getting that information together if a total cost was desire. He would have to get the Village of Lansing involved since they heavily assisted in the both projects.

Reynolds stated that all Long is doing is prolonging the vote and that a decision needed to be made now. Reynolds asked how knowing how the money was spent would change any minds-the money has already been spent. Long again stated that he wanted to know the total cost of the 2 projects and that he had asked for that information at the last meeting but that no one had thought it was too important. Reynolds stated that Long can have the information if he wants it but that he shouldn't wait too long and that the referendum will be hard enough to pass. Long then asked Wilson for a general cost estimate. Wilson stated approximately \$823,00 for the bike

path and that the park district had received a CMAQ grant paid for 80% of the cost with the Park District paying 20%. Flanagin explained that the grant funds do not include surveying fees that were split between the park district and the village. Long asked what the total cost to the park district was. Wilson asked Flanagin what the Park District paid out for the bike path prior to 1999 since he was not the Director at that time. Flanagin stated that it was not much. Flanagin explained that out of the \$800,000 plus CMAQ grant the park district paid \$160,000 plus the cost of surveys. Primack stated that it was around \$200,000 plus legal fees for the bike path.

Wilson explained that cost for the clock tower only was \$80,000 and the electrical and clock together was around \$34,000. Leck asked how much the Chamber donated for the Christmas tree with Wilson stating that they donated \$500. Flanagin explained that \$50,000 was donated toward the clock tower with Beymer stating that a bench was donated also. Leck asked Wilson if only 6 bricks had been sold with Wilson responding yes. Flanagin explained that the Village and Mark IV Landscaping donated the labor to assist with the project. Flanagin asked Long if that total helped him - Long responding yes. Wilson asked Long if he still wanted the total costs for both projects with Long replying no, that what he received was fine. Reynolds asked the Commissioners what they are asking for. Flanagin stated that it is the same \$.10 increase, which would bring in roughly \$400,000 for capital improvements. Flanagin explained that it would only be around a \$2.00 increase per month for residents. Reynolds asked what homes average now with Flanagin stating that the median is around \$156,000. Primack stated that that was not the average and Wilson stated that houses are less than that. Leck stated that the message should be put out there that the amount of money it will cost taxpayers is minimal. Long stated that most people will not be interested in the referendum but senior citizens who vote will. Reynolds agreed by stating that cost does matter to seniors. Primack asked if seniors could be sold on the idea of the referendum with Leck stating that maybe if they had grandchild. Long stated that most of the senior citizens families have moved out of the area. Leck explained that the value of homes increase if the parks are nice. Reynolds asked if there would be a vote at the December meeting. Primack stated that the board should tell him when and he should bring the ordinance. Primack asked if it would be at the December meeting with Reynolds stating yes.

Leck discussed the staff holiday party with the board with Reynolds stating that all board members need to be there to help set-up.

Wilson discussed the memo that was sent to Jeff Zupan in regards to the Knights of Columbus sign that was erected on park property.

Motion made by Long to adjourn the Committee meeting. Second by Beymer. Upon roll call the following voted "aye"-Long, Reynolds, Beymer, Leck, Flanagin. No "nays".

Meeting adjourned at 9:26pm.

Respectfully Submitted,

John W. Wilson, CPRP
Secretary to the Board of Commissioners