

Lan-Oak Park District
Committee Meeting
October 6, 2008

President Flanagin called the meeting to order at 7:06pm. Upon roll call the following were present: Commissioners Long, Beymer, Leck, Flanagin. Staff present: Havran, Davenport, Rushmeyer, Desjardins, Wilson. Others present: Primack, Celmer.

Reynolds arrived at 7:12 pm.

Desjardins presented her report. Beymer congratulated Desjardins on the great job at the Park Plaza dedication. Primack also stated that it was a very nice event. Primack inquired as to the contract the parents had signed and if that contract would obligate those people to be responsible for payment if they were denied state assistance. Desjardins replied that those families signed that same contract that all patrons sign and that does obligate them to be responsible for paying the fees. Rushmeyer stated that the state application for assistance clearly states that if they are denied state assistance that the program fees would be their obligation.

Flanagin asked Desjardins about the possible hiring of another certified Water Safety Instructor. He asked Desjardins if the new hire would be contract or be an employee. Flanagin questioned whether there was enough programming to keep another instructor busy throughout the year with Desjardins responding yes. She stated that she was not quite sure whether the new instructor would be contract or an employee but she thought they would be an employee. She also stated that 3 days after the new fall program book came out, the swimming lessons were already booked up with a waitlist long enough to start another class and that the January class is now also booked up with a waitlist. She explained that Havran was already teaching swim lessons 3 days a week and that there is a definite need for another instructor to expand the program.

Leck asked Desjardins if she would be providing the Oak Glen PTA with fitness guest passes for their candlelight bowling fundraiser with Desjardins replying that she had already sent them out.

Havran presented her report. Flanagin asked Michelle about the outstanding ACH totals. He wanted to know if those numbers were in collections or just an overall total. Havran stated that the amount was just an overall total due to the park district.

Rushmeyer presented her report. Leck asked Rushmeyer about the Little Chefs program. Rushmeyer explained that the program was for children 3-5 years old and that they do a different cooking project each time and that they are also assembling cookbooks to take home at the end of the program. She also explained that there was a Little Snackers program that was aimed at younger children ages 24-36 months. Leck asked if there was any thought to expanding the

cooking program to older children. Desjardins stated that yes; it would be something to look into now that there is a kitchen for use in room 104.

Wilson thanked Havran for her weeklong lifeguard certification class that she taught to the SSSRA lifeguards. Desjardins and Havran explained that Havran had certified 4 lifeguards and that they are hoping to become certified in First Aid/AED. Desjardins informed that board that it was the first time the SSSRA had been able to be certified for free.

Davenport presented her report. Flanagin asked Davenport if she would need any help with the Halloween parade and also who the bands would be that would be playing. Davenport replied that it would be the Heritage and Memorial Junior High bands and that she could always use volunteers for judging and bagging candy. Leck inquired as to how many judges Davenport has lined up with Davenport responding that she has 2 and that Leck could participate as a judge if she wanted to. Davenport explained that the parade would start at 10:30am and that the candy would be distributed to the children in the same way as last year. She also informed the board that she would be bagging candy on October 16th at 6:30pm and that she could use some volunteers with that. Davenport also let the board know that she would need volunteers for the Haunted Hallway and Ghostly Games.

Flanagin stated that the Park Plaza dedication was a wonderful community event and he thanked staff for their hard work on organizing it.

Desjardins, Rushmeyer, Havran and Davenport left the meeting at 7:18pm.

Wilson presented his report. Flanagin stated that the board would have to check their calendars to schedule Finance and Personnel meeting and also a Policy and Ordinance meeting.

Primack explained to the board that he had sent out the Intergovernmental Agreement to the Police Department over 3 months ago. He stated that any changes to the rules and regulations of park board policy that need to be made should not be a problem. He explained that the Police Department would probably not enforce any outdated park ordinance and would use their own ordinances. He also stated that the board should go over the park district rules and regulations and that it would not delay anything with the village. Primack asked the board if they were still in agreement in regards to the 30-day cancellation notice in the revised agreement sent to Police Chief Dale Anderson. The board stated that they were.

Flanagin questioned Wilson about the 60th anniversary events and then he asked the Commissioners if they had any ideas for the upcoming 60th anniversary celebration next year of the Lan-Oak Park District. Flanagin wanted to know if they would like to have a special dinner or a summer celebration. Ideas will be forward to Wilson.

Wilson stated to the board that he has requested the Village of Lansing to commemorate the 60th anniversary of the park district by having the anniversary highlighted on the village's

vehicle sticker. Beymer asked about what the park district would have to provide to have that done with Wilson explaining that as far as he knows the background/picture would just need to be provided to the village. Wilson stated that the staff thought that the statue the little girl and boy on the swing in the lobby of the Eisenhower Center would be a good picture for the sticker.

Wilson brought up the board the upcoming January fitness special and asked the board to explain their definition of a family when it comes to people signing up for a family membership to the fitness center. Flanagin asked Wilson provided the current definition of family that is used by the staff. Beymer asked Wilson how that has been working out, with Wilson explaining that it has worked out just fine in the past. Flanagin stated that if it works, don't change it. Reynolds stated that she is fine to keep it the way that it is. Wilson also asked the board if an initiation fee was going to be charged during the January special. Flanagin stated yes; there should be initiation fees charged for both people who are signing up for the special. Long agreed that both people should have to pay the initiation fee. Wilson did explain to the board that the policy is a member that is renewing their membership does not have to pay that \$25.00 fee again unless they let their membership lapse more than 10 days. Wilson asked if the 2 for 1 special would extend to child add-ons. Wilson explained that the 2 for 1 have not applied to add-ons, but that initiation fees were waived. A brief discussion ensued and then Flanagin stated with conformation from the board that add ons would not be a part of the 2 for 1 special.

Wilson asked the board if the 2 for 1 special could be combined with any other offers. Leck asked what other offers could it be combined with. Wilson explained to the board that the fitness center has member appreciation day and open house. Beymer asked what member appreciation day and open house was. Wilson explained the concept of the event and provided there is a special being offered for that particular appreciation day, that a fitness member could bring in a new person and if they signed up on the member appreciation day. Any specials being offered for member appreciation day are different every month. Flanagin stated that no, the 2 for 1 special could not be combined with any other offer. The Board agreed.

Wilson asked the board if the 2 for 1 would extend to non-residents. Beymer asked if it was offered to non-residents last year with Wilson replying yes, it was. Long stated that non-residents should have to pay non-resident rates with Flanagin responding by saying that the fitness center rates are very competitive to other rates. Wilson asked the board what the rules were going to be regarding non-residents signing up with Long stating that a resident and non-resident should not be able to come in together and pay just the resident rate. The board decided and agreed upon that if a non-resident and a resident come in for the January 2 for 1 special, that the non-resident rate would be charged.

Wilson asked the board if the 2 for 1 special would be offered for all membership categories with the Commissioners responding no. Flanagin stated that the special should only apply to annual Lansing categories, which include Individual, Family of 2, Senior, Senior Family of 2, High School and College. It would not apply to Child Add-Ons, Corporate, Midday, or 6 Month memberships. Wilson also stated that for the 2 for 1 special, even though it is board policy that members need to have a picture ID, ID's would really need to be checked. Long stated that yes, that may have to be done to guarantee resident status. Wilson explained to the board that he we was asking these questions to know all of the rules the Board will development for their directed January special so he could properly inform the staff.

Wilson explained to the board that the January special brought in over \$115,000 in revenue in January 2008. Primack responded that the park district has to give the new fitness rates time, and that if people don't sign up in January, they may come back in March. Primack also explained that although there may be a larger spike in numbers in January, the revenue is increasing annually anyway. Flanagin stated that the fitness center rates are too cheap compared to other places. Wilson stated that the fitness rates have been brought up to the board at previous meetings with staff recommendations being altered by the Board.

Primack explained that in the year 05-06 the revenue for January was up by \$40,000, for 06-07 it was up by \$86,000 and for 07-08 it was up by \$107,000. Primack stated that in December 2005 the balance was \$16,000 but in December of 2006 it was down to \$12,000. Primack stated that even though January revenues may be up, other months show a decrease. Flanagin stated that it might be because people are waiting for a special before signing up. Wilson stated that right now the park district's revenue is down by \$8,000 due to fact that there was no Fall fitness special.

Wilson stated that any Commissioners going to Springfield on Thursday, October 9th would have to be at his office by 7:00am. Flanagin and Wilson will be presented the district's case for grant funding for the Meekma Park Development.

Flanagin discussed the adjustment to the annual board/committee meeting dates. Wilson stated that the change had already been approved in May with Flanagin responding that the new dates are good.

Wilson asked Leck if the LOP Foundation was going to be running the Pennies for Parks program and what the parameters would be. Flanagin stated that the Foundation would be having a meeting soon, but it is not scheduled as of yet. He stated that he would be taking all of the suggestions back to the Foundation for them to look over. Wilson asked Leck if the cans had already been passed out with Leck responding yes, they have. Wilson explained to Leck that the staff still did not know the rules and regulations regarding the Pennies for Parks. Leck stated a

newspaper article had been put out in the beginning but that business owners would not know of Sharon's suggestions. Wilson replied by saying that there was a Shopper newspaper article that stated participants would receive t-shirts and a 10% discount card. Leck stated that she would find out more once the foundation had it's meeting. Reynolds stated that if the cans were already out in business than who is going to pay for the t-shirts and discount coupons.

Wilson discussed with the Commissioners the FOIA request he had received in regards to the Clock Tower project. Both Leck and Beymer asked why that information would be sought. Primack explained the prevailing wage rules and regulations that the Park District must enforce by state law. He also stated that the contractors are by law obligated to provide certified payrolls.

Leck asked what the status was in regards to the control cabinet at the Clock Tower. Wilson replied that to replace the cabinet door would cost over \$1,000.00 and at this time the district would not be replacing the door. However, the cabinet handle is malfunctioning because it is very hard to open the cabinet door. Wilson also explained that the lower legs on the clock tower have been touched up with a different color than the rest of the tower – or the lower portion of the tower has faded. He stated that he had been very adamant about having the clock tower painted with paint that would not fade as quickly as the handrails at the Eisenhower Fitness & Community Center. Beymer stated that it would have to have been painted a different color, not due to fading. Wilson explained that sometimes the difference in colors is hard to detect, other times it is very noticeable. Wilson asked if any board members had noticed it during the Park Plaza dedication with both Primack and Beymer stating that they had not noticed the difference in color.

Wilson brought up the Meekma Park Development Grant Application. Flanagin stated that the park district is not looking for big money like the other park districts.

Leck inquired as to why the next meeting was not scheduled for October 20th. Wilson explained that members of the Board would just be getting back from the NPRA Congress and that the Board because of the Congress rescheduled the meeting for October 27th.

Wilson explained that the board needed to review the park ordinances that dated back many years. Beymer asked if the necessary changes could just be made or if the information had to be reviewed first. Primack stated that his office could take care of going through the ordinances. Beymer asked how it normally goes with Primack stating that he and Wilson could go through the ordinances and just bring back the information back to the board. Long stated that it would be more economical to have the board look over the ordinances with Leck agreeing. Primack suggested that Beymer and Long get together and that they get some information from other park districts to see what ordinances they enforce. Wilson stated that he would put a copy

of the ordinances in their mailboxes the following week. Beymer and Long stated that they would plan to get together to go over the ordinances.

Wilson discussed with the Board the recent audit for the park district. The discussion ensued highlighting the fund balance of the corporate fund in relationship with the transfer of funds for the swimming pool debit and the management letter.

Reynolds stated that at the last meeting the board had received a stack of papers from the treasurer stating how dire the money situation was for the park district. Reynolds also explained that she had received documentation from the staff questioning the information provided by the treasurer. Reynolds stated that all of the information given to the board should be the same.

Wilson discussed with the board the usually scenario when the auditors perform the annual audit work and prepare the management letter that he and Primack did not receive from the treasurer. He stated that the auditor usually meets with him and to review the information but that did not happen this year. He filled out the usual fraud questionnaire with the auditor but did not have any discussion with the auditors regarding and shortcomings as discussed in the management letter.

Primack stated that he had one question regarding a statement in the letter. There was a statement made that someone other than the staff accountant should prepare the deposit and take it to the bank. Wilson explained that he has elected to have the staff accountant take the deposits to the bank but that she does not prepare the deposits. Eisenhower Fitness & Community Center staff completes daily deposits. Wilson stated that he had assumed the bank deposit receipts were being returned back to the Eisenhower Center and did not realize that they were not. Once this information was discovered, the bank was contacted and now the district is issued two deposit receipts – one staying with the Staff Accountant and the other going back to the Eisenhower Fitness & Community Center staff to verify and confirm the deposit totals.

Wilson again brought up to the board the Pennies For Parks article that had been placed in the Shopper newspaper. He stated that there had been mention of a 10% discount card and that he needed to know more information for staff purposes. Flanagan asked about the contest for schools to raise money with Leck stating that she had not talked to the schools yet.

Reynolds asked Wilson if kids knew about the upcoming bike to school promotion set for October 8th. Wilson explained that the Chicago Bicycle Federation (CBF) in conjunction with the Village of Lansing had set it up and that it was for kids in District 171 only. He stated that he believed the CBF originally contacted School District 158 since the Village of Lansing obtained a Safe Routes to School grant for the Memorial Junior High, but no one from the school district returned the phone call of CBF. He explained that Desjardins, Havran, Davenport, Rushmeyer and he volunteered to take a route to help CBF and the Village with the program and to get the

kids to school. Reynolds asked if this was going to be an annual thing, with Wilson replying that would be up to the school districts, village and CBF.

Discussion ensued about the issuance of a license to the Village of Lansing for the installation of the new emergency alert sirens. The Board of Commissioners had no problem with cooperating with the Village on this community wide project. Primack will prepare a simple license for the Village of Lansing and Park District to consider.

Wilson explained that he had received a letter from the county in regards to the sale of Park District property located on Wentworth Avenue. The property would be for the road improvements for Wentworth Avenue. The matter will be discussed at the Board meeting.

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

Meeting adjourned at 8:32pm.

Respectfully Submitted,

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