



**Park District of Oak Park
Committee of the Whole
Oak Park Conservatory
615 Garfield Street
Oak Park, Illinois
Thursday, November 6, 2014**

Minutes

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

I. Roll Call

Present: Commissioners Aeschleman, Guarino, Lentz, Wick, and President Bullock.

Park District Staff Present: Jan Arnold, Executive Director; Maureen McCarthy, Superintendent of Recreation; Chris Lindgren, Assistant Superintendent Buildings and Grounds/Facility Maintenance; Kyle Cratty, Director of Finance; Bill Hamilton, Superintendent Revenue Facilities; Diane Stanke, Director of Marketing and Customer Service; Scott Stewart, Conservatory Manager; Bobbi Nance, Project Manager; Paula Bickel, Human Resource Director; Mitch Bowlin, Finance Manager; and Karen Gruszka, Executive Assistant.

Others Present: None.

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%. She then informed the Board that the Park District's increase would be 2.86%, 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 District will only receive the amount it is eligible for under the Property Tax Extension Limitation Law which this year is around 1.5%. The announcement of the public hearing was published in the Wednesday Journal. There were no public comments.

II. Recreation and Facility Program Committee - None

III. Buildings and Grounds/Facility Maintenance Committee

A. Village of Oak Park/Park District of Oak Park Arboretum

Executive Director Arnold explained to the Board the Village of Oak Park's request wanting the District to partnership, along with others, on an application to ArbNet for designation as a municipal arboretum. The requirements to become an arboretum were discussed as well as the other partners involved. The Board was informed that one of the criteria was 100 different species of trees. Executive Director Arnold informed the Board that last year a part-time GIS position was budgeted but was unable to be filled; the District therefore plans to contract out the GIS tracking of our trees using the same company the VOP used which will come in under the previously budgeted amount. The Board agreed this would be a great opportunity for Oak Park. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

IV. Administration and Finance Committee

A. Safety Manual*

Paula Bickel, Human Resources Director, informed the Board that it was a good business practice to annually look at the District's manuals and update them accordingly. This manual is continually reviewed in the monthly Safety Meeting and that there were no changes to the policy of the Safety Manual at this time. The Board questioned the continuity of the three manuals being presented at the COW Meeting as well as making some suggested changes to formatting and information

included. The suggested changes will be made and brought back to the Board. **This will come before the Board at the December Committee of the Whole Meeting.**

B. Crisis Management Plan*

Executive Director Arnold informed the Board that this plan was created during the accreditation process but it was formed also as good business practice. The Crisis Manual is used as a "working" manual and is located at each site for staff guidance. The Board addressed some substantive changes. **This will come before the Board at the December Committee of the Whole Meeting.**

C. Personnel Policy Manual

Paula Bickel, Human Resources Director, ran through the main changes being made to the Personnel Policy Manual as well as changes required by new legal requirements including: the outside employment policy, language for compensatory/overtime and tuition reimbursement, and the opt-out program for insurance coverage. The Board questioned discrepancies they found between the wording and inclusions of three manuals presented. Changes will be made per the connectivity of the manuals and brought back to the Board. **This will come before the Board at the December Committee of the Whole Meeting.**

D. 2014 Tax Year Levy

Executive Director Arnold informed the Board that they must annually approve a property tax levy ordinance. The Property Tax Extension Limitation Law (PTELL) limits the dollar amount. The 2014 Tax year levy PTELL limit is 1.5%. As there were no public comments at the Tax Levy Hearing, Board approval will be sought at the November Regular Board Meeting. **This will come before the Board on the regular agenda at the November Regular Board Meeting.**

E. 2014 Tax Year Levy – Abatement Ordinance for 2011 Bond

Executive Director Arnold informed the Board that when the Park District announced the issuing of park bonds, it did so stating that there would not be a property tax increase to pay for the bonds. In order for the Park District to keep this pledge, it needs to adopt an annual property tax abatement ordinance that eliminates the property tax levy to be collected for payment on the General Obligation Park Bonds (Alternative Revenue Source) Series 2011. The abated amount for 2014 tax year is \$357,293.76. The Board questioned how long the payment would take and were informed the final payment would be 2032. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

F. 2014 Tax Year Levy – Abatement Ordinance for 2012 Bond

The Board was informed that this ordinance was the same as the Abatement Ordinance described above for payment on the General Obligation Park Bonds (Alternative Revenue Source) Series 2012. The abated amount for 2014 tax year is \$320,350. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

G. 2014 Tax Year Levy – Abatement Ordinance for 2013 Bond

The Board was informed that this ordinance was the same as the Abatement Ordinance described above for payment on the General Obligation Park Bonds (Alternative Revenue Source) Series 2013. The abated amount for 2014 tax year is \$1,322,875. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

H. Working Budget – Department Goals

Executive Director Arnold informed the Board that this is the first time that the working budget was brought before the Board for approval. Per discussion at the two budget meetings held this year and required for accreditation, this working document will be used for the goals that are tied into

the budget. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

I. 2015 Committee and Board Meeting Calendar

The Board confirmed the dates chosen for the meetings and requested that no meetings would be held on religious holidays. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

J. Semi-Annual Executive Session Minutes Review and Release*

Executive Director Arnold informed the Board of the requirement for the Board to review the Executive Session minutes semi-annually to see if confidentiality was still needed or if they could be released to the public. The Board had consensus for Executive Session Minutes from February 20, 2014, March 6 and 20, 2014, April 3 and 17, 2014, May 15, 2014, June 5, 2014, and September 11, 2014, to be approved to be released. **This item will be brought before the Board on the consent agenda at the November Regular Board Meeting.**

K. D97 Intergovernmental Agreement

Executive Director Arnold reminded the Board of their discussion at the October Board Meeting when this was first brought before them and of past D97 Agreements. She informed the Board that D97's Board had approved the Agreement at their Board Meeting on Monday evening. The Board confirmed the expenses D97 would pay, the splitting of the maintenance costs, ownership of the equipment in this Agreement, and the use of fertilizer which is allowed. **This will come before the Board on the regular agenda at the November Regular Board Meeting.**

L. 2015 Planning Update

Executive Director Arnold informed the Board that the meeting dates are in the process of being set for the upcoming 2015 projects and asked that they respond back on which meetings they will be able to attend. **No action is needed by the Board on this item.**

M. Credentials Certificate for 2014 IAPD Annual Meeting

On a yearly basis, the IAPD hosts its annual meeting in conjunction with the IPRA Conference held at the Hyatt Regency Hotel in Chicago, January 22-24, 2014. Commissioner Wick will attend as a delegate at the IAPD meeting in January and Commissioner Lentz will be the alternate. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

N. Performance Measures

Bobbi Nance, Project Manager, ran through data that was included in the packet gathered in the Mpower program from the last quarter. The Board questioned many of the criteria shown in the graphs for further expansion on the information shown and the abilities of the program. **No action is needed by the Board on this item.**

O. Park District Citizen Committee New Member Appointment – Susan Cicelsky

Executive Director Arnold informed the Board the PDCC's members, per the by-laws of the PDCC, is currently below their requirement. Susan Cicelsky has expressed interest in joining the PDCC and attended their last meeting. She is an avid Park District user of both programs and parks and is looking forward to being more involved. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

V. New Business

None.

VI. Executive Session

None.

VII. Adjournment

At 8:52pm a voice vote was taken to adjourn the Committee of the Whole. **Motion carried in a voice vote.**



Secretary
Board of Park Commissioners

December 18, 2014

Date



President
Board of Park Commissioners

December 18, 2014

Date