



**Park District of Oak Park
Committee of the Whole
Hedges Administrative Center
Oak Park, Illinois
Thursday, November 2, 2017**

Minutes

The meeting was called to order at 7:42pm.

I. Roll Call

Present: Commissioners Guarino, Lentz, Porreca, Wick and Commissioner Aeschleman.

Park District Staff present: Jan Arnold, Executive Director; Chris Lindgren, Superintendent of Buildings and Grounds; Maureen McCarthy, Superintendent Recreation; Kyle Cratty, Director of Finance; Paula Bickel, Director of Human Resources; Bill Hamilton, Superintendent of Revenue Services; Diane Stanke; Director of Marketing and Customer Service; Patty Staley, Director of Horticulture & Conservatory Operations; Travis Stephen, Sports Field Manager; and Karen Gruszka, Executive Assistant.

Others Present: Mark Burkland, PDOP attorney.

II. Public Comment - None

III. 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 3.6%, 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 2.1%. The announcement of the public hearing was published in the Wednesday Journal. There were no public comments. **This will come before the Board on the regular agenda at the November Regular Board Meeting.**

IV. Buildings and Grounds/Facility Maintenance Committee

A. In-house Landscape Update

Patti highlighted the third year of the Conservatory taking over the park landscaping and she stated that it feels like the team is hitting their stride. Patti discussed staff, native species being grown and used, use of bulbs in certain locations, pruning and tree removals due to pest/diseases, following of IPM, mulching, and networking. The Board questioned and discussed the use of contractors. Travis discussed the health of the turf, the careful use of machinery to maintain health of plantings and trees, staff, over-seeding, aerating, and the Barrie sled hill. The Board discussed landscaping and landscaping around fields of different parks.

V. Administration and Finance Committee

A. 2017 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 2017 tax year is \$357,293.76. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

B. 2017 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 2017 tax year is \$320,350. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

C. 2017 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 2017 tax year is \$1,324,475. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

D. Budget and Appropriation Ordinance 2017-11-05

The Budget and Appropriation Ordinance has been put on the table to make it available for the public for 30 days, after being discussed thoroughly at two budget meetings. There will be a Budget and Appropriation hearing held at the beginning of the Regular Board Meeting. Executive Director Arnold reminded the Board that the budget and appropriation ordinance is 15% higher than the working budget to provide staff flexibility between lines. However, staff from a fund standpoint works off the working budget. Upon adoption, it will be filed with the County Clerk. **This will come before the Board on the regular agenda at the November Regular Board Meeting.**

E. Working Budget – Department Goals

Executive Director Arnold reminded the Board that two budget meetings were held this year; from those meetings, this working document was created and will be used for the goals that are tied into the budget. The Board was pleased with the goals being SMART goals, which is good for measurability. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

F. Administrative and Board Policy Manual Review

The Board was reminded that the Administrative and Board Policy Manual will be brought to them annually with updates. The Personnel Manual had one change regarding personal crisis leave donations. The new policy would allow for staff donations not only from their vacation and personal hours but also from their sick hours for a maximum of five days. There were no changes to the Administrative nor the Board policies. The Board thought that this was a great opportunity for staff to support each other. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

G. Safety Manual Review

The Board was reminded that the Safety Manual would be brought to them annually and no changes were made from the previous year. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

H. Crisis Manual Review

The Board was reminded that the Crisis Manual will be brought to them annually with updates for their review. Staff information has been updated. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

I. 2018 Committee and Board Meeting Calendar

The Board confirmed the dates chosen for the 2018 Board Meeting dates. The Board discussed putting the tour dates on the calendar but decided with the changing of dates it would not be feasible. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

J. Credentials Certificate for 2018 IAPD Annual Meeting

On a yearly basis, the IAPD hosts its annual meeting in conjunction with the IPRA Conference held at the Hilton Chicago, January 18-20, 2018. 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.**

VI. Recreation and Facility Program Committee

A. CRC Update

The Board was reminded of the MOU for a proposed Community Recreation Center and that it expires on December 1. Executive Director Jan asked if the Board wished to extend it. The Board discussed funding options, the PDOP's ability to payback D200 with the different funding options, Imagine's timeline and how to bring the CRC to the Imagine group, proformas, and potential facility pricing. Discussion also took place on the correct information getting to each Boards and how to go about making sure that happens. The Board was in agreement to extend the MOU with River Forest Park District and D200.

VII. New Business - None

VIII. Closed Session - None

IX. Adjournment

At 9:39p.m. a voice vote was taken to adjourn the Committee of the Whole. **Motion carried in a voice vote.**



Secretary
Board of Park Commissioners



President
Board of Park Commissioners

December 14, 2017

Date

December 14, 2017

Date