



**Park District of Oak Park  
Committee of the Whole  
Hedges Administrative Center  
Oak Park, Illinois  
Thursday, November 1, 2018**

**Minutes**

The meeting was called to order at 7:38pm.

**I. Roll Call**

**Present:** Commissioners Aeschleman, Lentz, Wick and President Guarino. Commissioner Porreca was absent.

**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; 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. Recreation and Facility Program Committee**

**V. Buildings and Grounds/Facility Maintenance Committee**

**VI. Administration and Finance Committee**

**A. 2018 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 2018 tax year is \$357,293.76. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

**B. 2018 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 2018 tax year is \$320,350. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

**C. 2018 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 2018 tax year is \$1,321,100. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

**D. Budget and Appropriation Ordinance 2018-11-05**

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 consent 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. **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 the following changes: Title change of Recording Policy, a Wellness Policy addition, Tuition Reimbursement change, and Grievance Policy change. The Administrative Policy changes included: the adjustment of non-resident fees and the addition of Liaison Guidelines. There were no changes to the Board policies. **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. 2019 Committee and Board Meeting Calendar**

The Board confirmed the dates chosen for the 2019 Board Meeting dates and confirmed the meeting dates against religious holidays. **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 Hyatt Regency Hotel Chicago, January 24-26, 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.**

**K. Park District Citizen Committee New Member Appointments**

The PDCC is comprised of eleven members, two alternates, and two student representatives. Both Ozzie Bruno and Christina Waters has expressed interest and look forward to contributing to the community. Ozzie has resided in Oak Park for 30 years and is an avid tennis player. Christina worked for the Park District and is currently involved in Chamber of Commerce and local PTOs. Both have attended meetings and will bring great energy to the PDCC. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

**VII. New Business - None**

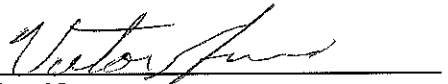
**VIII. Closed Session – None**

**IX. Adjournment**

At 8:10p.m. a voice vote was taken to adjourn the Committee of the Whole. **Motion carried in a voice vote.**

  
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Secretary  
Board of Park Commissioners

December 13, 2018  
Date

  
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President  
Board of Park Commissioners

December 13, 2018  
Date