



**PARK DISTRICT
of OAK PARK**

**Park District of Oak Park (PDOP)
Committee of the Whole Meeting
John Hedges Administrative Center
218 Madison Street
Oak Park, Illinois 60302**

Thursday, November 3, 2022 at 7:30pm

Minutes

The meeting was called to order at 7:30pm.

I. ROLL CALL

Present: Commissioner Lentz, Wick, Wollmuth, Worley-Hood, and President Porreca

Park District Staff Present: Jan Arnold, Executive Director; Mitch Bowlin, Director of Finance; Chris Lindgren, Superintendent of Parks & Planning; Paula Bickel, Director of Human Resources & Risk Management; and Edith Wood, Executive Assistant.

II. PUBLIC COMMENTS – None

III. PUBLIC HEARING – TAX LEVY

Roll Call: Commissioners Lentz, Wick, Wollmuth, Worley-Hood and President Porreca.

Public Comment – None

Review of Proposed 2022 Tax Levy – Executive Director Arnold noted that annually, the Board must approve a property tax levy ordinance and file it with the County no later than the last Tuesday in December. The Property Tax Extension Limitation Law (PTELL) limits the dollar amount of the tax levy increase to an amount no greater than the consumer price index or 5%. At this time, the 2022 Tax Year Levy PTELL limit is set to 5%. Next year, it is also planned to increase program fees for supplies and wages. No additional questions were asked by the Board. **This item will be brought before the Board on the regular agenda at the November Regular Board Meeting.**

At 7:30pm, the Public Hearing was adjourned. **The motion was passed by a roll call vote of 5:0.**

IV. RECREATION AND FACILITY PROGRAM COMMITTEE – None

V. PARK AND PLANNING COMMITTEE – None

VI. ADMINISTRATION AND FINANCE COMMITTEE

A. Working Budget – Department Goals 2023

Executive Director Arnold reminded the Board that two budget meetings were held this year and from those meetings, this working document was created and will be used for the goals that are tied into the budget and will help staff to make operational decisions. Many of the goals include the operations of the new Community Recreation Center. **This item will be brought before the Board on the consent agenda at the November Regular Board Meeting.**

B. 2022 Tax Year Levy – Abatement Ordinance for 2019 Bond*

Executive Director Arnold noted that the Park District issued \$7,800,000 in General Obligation Refunding Park Bonds (Alternative Revenue Source), Series 2019, in October 2019. As a general obligation bond, the establishing ordinance provides for an annual property tax levy unless an annual abatement ordinance is adopted and filed with the County Clerk. The abated amount for 2022 tax year is \$301,400. **This item will be brought before the Board on the consent agenda at the November Regular Board Meeting.**

C. 2022 Tax Year Levy – Abatement Ordinance for 2020 Bond*

Executive Director Arnold noted that the Park District issued \$9,860,000 in General Obligation Refunding Park Bonds (Alternative Revenue Source), Series 2020 in October 2020. As a general obligation bond the establishing ordinance provides for an annual property tax levy, unless an annual abatement ordinance is adopted and filed with the County Clerk. The abated amount for 2021 tax year is \$1,581,000. **This item will be brought before the Board on the consent agenda at the November Regular Board Meeting.**

D. Budget and Appropriation Ordinance 2023

Executive Director Arnold noted that the Park District is required to adopt a Budget and Appropriation Ordinance (B&A), and file it with the County Clerk within 30-days of its approval. The B&A consists of two columns of data; one column lists the Park District's budget by line item, while the second column lists these same line items with a 15% increase. This column is referred to as the appropriation, and establishes legal spending limits. **This item will be brought before the Board on the regular agenda at the November Regular Board Meeting.**

E. Credentials Certificate for the IAPD Annual Meeting

Executive Director Arnold noted that on a yearly basis, the IAPD hosts its annual meeting in conjunction with the IAPD/IPRA Soaring to New Heights Conference. The conference will be held on January 26-28, 2023. As such, staff recommend that the Board designate a commissioner to attend the Annual Meeting as well as an alternate. **This item will be brought before the Board on the consent agenda at the November Regular Board Meeting.**

F. Crisis Management Plan Update

Executive Director Arnold noted that every year, the Park District reviews and updates the Crisis Management & Communication Plan to ensure staff preparedness. The manual has been reviewed by staff and information regarding the new General Counselor was updated. No material changes were made from the previous year when the Crisis Communication Plan was last reviewed. **This item will be brought before the Board on the consent agenda at the November Regular Board Meeting.**

G. Administrative and Board Policy Manual Update

Executive Director Arnold noted that every year, the Park District reviewed the Administration Policy Manual and the Board Manual to make changes that include best practices, legal, and legislative changes. Staff reviewed the Administrative Policy Manual, made some grammar edits, and recommended changes in the Citizen Input Policy, Procurement Policy, the Parks, Facilities and Equipment: Rules and Regulations, Refunds, and Behavior Management policies. As for the Board Policy Manual, changes were minor updates including years and title changes. **This item will be brought before the Board on the consent agenda at the November Regular Board Meeting.**

H. Personnel Policy Manual Update

Executive Director Arnold noted that every year, the Park District reviewed the Personnel Policy Manual to make changes that include best practices, legal, and legislative changes. Staff reviewed the manual and legal language requirement changes were made as well as changes to the Vacation Leave, Personal Leave, Video Surveillance Footage Viewing (adding this policy), and Use of Recreational Facilities policies. **This item will be brought before the Board on the consent agenda at the November Regular Board Meeting.**

I. Safety Manual Update

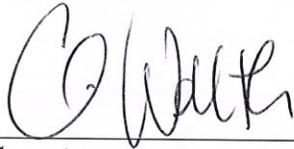
Executive Director Arnold noted that every year the Park District reviews the Safety Policy Manual to make changes that include best practices, legal, and legislative changes. Staff reviewed the manual and made legal language requirement changes as well as changes to the Staff Contact Information, and POL.S.02.04 – Ergonomics Policy. **This item will be brought before the Board on the consent agenda at the November Regular Board Meeting.**

VII. NEW BUSINESS – None

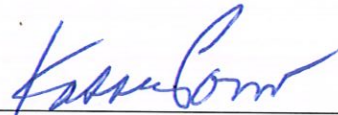
VIII. CLOSED SESSION – None

IX. ADJOURNMENT

At 7:46pm, the Committee of the Whole meeting was adjourned. The motion was passed with a roll call vote of 5:0.



Secretary
Board of Park Commissioners



President
Board of Park Commissioners

December 15, 2022

Date

December 15, 2022

Date