



PARK DISTRICT of OAK PARK

PARK DISTRICT OF OAK PARK
Committee of the Whole Meeting
John Hedges Administrative Center
218 Madison Street, Oak Park, Illinois 60302

Thursday, June 1, 2023
Directly Following the Continued Regular Board Meeting from May 18, 2023

Minutes

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

I. ROLL CALL

Present: Commissioners 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 COMMENT – None

III. ADMINISTRATION AND FINANCE COMMITTEE

- A. Austin Trust Update – Executive Director Arnold provided the Board with an update on where the Austin Garden Trust Fund stands as of March 31, 2023. The balance is \$509,376.74. The funds are used for upkeep of the park and arts that was set up by the former family. The Park District of Oak Park Austin Gardens Fund also has \$257,55.31 available. Staff will take distribution of approximately \$15,000 for new landscaping. **No action is needed by the Board on this item.**
- B. 2024 Budget Timeline/Guidelines – Executive Director Arnold and Mitch Bowlin informed the board that staff request the Board’s approval to the parameters and timeline proposed for the operating budget on an annual basis prior to staff to being building their budgets. Due to inflation, staff are recommending a 5% increase to the levy, plus an additional 1.5% increase to capture assessed valuation growth for a total increase of 6.5%. In addition, staff is also recommending a 5% increase to fees and charges to reflect the Park District’s increased cost. Mitch Bowlin also reviewed the CIP numbers from 2021 through present day for comparison. The Board has a discussion on the increase numbers for 2024’s CIP. **This item will be brought before the Board on the regular agenda at the June Regular Board Meeting.**
- C. Compensation and Benefit Study (2023) – Executive Director Arnold and Paula Bickel informed the Board that one of the Park District’s goals is to complete a compensation study for full-time and select part-time staff. The Park District partnered with Pontifex Consulting Group, LLC to complete the study. The last compensation study was completed in 2017. Based on the results of the study, seven employees are eligible for a market adjustment in 2023. The Board had a discussion on which position levels these increases would apply. **This item will be brought before the Board on the regular agenda at the June Regular Board Meeting.**

D. Bi-Annual Review of Executive Session Minutes – Executive Director Arnold noted that in accordance with the Open Meetings Act, the Board is required to review closed session minutes on a semi-annual basis. Closed session minutes previously not released include minutes from August 21, 2014, September 25, 2014, and new closed session minutes since the last review and release date for February 16, 2023, and March 2, 2023. Staff recommend continuing to hold the minutes from August 21, 2014, September 25, 2014, for confidentiality and release the February 16, 2023, and March 2, 2023 closed session minutes. **This item will be brought before the Board on the consent agenda at the June Regular Board Meeting.**

E. Vehicle Purchase Update – Executive Director Arnold and Chris Lindgren noted that staff are in need of replacing a 2011 Dodge Grand Caravan with a Ford Transit and these funds are in the 2023 CIP. In addition, staff are also looking to replace two buses and lease new buses for a five-year lease. Staff have been delaying vehicle purchases both to reduce expenses during the pandemic and also with the intention of not making vehicles purchases until electric vehicles are made available. **This item will be brought before the Board on the regular agenda at the June Regular Board Meeting.**

IV. PARKS AND PLANNING COMMITTEE – None

V. RECREATION AND FACILITY PROGRAM COMMITTEE – None

VI. NEW BUSINESS – None

VII. CLOSED SESSION – None

VIII. ADJOURNMENT

At 8:23pm, the Committee of the Whole Meeting was adjourned. **The motion was passed by a voice vote of 5:0.**



Secretary
Board of Park Commissioners

July 20, 2023

Date



President
Board of Park Commissioners

July 20, 2023

Date