



PARK DISTRICT OF OAK PARK
Regular Park Board Meeting
Hedges Administrative Center
218 Madison Street, Oak Park, Illinois 60302

Thursday, June 15, 2023, 7:30pm

Minutes

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

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; Maureen McCarthy, Superintendent of Recreation; Chris Lindgren, Superintendent of Parks & Planning; Miriam Armstrong, Finance Manager; and Edith Wood, Executive Assistant.

Others Present: Mary Reynolds from Collaboration for Early Childhood, and Brad Porter from Lauterbach and Amen (L&A)

II. APPROVAL OF AGENDA

The motion was passed by a roll call vote of 5:0.

III. VISITOR/PUBLIC COMMENT – None

IV. CONSENT AGENDA

A motion was made by Commissioner Wick and seconded by Commissioner Lentz to approve the Cash and Investment Summary, and Warrants and Bills for the month of May 2023; Disposal Ordinance 2023-06-09; and to continue to hold the identified closed session minutes and release the February 16, 2023, and March 2, 2023, closed session minutes. **The motion was passed by a roll call vote of 5:0.**

V. STAFF REPORTS

A. Executive Director's Report – In addition to the Executive Director Report (which is included in the Board Packet), Executive Director Arnold informed the Board that the pools at Rehm and Ridgeland are now open. Day Camps started this week and have been great. Concerts at the park have also started in which approximately 50 people were at attendance. The Juneteenth event will take place at Taylor Park. Staff will also be attending the 4th of July parade with a float. The PARC Grant for Rehm Pool has been submitted. Lastly, the Park District received a \$100, 000 grant for afterschool programs for the 2024-2025 year.

B. Updates and Information – Written report included in the Board Packet.

C. Revenue/Expense Status Reports – No questions asked.

VI. OLD BUSINESS

A. Parks and Planning Committee – None



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B. Administration and Finance Committee

1. Collaboration for Early Childhood Presentation – Mary Reynolds with the Collaboration for Early Childhood provided the Board with a presentation on the organization. Mary noted that the mission is to cultivate the development of children from birth to five by engaging families, local organizations, early childhood educators, caregivers, and health providers to create a system of support. Areas that the Collaboration services include early learning, health and development, family engagement, and community engagement. Various events are promoted by the Collaboration to promote these programs to the community. The Board was pleased to see all the enthusiasm that the Collaboration has for the community and the programs that they offer.
2. 2022 Audit Report Presentation – Brad Porter with L&A provided the Board with update on the highlights from the 2022 audit report and the finance performance of the Park District as of December 31, 2022. In general, no significant findings were identified in the 2022 audit. The Park District received the highest level possible in the audit and congratulated staff for their work. One comment was made in which an improvement in accounting and financial reports for subscription-based IT arrangements are to be made. Overall, L&A provided the Board with a positive review for the 2022 audit. Miriam Armstrong also provided the Board with an overview of some of the highlights from the 2022 audit.
3. 2024 Budget Timeline/Guidelines Approval – 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. A motion was made by Commissioner Wick and seconded by Commissioner Lentz to approve the 2024 Budget Timeline and Guidelines. **The motion was passed by a roll call vote of 5:0.**
4. Vehicle Purchase Approval – Executive Director Arnold noted that staff are in need of replacing a 2011 Dodge Grand Caravan with a Ford Transit. At the moment, staff estimate the current replacement cost of the van would be \$60,000. These funds will be allocated from additional capacity in other lines from the 2023 Capital Fund and will not send the fund over budget. A motion was made by Commissioner Wick and seconded by Commissioner Wollmuth to approve to give Executive Director Arnold authorization to purchase a Ford Transit in an amount not to exceed \$60,000 during fiscal year 2023. **The motion was passed by a roll call vote of 5:0.**
5. Bus Lease Approval – Executive Director Arnold noted that the Park District's 15 passenger buses have exceeded their useful life. As such, staff are looking to lease two 15 passenger buses. The buses are used for a variety of Park District programs and also used by the Township for any overflow needs for busing the senior busing program. Staff have been working with Centra State Bus Sales for a five-year lease on two 15 passenger buses, which are expected to be delivered in the Summer of 2024, for an amount not to exceed \$25,000 annually for each bus. A motion was made by Commissioner Wick and seconded by Commissioner Wollmuth to approve a five-year lease with Central States Bus Sales for two 15 passenger buses in an amount not to exceed \$25,000 annually for each bus. **The motion was passed by a roll call vote of 5:0.**



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6. Compensation and Benefit Study (2023) Approval – Executive Director Arnold noted 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. A motion was made by Commissioner Wick and seconded by Commissioner Lentz to approve the full-time salary ranges as prepared by Pontifex Consulting Group LLC effective July 1, 2023. **The motion was passed by a roll call vote of 5:0.**

C. Recreation and Facility Program Committee – None

VII. NEW BUSINESS – None

VIII. COMMISSIONER'S COMMENTS

Commissioner Lentz: No comments were provided by Commissioner Lentz at this time.

Commissioner Wollmuth: Commissioner Wollmuth attended the Pleasant Home Foundation meeting as well as the IGOV meeting. Also provided his thanks to Executive Director Arnold for listening to his concerns and sharing ideas with one another.

Commissioner Worley-Hood: Commissioner Worley-Hood attended a PACT meeting which was enlightening and also attended the COG meeting. No new meetings were attended with other organizations.

Commissioner Wick: Attended the Festival Theater meeting which was over two-hours long however, was looking forward to meeting their Board and all the different programs that are going to be offered including A Midsummer Night's Dream. Also attended A Day in Our Village event.

President Porreca: President Porreca congratulated the Staff on the opening of the CRC.

IX. CLOSED SESSION – None

X. ADJOURNMENT

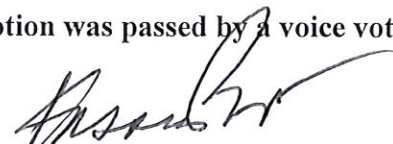
At 8:16pm, the Regular Board Meeting was adjourned. **The motion was passed by a voice vote of 5:0.**



Secretary
Board of Park Commissioners

July 20, 2023

Date



President
Board of Park Commissioners

July 20, 2023

Date