



# 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, November 2, 2023

## Minutes

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

### I. ROLL CALL

**Present:** Commissioners Lentz, Wick, Worley-Hood, and President Porreca.

**Absent:** Commissioner Wollmuth

**Park District Staff Present:** Jan Arnold, Executive Director; Mitch Bowlin, Director of Finance; Chris Lindgren, Superintendent of Parks & Planning; Maureen McCarthy, Superintendent of Recreation; and Edith Wood, Executive Assistant.

### II. PUBLIC COMMENT

Peggy Kell – Peggy provided the Board with a recommendation to have six pickleball courts at Longfellow after the review of the Longfellow Master Plan. Peggy asked question on when the next public review of the plan would be and would like the public to give their final recommendation before the Board's consideration for approval.

### III. PUBLIC HEARING – TAX LEVY

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

**Public Comment** – None

**Review of Proposed 2023 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%. Based on conversations with the Park Board the District would also be seeking a 1.5% increase for new growth. 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 4:0.

#### IV. PARKS AND PLANNING COMMITTEE

- A. **Fox Master Plan Review Update:** Executive Director Arnold provided the Board with an updated on the Fox Mater Plan Review which took place via teams on November 1. Executive Director Arnold noted that approximately 24 individuals were in attendance and the video of the meeting has been posted on the website. Staff listened to the public's comments on how they use the park and the new features they want to see. Three different landscape options were also shown during the presentation. Staff will be bringing an updated cost structure at the December meetings for approval. **No action is needed by the Board on this item.**

#### V. RECREATION AND FACILITY PROGRAM COMMITTEE – None

#### VI. ADMINISTRATION AND FINANCE COMMITTEE

- A. **2023 Performance Measure 3<sup>rd</sup> Quarter Review:** Mitch Bowlin provided the Board with an update on the current 2023 Performance Measures. Mitch noted that staff are on track to reach goals by the end of the year. There was one goal that was cancelled due to issues with part-time staffing. Program registrations were identified to generate revenue higher compared to 2022 numbers. Staff also saw a large increase in pool pass sales. Staff are also planning on bringing back the big idea program for next year to have staff provide input on new programming for the Park District. The Board was pleased to hear the information provided. **No action is needed by the Board on this item.**
- B. **Working Budget – Departmental Goals 2024:** Mitch Bowlin noted that these goals were reviewed at the time of the Budget Session meetings on September 28 and October 5. Mitch noted that staff have regular meetings to ensure these goals are met promptly. Staff are requesting approval of the goals previously discussed. **This item will be brought before the Board on the consent agenda at the November Regular Board Meeting.**
- C. **2023 Tax Year Levy – Abatement Ordinance for 2019/2020 Bond:** Executive Director Arnold noted that as part of the Park District's general property tax levy, the amount abated for the 2023 tax year, collected on the tax bills issued in 2024, is \$301,400. **This item will be brought before the Board on the consent agenda at the November Regular Board Meeting.**
- D. **Budget and Appropriation Ordinance 2024:** Executive Director Arnold noted that the Budget & Appropriation consists of the Park District's budget line and a second line which notes these same items with a 15% increase which establishes the 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 yearly, IAPD hosts its annual meeting with the IAPD/IPRA Soaring to New Heights Conference. The Annual Meeting will be held on Saturday, January 27, 2024, and all agencies must pass a resolution on credentials and designate a commissioner to attend and three alternates. The Board identified Commissioner Wick as the designated commissioner with the rest of the Board members being alternates. **This item will be brought before the Board on the consent agenda at the November Regular Board Meeting.**




- F. **Personnel Policy Manual:** Executive Director Arnold noted that every year, the Park district reviews the Personnel Policy Manual to make changes that include best practices, legal, and legislative changes. Executive Director Arnold made a note of those changes made to the Personnel Policy Manual for the Board's review. **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 reviews the Administrative and Board Policy Manual to make changes that include best practices, legal, and legislative changes. Executive Director Arnold made a note of those changes made to the Administrative and Board Policy Manual for the Board's review. **This item will be brought before the Board on the consent agenda at the November Regular Board Meeting.**
  
- H. **Safety Manual Update:** Executive Director Arnold noted that every year, the Park district reviews the Safety Manual to make changes that include best practices, legal, and legislative changes. Executive Director Arnold made a note of those changes made to the Safety Manual for the Board's review. **This item will be brought before the Board on the consent agenda at the November Regular Board Meeting.**
  
- I. **Crisis Management Plan Update:** Executive Director Arnold noted that every year, the Park district reviews the Personnel Policy Manual to make changes that include best practices, legal, and legislative changes. Executive Director Arnold noted that no changes were made to the Crisis Management Plan. **This item will be brought before the Board on the consent agenda at the November Regular Board Meeting.**
  
- J. **Pleasant Home Foundation Agreement Update:** **The Board has discussed the meeting they attended with the Pleasant Home Foundation to discuss the updates to the agreement for the upcoming year.** The Park District has shared the items to be added to a new agreement. No communication from PFH Board as of date. **No action is needed by the Board on this item at this time.**

**VII. NEW BUSINESS** – None

**VIII. CLOSED SESSION** – None

**VIII. ADJOURNMENT**

At 8:04pm the Committee of the Whole Meeting was adjourned. The motion was passed by a voice vote of 5:0.

  
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Secretary  
Board of Park Commissioners

  
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President  
Board of Park Commissioners

December 21, 2023  
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Date

December 21, 2023  
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Date