



**Park District of Oak Park
Committee of the Whole
Held Virtually Via Zoom Meeting**

Thursday, November 5, 2020

Minutes

The meeting was called to order at 7:40pm.

I. Roll Call

Present: Commissioners Porreca, Wick, Wollmuth, Worley-Hood were in attendance, and President Lentz joined the call at 7:43.

Park District Staff present: Jan Arnold, Executive Director; and Mitch Bowlin, Director of Finance. Chris Lindgren, Superintendent of Parks and Planning; Paula Bickel, Director of Human Resources; and Karen Gruszka, Executive Assistant, attended electronically.

Others Present: None

II. Public Comment: None

III. Public Hearing - Tax Levy

Public Comment – None

Discussion of Property Tax Increase

Executive Director Arnold stated the Board must annually approve a property tax levy ordinance and file it with the county. The tax year levy PTELL limit is CPI of 2.3%. In the past, the PDOP has increased the tax levy equal to the CPI plus an additional 1.5% to ensure capture of all new property and to help offset the increases to minimum wage. Due to the economic climate with the coronavirus, the PDOP will take a tax levy increase of 1.5%; 0.8% lower than the full CPI and 2.3% lower than the traditional formula for tax increases. This will be an increase of \$2.37 per \$100,000 of home value and again, the Park District will not be increasing program fees. With no public comments and the Board all in agreement, Commissioner Wollmuth moved and Commissioner Porreca seconded the adjournment of the Public Hearing on the Tax Levy. **Hearing adjourned by a rollcall vote 5:0.**

IV. Parks and Planning Committee

A. Environmental and Sustainability Advisory Committee Application – Caroline Marinoff

The Environmental and Sustainability Advisory Committee is actively looking for members. Caroline Marinoff submitted an application to join the Environmental Sustainability Advisory Committee. She attended and participated in a meeting. She has worked for public and non-profit organizations for the past 15 years and is an avid bicyclist. **This item will be brought to the Board for approval at the November Regular Board Meeting under the consent agenda.**

VI. Administration and Finance Committee

A. 2020 Tax Year Levy – Abatement Ordinance for 2019 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 2019. The abated amount for 2020 tax year is \$301,400. Commissioner Lentz confirmed with Executive Director Arnold that these funds do not include funds within the budget. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

B. 2020 Tax Year Levy – Abatement Ordinance for 2020 Bonds

The Board was reminded that the bonds were issued stating that there would not be a property tax increase to pay for them, and that this ordinance was the same as the Abatement Ordinance for the 2019 Bonds. The abated amount for 2020 tax year is \$1,321,300. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

C. Budget and Appropriation Ordinance 2020-11-04.

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 funding standpoint works off the working budget. Upon adoption, it will be filed with the County Clerk. **This will come before the Board on the Regular agenda at the November Regular Board Meeting.**

D. 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 and will help staff to make operational decisions. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

E. Administrative Policy Manual Review

The Administration Policy Manual had only one change which added the Child Care Discount information onto the existing scholarship policy. The Board was reminded that the Administrative Policy Manual will be brought to them annually with updates if any, along with any new legal information for best practices. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

F. Personnel Policy Manual Review

The Personnel Manual had no substantive changes. Commissioner Wick asked if there was a policy for working from home which staff were required to do during the beginning of the pandemic. Paula Bickel, Human Resource Director, stated that they don't have a work from home policy due to the nature of our business as a service industry that requires staff in person, but that we are currently handling case by case to reasonably and fairly accommodate working from home when possible. Executive Director Arnold added that the PDOP follows the FFCRA temporary work from home child care protocols. Commissioner Wick also questioned if the PDOP had a policy on political dress code in the work place? Paula said that it was not specifically called out. Executive Director said that political dress code information would be addressed in the Personnel Policy for Board approval. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

G. Board Policy Manual Review

The Board Policy Manual is reviewed annually with minimal changes made to it this year, which included language added to forms and verbiage for cleaning supplies to meet CDC requirements for sanitizing and definition, symptoms, and prevention of Coronavirus was added to the Blood Borne Pathogens and Infectious Diseases Policy. Commissioner Wick asked if Covid screenings specifically had a policy and was informed that no, it is treated the same as HIV and as other infectious diseases. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

I. Crisis Manual Review

The Board was reminded that the Crisis Manual will be brought to them annually with updates for their review. There were no material changes to the manual, only updated names and numbers in the call sheets. Commissioner Wick asked if IAPD was needed to be contacted with a crises and was informed that PDRMA was contacted as our risk provider. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

J. Credentials Certificate for 2020 IAPD Annual Meeting

On a yearly basis, the IAPD hosts its annual meeting in conjunction with the IPRA Conference. In 2021, it will be held virtually, January 28-30, 2021. Commissioner Wick will be the delegate at the IAPD meeting in January and Commissioner Lentz will be the alternate. Commissioner Wick stated that he has attended this meeting in the past because he likes to make sure the Park District of Oak Park have an attendance there as well as he is interested in becoming part of the IPRA Conference Committee. **This will come before the Board on the consent agenda at the November Regular Board Meeting.**

V. Recreation and Facility Program Committee

A. Park District Community Committee Application – Suzen Riley

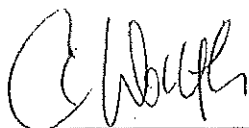
The Park District Community Committee (PDCC) is actively looking for members. Suzen Riley submitted an application to join the PDCC. Suzen is a para-athlete and has been involved in numerous local and regional commissions and committees and offers a unique perspective to the committee. **This item will be brought to the Board for approval at the November Regular Board Meeting under the consent agenda.**

VII. New Business - None

VIII. Closed Session – None

IX. Adjournment


At 8:07p.m. Commissioner Wollmuth motioned to adjourn and Commissioner Lentz seconded. A roll call vote was taken to adjourn the Committee of the Whole. **Motion carried in a roll call vote.**



Secretary
Board of Park Commissioners

December 17, 2020

Date



President
Board of Park Commissioners

December 17, 2020

Date