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

Thursday, September 3, 2026, 7:00pm

AGENDA

I. Call to Order/Roll Call

II. Public Comment
Each person is limited to three minutes. The Board sets a limit of 30 minutes for public comments.

III. Parks and Planning Committee – Commissioner Worley-Hood
A. Change Order Approval - Light Pole Replacements At Longfellow Park

IV. Administration and Finance Committee – Commissioner Onayemi
A. Community Service Award Discussion
B. Elected Officials BBQ Update
C. Board of Commissioner's General Practices Manual Update*
D. Proposed 2026 Tax Levy*
E. IGOV Annual Administrative Cost/Back Pay*

V. Recreation and Facility Program Committee – Commissioner Porreca
A. NRPA Conference - September 29-October 1 (Philadelphia, PA)

VI. New Business

VII. Closed Session

VIII. Adjournment

* Indicates information attached.
** Indicates information to be provided before or at the meeting.
Update/Presentation indicates verbal report provided at meeting no materials attached.

The Park District of Oak Park welcomes the opportunity to assist residents and visitors with disabilities. If you need special accommodations for this meeting, please call (708) 725-2052 or via email at karen.gruszka@pdop.org.

In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks, and facilities.

PARK DISTRICT of OAK PARK

Memo

To: Jake Worley Hood, Chair, Parks and Planning Committee
Board of Park Commissioners

From: Bill Hamilton, Superintendent of Properties and Planning

CC: Jan Arnold, Executive Director

Date: August 31, 2026

Re: Longfellow Park Light Pole Replacements Approval



Statement

Acquired in 1920, the park was named after the American poet, Henry Wadsworth Longfellow. The recreation center was built in 1966, in the same style as the Fox Center.

The most recent park master plan was completed in December of 2023 based on feedback from the community meeting held in October of 2023. At that meeting, community members expressed a large amount of support for an updated playground, dedicated pickleball courts, and splash pad improvements.

Discussion

At the November 20, 2025, Regular Board Meeting the Board approved Hacienda Landscaping, Inc. for the Longfellow Park Development Project. Recently four existing light poles were identified outside of the original contract as needing to be replaced. Hacienda Landscaping, Inc. has provided a change order to their contract for $36,380 to replace these light poles from Longfellow Park as they have been disconnected by ComEd and do not match the others on-site.

Recommendation

Staff will bring a recommendation to the Park Board of Commissioners at the Regular Board Meeting on September 17, 2026, for their approval for the replacement of the four light poles by Hacienda Landscape, Inc. for an amount not to exceed $36,380 and grant Executive Director the authority to sign the change order.

CHANGE ORDER

OWNER ☐
ARCHITECT ☐
CONTRACTOR ☐
FIELD ☐
OTHER ☐

PROJECT: H-1-2026 Longfellow Park Dev
Longfellow Park Dev. Playground installation
610 S Ridgeland Ave
Oak Park, IL 60302

TO: Hacienda Landscaping Inc
17840 Grove Rd
Minooka, IL 60447

CHANGE ORDER #: 2
CHANGE ORDER DATE: 08/27/2026
PROJECT #s: H-1-2026 Longfellow Park
DATE OF CONTRACT: 12/19/2025
FOR: H-1-2026 Longfellow Park Development

The Contract is changed as follows:

Additional work by Jasco Electric (See next page)
Material: $30,745
Labor: $5,635
Total Change Order: $36,380

The original Contract Sum was	$1,378,223.90
The net change by previously authorized Change Orders is	$5,257.00
The Contract Sum prior to this Change Order was	$1,383,480.90
The Contract Sum will be increased by this Change Order in the amount of	$36,380.00
The new Contract Sum including this Change Order will be	$1,419,860.90
The Contract Time will be increased by	0 days.
The date of Substantial Completion as of this Change Order therefore is	Unchanged

Not valid until signed by all parties below.

Plainning Resources Inc	Hacienda Landscaping Inc	Park District of Oak Park
ARCHITECT	CONTRACTOR	OWNER
913 Parkview Blvd,	17840 Grove Rd	218 Madison Street
ADDRESS	ADDRESS	ADDRESS
Lombard, IL 60148	Minooka, IL 60447	Oak Park, IL 60302
BY *(Signature)*	BY *(Signature)*	BY *(Signature)*
Jennifer Kelliher	Maria Guzman	Bill Hamilton
(Typed Name)	*(Typed Name)*	*(Typed Name)*
DATE	DATE	DATE

JASCO ELECTRIC CORPORATION
5515 Wilmot Road, McHenry, IL 60051
815-363-5905

CHANGE ORDER
#8261660

8/26/2026

To: Hacienda Landscaping
Attn: Dinora Cuevas
Re: Longfellow Park

Additional Pedestrian Light Poles

1. Remove (4) existing light poles and turn over to the owner or haul offsite
2. Supply and install (4) Landscape Forms light poles and fixtures to match others onsite
3. New light poles to be installed on the existing concrete foundations. Anchor bolts to be modified as needed to accommodate the new light poles.
4. New light poles to connect to the existing lighting circuit. No new conduit and wiring is included.
5. Supply and install fusing for new light poles

PARK DISTRICT of OAK PARK

Memo

To: Ade Onayemi, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Jan Arnold, Executive Director

Date: August 28, 2026

Re: Board of Commissioner's General Practices Manual Update



Statement

The Park District of Oak Park's elected Board of Commissioners uses the General Practices Manual (Manual) in their day-to-day workings with the Park District. The Manual is meant to be used as a guide throughout their tenure.

Discussion

The Manual was last approved in September 2025. Since the last approval, the only update was regarding the Board Secretary's proxies during the collection of candidate filings for Board of Commissioner elections.

Recommendation

Staff recommends that the Board approve the update to the Board of Commissioner's General Practice Manual.

Attachment: Board of Commissioner's General Practices Manual

PARK DISTRICT of OAK PARK

Board of Commissioner's General Practices Manual

Revised on August 2025

TABLE OF CONTENTS

Article 1 – Purpose of Manual; Biennial Review 1
1.1 Purpose 1
1.2 Biennial Review 1

Article 2 – Statement of Mission, Vision, and Values 1

Article 3 – Board Responsibilities and Guidelines Generally 2
3.1 Board of Commissioners; Term of Office 2
3.2 No Compensation 3
3.3 Board Authority Pursuant to State Law 3
3.4 Actions Taken in Representative Capacity 3
3.5 Collective Decision-Making 3
3.6 Policymaking is Primary Role 3
3.7 Formulation of Policies, Rules, Regulations 3
3.8 Board Retreat and Goal-Setting 3
3.9 Executive Director is Primary Board Resource 3
3.10 Outside Influences 4
3.11 Political Advocacy 4
3.12 Media Relations 4
3.13 Fiscal Responsibilities 4
3.14 Planning Responsibilities 4
3.15 Intergovernmental and Civic Cooperation 5
3.16 Board Committees, Task Forces 6
3.17 Recruiting and Training 6
3.18 New Board Member Orientation 6
3.19 Nepotism Prohibited 6
3.20 Vacancies in Office 6

Article 4 – Board Officers 7
4.1 President 7
4.2 Vice-President 7
4.3 Secretary 7
4.4 Treasurer 7

Article 5 – Board Meetings 8
5.1 Regular Monthly Board Meetings 8
5.2 Special Meetings 8
5.3 Annual Meeting 8
5.4 Meeting Attendance 8
5.5 Preparation of Meeting Agendas 8
5.6 Executive Director's Attendance at Meetings 8
5.7 Quorum 9
5.8 Voting 9
5.9 Roberts Rules of Order 9
5.10 Open Meetings 9
5.11 Executive Sessions 9
5.12 Effective Meetings 9
5.13 Public Comment 9
5.14 Effective Communications 10

Article 6 – Board Committees 10
6.1 Board Authority to Establish Standing Committees 10
6.2 Committee of the Whole 10
6.3 Other Standing Committees Generally 10
6.4 Administration and Finance Committee 10
6.5 Recreation and Facility Programming Committee 11
6.6 Parks and Planning Committee 11

Article 7 – Personnel Policies 11
7.1 Board Responsibility to Establish Personnel Policies 11
7.2 Employment of Executive Director 11
7.3 Executive Director Responsibilities 11
7.4 Qualified Employees 11
7.5 Employees' Performance of Duties 12

Article 8 – Fiscal Responsibilities 12
8.1 General 12
8.2 Fiscal Year 12
8.3 Annual Budget, Appropriation Ordinance 12
8.4 Annual Tax Levy 12
8.5 Annual Audit 12
8.6 Program Fees 13
8.7 Debt Service Principles and Procedures 13
8.8 Bond Sales 14
8.9 Grants 14
8.10 Competitive Bidding 14
8.11 Procurement Cards 14

Article 9 – District Property 15
9.1 Tours of Facilities 15
9.2 Land Acquisition 15
9.3 Property Leases 15
9.4 Historic Sites 15

Article 10 – Additional Matters 15
10.1 Staff and Board Education and Training 15
10.2 Membership in IAPD and NRPA 16
10.3 Annual Calendar of Actions and Activities 16
10.4 Use of Expert Consultants 16
10.5 Acceptance of Donations 16
10.6 Recognition of Outgoing Board Members 16
10.7 Liaison Role 16

APPENDIX – Guidelines for Commissioners in their Role as Liaisons

Article 1 – Purpose of Manual; Biennial Review

1.1 Purpose

This General Practices Manual, adopted unanimously by the Board of Commissioners of the Park District of Oak Park (the "District"), sets forth many basic policies and tenets to guide the Board of Commissioner (the "Board") as it governs the District. This Manual is not intended to be comprehensive in nature; the Board maintains policies, rules, regulations, and guidelines in addition to those set forth in this Manual. Nor is this Manual intended to be rigid and binding on all matters addressed in it. Rather, the provisions of this Manual are a manifestation of the Board's desire to establish basic standards for appropriate decision-making, protocol, and conduct in the service of the residents of the District. Through the use of this Manual, the Board hopes to ensure good, honest, and accountable representation of its constituents.

1.2 Biennial Review

It is the intention of the Board to review this Manual biennially for consistency with applicable law and the practices of the Board. This Manual may be revised in writing by majority vote of the Board.

Article 2 – Statement of Mission, Vision, and Values

This is the mission of the District: "In partnership with the community, we enrich lives by providing meaningful experiences through program, parks, and facilities."

The District's parks and other facilities provide quality open space and recreation opportunities for all District residents, and the Board will work persistently to maintain the availability of the District's parks, other facilities, and programs for generations to come. The Board strives to provide an excellent parks and recreation system that is deeply integrated into the distinctive Oak Park living experience. The Board believes that the system is a major contributor to the enhanced quality of life that exists in Oak Park. The Board values and respects the history of Oak Park and of the District, the District's civic involvement, and the District's tradition of innovation, and the Board strongly considers these factors as it plans for the future.

The Board believes strongly in the value of citizen participation in the Board's governance of the District. The Board thus will conduct the business of the District in an open and communicative fashion, seeking feedback and advice whenever possible. The Board will reach out to all residents of the District to ensure that all are served equally to the fullest extent possible with the resources of the District.

The Board believes that one key to maintaining an excellent park and recreation system is to sustain partnerships with other agencies throughout the community who can contribute to the services provided by the District. These valuable partnerships may be with agencies within the District's boundaries or outside of them. The Board is committed to seeking out these partnerships.

In addition, the Board is committed to preserving the open spaces it owns even while offering innovative, high-quality programs.

In striving for excellence, the District is committed to:

Effective Communication: The Board will be attentive to the District's residents by routinely soliciting public feedback and by welcoming ideas and advice. The Board's processes and procedures will facilitate and reflect open and effective communication.

Inclusion: The Board recognizes the community's diverse population and will strive to provide parks and recreation opportunities to all, regardless of economic means, disabilities, or other challenges.

Funding: The Board will aggressively pursue economic stability through sound fiscal management and efficient use of resources.

Partnerships: The Board is committed to working effectively with others, establishing and strengthening bonds with governmental agencies as well as other community organizations and user groups, for the betterment of the community.

Customer Service and Professional Conduct: The Board will demonstrate the highest standards of ethical conduct, treating everyone with courtesy and respect and recognizing diverse opinions and needs. The Board will listen carefully and will respond to requests in a prompt and respectful manner.

Planning: The Board will design long-term strategies and set measurable goals while proactively seeking positive solutions to problems and challenges.

Evaluation: The Board will maintain an on-going process of evaluating its performance and effectiveness and will measure the success of implemented policies and strategies.

Safety: The Board will actively implement sound safety practices in our facilities and in all aspects of the work of the District, striving to provide a safe environment for users and employees of the parks system.

The Board will value each contact with residents and pursue each contact as an opportunity to demonstrate these highly regarded values.

Article 3 – Board Responsibilities and Guidelines Generally

3.1 Board of Commissioners; Term of Office

The District is governed by a Board of Commissioners comprised of five elected members, each of whom serves a four-year term. The Board believes that a five-member board is

appropriate for the size of the District and that a term of service to the District of four years is in the best interests of the District.

3.2 No Compensation

The members of the Board shall serve without salary or other compensation except reimbursement of expenses as provided in this Manual.

3.3 Board Authority Pursuant to State Law

The Board functions under the authority of the Illinois Park District Code, 65 ILCS 1205/1-1 et seq. and within the framework of applicable State of Illinois and federal laws.

3.4 Actions Taken in Representative Capacity

Board members, collectively and individually, act as representatives of the residents of the District in maintaining and promoting the District's parks, other facilities, and programs. Through careful evaluation of needs, resources, and other factors, Board members make decisions that determines the best way to serve the community as a whole.

3.5 Collective Decision-Making

In the discharge of their duties, Board members act collectively as a Board and not as individuals. Board members always should abide by the majority vote of the Board and support the determination of that majority. Also, an individual Board member should not speak for the Board unless authorized to do so by the Board. It would be improper and ill-advised for an individual Board member to make a public pronouncement or engage in conjecture about a Board matter that has not yet been decided, an action of the Board or any matter that has been discussed in an executive session of the Board.

3.6 Policymaking is Primary Role

The Board concerns itself primarily with questions of policy rather than with administrative matters. The District's Executive Director is charged with the administrative responsibility of implementing the Board's policies.

3.7 Formulation of Policies, Rules, Regulations

The Board shall enact and maintain appropriate policies, rules, and regulations related to the operations of the District and the District's facilities, and the Board shall see that such policies, rules, and regulations are administered effectively.

3.8 Board Retreat and Goal-Setting

The Board recognizes that it is important to evaluate itself and establish goals for the Board from time to time. The Board shall conduct an annual retreat at which the Board shall undertake a self-evaluation and formulate goals for itself. All Board members are very strongly encouraged to attend the retreat.

3.9 Executive Director is Primary Board Resource

Board members should respect the Board's commitment to implement its policies through the Executive Director and to rely on the Executive Director to handle the administrative functions of the District. Board members should request desired information from the

Executive Director rather than from other employees of the District. Board members also should refer inquiries, information, complaints, and other communications made to them by residents about District matters to the Executive Director. Board members also should support the actions of the Executive Director when those actions have been directed, ratified, or otherwise supported by the Board.

3.10 Outside Influences

Because each action taken by a Board member in the course of his or her duties should be motivated by the District's best interests, a Board member should be free of undue outside influences and of self-interest. Board members shall abide by State laws related to conflicts of interests, financial or otherwise. A Board member should advise the Executive Director of all memberships and financial interests that Board member has in companies or organizations that are doing business with the District.

3.11 Political Advocacy

Many of the activities of the District are funded with money from County, State, and federal agencies. In addition, many of the activities of the District are affected by the laws of County, State, and federal agencies. For that reason, it is useful that the Board stay informed about pending legislation that is of interest to the District. When appropriate, the Board shall encourage its members to contact County, State, and federal elected representatives to advocate the best interests of the District.

3.12 Media Relations

The designated spokespersons for the District are the Board President and the Executive Director. Requests by the media for comments should be referred to those representatives. Under some circumstances it may be appropriate for a Board member other than the President to speak to a media representative about a matter with which that Board member has particular experience or expertise. It is never appropriate, however, for a Board member to speak to a media representative without first knowing all of the facts and circumstances about the matter of inquiry. If a Board member speaks for himself or herself, then that Board member first should be fully informed about the matter at hand and should clearly state that his or her comments are being made as a private resident and not as a representative of the District. Even then, a Board member should remember that comments made as a private resident are likely to be attributed to the District.

3.13 Fiscal Responsibilities

The Board shall establish a budget, appropriate funds, and levy taxes annually for the various operations of the District, in accordance with State law. See Article 8 of this Manual related to fiscal responsibilities.

3.14 Planning Responsibilities

The Board shall provide for the planning, improvement, financing, construction, and maintenance of the parks and other facilities, equipment, and property of the District. Among other things, the Board shall undertake the following:

(a) Master Plans. The Board shall maintain a master plan that includes provisions for each of the District's parks and other key facilities. The Board shall endeavor to keep the master plan current and shall undertake a thorough review of the master plan at least as often as every 10 years.

(b) Capital Projects Plan. The Board shall maintain a 5-Year Capital Projects Plan that forecasts the District's capital project needs. The Plan should include provisions related to proposed capital improvements; park and facility maintenance and repairs; equipment replacement, maintenance, and repairs; vehicle needs; estimated costs; potential funding sources; and similar matters. The Plan should be reviewed not less often than biennially.

3.15 Intergovernmental and Civic Cooperation

The Board encourages cooperation with other agencies in the community, including governmental, public, private, and voluntary organizations that enhance the services provided to District and act consistently with the best interests and well-being of the District. The Board has created many beneficial relationships with organizations that undertake activities consistent with the best interests of the District. The Board supports the following policies:

(a) Promotion of Cooperation. The Board encourages Board members and the Executive Director to promote intergovernmental and civic cooperation through appropriate relationships between District officials and staff and the officials and staff of other agencies.

(b) Relationships with Particular Groups; Liaisons. The Board desires to maintain its valuable relationships with the Memorial Trust Committee, the Park District Citizen Committee, the Friends of the Oak Park Conservatory, and various sports and civic groups. Board members may be appointed to serve as liaisons between the District and some of these organizations.

(c) School Districts 97 and 200. The Board encourages cooperation between the District and the Oak Park School Districts 97 and 200 in the development and use of facilities and equipment, when such cooperation results in efficient and effective programming that is beneficial to the District, the school district, and residents. Such cooperation may be memorialized in letters of agreement between the District and a school district.

(d) West Suburban Special Recreation Association. The Board is committed to helping provide for the recreation needs of special populations within the District, including senior citizens and individuals with special needs or disabilities. In furtherance of that commitment, the District shall remain an active member of the West Suburban Special Recreation Association.

(e) Council of Governments. The Executive Director and at least one Board member should attend the meetings of the Oak Park Council of Governments.

3.16 Board Committees, Task Forces

Currently there are four standing committees of the Board. See Article 6 of this Manual regarding the standing committees and other committees and task forces of the Board.

3.17 Recruiting and Training

The Board recognizes that, as good leaders, the members of the Board should be actively involved in seeking out qualified residents of the District to run for a position on the Board. In addition, Board members should take an active role training newly elected Board members. Staff share and prepare an information packet containing essential information to be available to perspective candidates. Additionally, at least one informational session with the Executive Director and Department Heads must take place.

3.18 New Board Member Orientation

The Board shall assist with the orientation of new Board members by:

(a) Providing assistance to the Executive Director with preparation of written materials, which shall include, among other materials, the following:

(1) This Manual
(2) The Illinois Park District Code
(3) The Commissioner Resource Pamphlet
(4) The Park District Personnel Handbook
(5) The Rules and Regulations Governing the Use of Park Facilities

(b) Arranging the opportunity for new Board members to attend the IAPD new commissioner orientation.

(c) Providing a tour of the District's parks and other facilities.

(d) Arranging meetings with the Board President, the Executive Director, the Deputy Directors, the Superintendents or Directors, and other staff as determined by the Executive Director, for the purpose of explaining the District's organizational structure and the planning, financial, and budget procedures of the Board.

3.19 Nepotism Prohibited

No member of a Commissioner's immediate family shall be eligible to become a paid employee of the District.

3.20 Vacancies in Office

The Board shall declare vacant the office of any Commissioner who dies, resigns, ceases to be a resident within the District, or otherwise is rendered by law as unqualified to serve

as a Commissioner. A vacancy shall be filled by appointment of the Board President with the consent of the Board. Applications for appointments shall be solicited by the Board directly and by advertisement in a local newspaper of general circulation. The Board shall establish a process for review of candidates determined by the Board to be best qualified for appointment. The appointed Commissioner shall serve until his or her replacement has been elected and qualified for office in the manner provided by law.

Article 4 – Board Officers

4.1 President

The Board President shall be the chief executive officer of the Board. The President shall be the presiding officer at meetings of the Board. The President shall appoint, annually, the members and chairpersons of the standing committees of the Board. The President, with the consent of the Board, shall appoint the members of special committees created by the Board. The President shall appoint a Secretary pro tempore of the Board to serve in the absence of the Secretary. The President shall sign all ordinances passed by the Board and all such other documents and papers of the District that by law require a signature. The President shall see that policies of the Board are enforced and that orders of the Board are faithfully executed. The President's vote shall be called for on all matters before the Board in the normal voting rotation with the other Commissioners.

4.2 Vice-President

The Board Vice-President shall perform the duties of the President in the President's absence or refusal or inability to act.

4.3 Secretary

The Board Secretary shall oversee the taking, completion, and recording of all minutes, ordinances, orders, and resolutions of the Board. The Secretary shall be responsible for all official correspondence of the Board. If the President and Vice-President both are absent from a meeting at which a quorum of Commissioners is present, then the Secretary shall call the meeting to order and call for selection of a President pro tempore for that meeting by a majority vote of the Commissioners present. The Secretary shall be present at all meetings of the Board. Due to election conflicts when a current Board Member is the Board Secretary and is re-running as well as their possible unavailability during a work day due to day-time job, the Executive Director and Executive Assistant will assist in gathering candidate filings for Park Board of Commissioners as necessary in proxy of the Board Secretary.

4.4 Treasurer

The Board Treasurer, in conjunction with the Executive Director and the Director of Business Operations, report to the Board monthly all receipts and disbursements of the District and shall submit such financial statements and detailed information as may be required by the Board.

Article 5 – Board Meetings

5.1 Regular Monthly Board Meetings

The regular meetings of the Board are held on the third Thursday of the month at 7:00 p.m. at the John Hedges Administrative Center, 218 Madison Street, except otherwise posted by the Board in accordance with the Illinois Open Meetings Act.

5.2 Special Meetings

Special meetings of the Board may be called by the Board President or by any two members of the Board. Notice of such meetings stating the time and place of the meeting and the agenda for the meeting shall be provided to Board members and shall be delivered and posted as required by the Illinois Open Meetings Act.

5.3 Annual Meeting

The official "Annual Meeting" of the Board will be held on the first Thursday of May or as soon thereafter as practicable and shall include the election of the Board officers, including the President, Vice-President, Secretary, and Treasurer. See Article 4 of this Manual related to Board officers.

5.4 Meeting Attendance

Although it likely is not possible for each Board member to attend every Board meeting, Board members should strive to do so. A reoccurring pattern of missed meetings is unfair to other Board members and to the District.

5.5 Preparation of Meeting Agendas

The Executive Director, in consultation with the Board President, is responsible for preparing the agendas for all Board meetings and Board committee meetings. The Executive Director shall cause the Board and the District's General Counsel to receive appropriate agenda materials no less than three days before each meeting including such items as the meeting agenda, explanatory materials related to items on the agenda, a schedule of accounts payable set for approval, an account of the District's income and expenditures, and monthly staff reports as appropriate. The agenda for regular meetings of the Board generally shall be structured as follows; provided that the Executive Director, with the concurrence of the Board President, may revise the agenda from time to time as appropriate depending on the current business of the Board: (1) Call to Order and Roll Call; (2) Approval of Agenda; (3) Visitors Comments; (4) Consent Agenda; (5) Staff Reports; (6) Old Business; (7) New Business; (8) Commissioners Comments; (9) Executive Session (if necessary); (10) Adjournment.

5.6 Executive Director's Attendance at Meetings

The Executive Director, or if the Executive Director in unable to attend then his or her designee, shall be present at all meetings of the Board.

5.7 Quorum

The Board is comprised of five Commissioners. Three Commissioners constitute a quorum of the Board.

5.8 Voting

For purposes of voting on matters that come before the Board, the roll shall be called for all matters involving the expenditure of District funds, creating a penalty or fine, creating a liability for the District, or as otherwise provided by law. In a roll call vote, the ayes, nays, and absence of the Commissioners shall be recorded. The roll shall be called in rotating order such that the voting order is different for successive roll calls votes. The initiation and seconding of motions also shall be recorded.

5.9 Roberts Rules of Order

To the extent not otherwise provided in this Manual or other rules or procedures of the District, the Board may rely on the parliamentary procedures set forth in Robert's Rules of Order to resolve questions of procedure.

5.10 Open Meetings

All regular, special, and continued meetings of the Board and any committees and other Board-appointed task forces and commissions shall be noticed and conducted in accordance with the Illinois Open Meetings Act. All meetings shall be open to the public except when an executive session is called in accordance with that act.

5.11 Executive Sessions

The Board may call executive sessions at such times and places as may be required for private discussion of personnel matters; pending, probable, or imminent litigation; land acquisition; and other matters as provided by the Illinois Open Meetings Act.

5.12 Effective Meetings

The Board recognizes that the most effective, accessible meetings are those at which items of business are handled efficiently, with the necessary and appropriate amount of discussion but without unduly lengthy or repetitive debate or prolonged speechmaking by Board members or members of public. Detailed discussions among Board members of matters coming before the Board generally should take place during the meetings of the Committee of the Whole or other standing committee. Board members should prepare themselves for meetings by reading the materials provided to them and making appropriate inquiries of the Executive Director prior to the meetings.

5.13 Public Comment

Members of the public will be allowed to speak during the "Public Comments" portion of a regular meeting of the Board, unless the business or circumstances of the Board at a particular meeting precludes public comment. The general rule shall be that an individual shall not have more than three minutes to make his or her comments and that repetitive comments are discouraged. The Board also sets a limit of 30 minutes for public comment

to facilitate the proper and orderly conduct of the meeting and the completion of the Board's business.

5.14 Effective Communications

Processes and procedures of the District will be designed to facilitate effective communication of the Board's policies and business decisions.

Article 6 – Board Committees

6.1 Board Authority to Establish Standing Committees

The Board, by majority vote, may designate standing committees of the Board from time to time, and in so doing the Board shall establish the purpose and scope of authority of such committees. The Board also may establish meeting times and places for its standing committees from time to time. The Board currently maintains four standing committees – the Committee of the Whole, the Administration and Finance Committee, the Recreation and Facility Programming Committee, and the Parks and Planning Committee.

6.2 Committee of the Whole

The Committee of the Whole of the Board, comprised of all five Board members, meets at 7:00 p.m. on the first Thursday of each month other than July and August, at the John Hedges Administrative Center, 218 Madison Street. The meeting time and place may be changed by the Board from time to time, provided that notice of such change shall be given in accordance with the Illinois Open Meetings Act. The Board President shall be the presiding officer of the Committee of the Whole. The agendas for meetings of the Committee of the Whole shall be prepared by the Executive Director in consultation with the Board President.

6.3 Other Standing Committees Generally

The other standing committees of the Board shall meet and discuss their business during the meetings of the Committee of the Whole. A committee may determine to meet at a separate time, provided that notice of such change shall be given in accordance with the Illinois Open Meetings Act. A committee shall be advisory to the Board only and shall not be authorized to take any final action on any matter of Board business. A committee shall make its recommendations to the Board in writing, whether by a committee report, by memorandum of the Executive Director, or by some other suitable format. The committee chairman may appoint non-Board members to serve as members of the committee. The President of the Board shall serve as an ex-officio member of all committees.

6.4 Administration and Finance Committee

The Administration and Finance Committee shall be chaired by the Board Treasurer. This committee is charged with the consideration of and recommendations to the Board regarding issues relating to budgets, finance, strategic planning, policy, computer technology, personnel, insurance, and related matters.

6.5 Recreation and Facility Programming Committee

The Recreation and Facility Programming Committee shall be chaired by the Board Secretary. This committee is charged with consideration of and recommendations to the Board regarding all relating to facility usage, recreational programming, communications, marketing, and related matters.

6.6 Parks and Planning Committee

The Parks and Planning Committee shall be chaired by the Board Vice-President. This committee is charged with consideration of and recommendations to the Board regarding park properties, land acquisition and development, buildings and grounds maintenance, grants, historic preservation, capital projects, and related matters.

Article 7 – Personnel Policies

7.1 Board Responsibility to Establish Personnel Policies

The Board shall have the responsibility of establishing policies governing District Employees. The Board may adopt and maintain a personnel handbook that establishes the terms, rules, and policies related to employment with the District.

7.2 Employment of Executive Director

The Board shall employ a properly educated and trained professional to serve as Executive Director, the chief administrative officer of the District. The duties and terms and conditions of employment of the Executive Director may be set forth by written contract between the Board and the Executive Director for a specific term. The Executive Director shall serve at the will of the Board and shall be subject to the policies and direction of the Board. The Board shall evaluate the performance of the Executive Director annually.

7.3 Executive Director Responsibilities

The Executive Director shall be the chief administrative officer of the District. The Executive Director shall be responsible for the hiring, management, discipline, termination, and other matters related to District employees. The Executive Director also shall be responsible for the efficient operation of the District consistent with Board-established policies. The Executive Director also shall serve as advisor to the Board on matters of policy formation. The Executive Director shall be charged with overseeing the preparation of the annual working budget detailing sources and amounts of revenues and expenditures for each fund levied by the District.

7.4 Qualified Employees

The Board recognizes that the District competes both with private entities and other public agencies for well-qualified, high-quality employees. The Board understands the importance of encouraging and supporting the Executive Director's ability to maintain, within reasonable financial constraints, a policy of providing a suitable salary and benefits program for the employees of the District.

7.5 Employees' Performance of Duties

No Board member shall inhibit, obstruct, or otherwise interfere with any District employee in the performance of his or her assigned duties. All inquiries relating to a District employee should be directed only to the Executive Director.

Article 8 – Fiscal Responsibilities

8.1 General

The Board shall exercise prudent financial judgment and practices so that the District remains financially sound. The Board shall review and approve the proposed annual budget for the District. The Board also shall regularly review reports regarding the District's financial status, including accounts payable, current status of each of the funds of the District, and similar reports.

8.2 Fiscal Year

The fiscal year of the District commences on January 1 and ends on the following December 31.

8.3 Annual Budget, Appropriation Ordinance

The Board shall review and approve an annual budget after review and recommendation of the Administration and Finance Committee. The presentation of the budget shall include a written description of the significant changes to the prior year's budget as well as review of the budgeted and projected revenues and expenditures for each fund in prior fiscal year, the results of significant organizational, operational, or accounting changes, and the timetable for review, revision, public display, and adoption of the budget and appropriation ordinance, the annual tax levy ordinance, and the Truth-in-Taxation hearing (if one is necessary). The Executive Director shall supervise the preparation of the proposed budget and appropriation ordinance in consultation with the Director of Business Operations and the District's General Counsel. The proposed budget and appropriation ordinance shall be released for public inspection in the manner provided by law. The Board will hold a public hearing on the proposed budget and appropriation ordinance. The Board shall approve a budget at a Board meeting prior to the beginning of the District's fiscal year, usually at the regular meeting of the Board in December.

8.4 Annual Tax Levy

The Board shall consider and approve a tax levy ordinance annually in accordance with the schedule established by law. The annual tax levy ordinance shall be approved by the Board no later than the regular meeting of the Board in December and filed with the Cook County Clerk within the deadline for filing established by law.

8.5 Annual Audit

The Board shall conduct an annual audit using an independent auditing firm. The Board's policy is for full disclosure of pertinent financial reports. The District's accounting procedures shall conform to all applicable standards, including accepted principles and

standards of the Governmental Financial Officers Association, the National Committee on Government Accounting, and the Governmental Accounting Standards Board.

8.6 Program Fees

The Board shall maintain a revenue policy that recognizes the various costs related to the District's facilities and programs, including without limitation facilities operations costs, facilities maintenance costs, program costs, and administrative costs. That revenue policy also shall recognize the various types of programs provided by the District and the scope of those programs, including without limitation community-wide programs (for example special events) that benefit the community as a whole, community- based special interest programs (for example swimming lessons and teen programs) that benefit both participants and the community as a whole, and revenue programs (for example gymnastics and summer camps) that principally benefit the participants. Program fees should be established and adjusted based both on costs and expenses and program type.

8.7 Debt Service Principles and Procedures

Inappropriate levels of debt can create financial difficulty. For example, short-term borrowing to cover routine costs can be expensive and may be a sign that the District is becoming financially overextended. Further, an unduly high level of debt may place an undue financial burden on the taxpayers and thereby adversely affect the health of the local business community. Reasonable levels of debt, however, may provide a mechanism to reduce costs for the District by allowing funding of projects or equipment purchases sooner than possible if those projects or equipment purchases were paid with current funds, thus reducing or negating cost increases due to inflation. Issuing debt also is a mechanism for spreading the costs of capital improvements equitably among current users and future users of the improvements. The Board also recognizes that the condition of the District's facilities, equipment, and programs are an important component in maintaining the desirability of the area and local property. For this reason, too, it may be desirable to issue debt to secure the funds necessary for maintenance and improvement of the District's facilities, equipment, and programs. The Board thus intends to adhere to the following general debt policies:

(a) The Board will endeavor to achieve and maintain the highest possible bond rating for the District.

(b) Except under extraordinary circumstances, average annual bond maturities shall not exceed 20 years.

(c) The District will endeavor to maintain minimum reserves in the Debt Service Fund at least equal to the next required principal and interest payments on outstanding debt.

(d) Except in emergencies or other extraordinary circumstances, borrowing shall be undertaken only to fund to capital improvements included in the District's 5-Year Capital Projects Plan.

(e) Because the District's authority to issue bonds is restricted by the Illinois Property Tax Extension Limitation Act's debt service extension base limit, the Board may choose under appropriate circumstances to issue debt certificates instead of bonds.

(f) No person or committee or other entity shall be authorized to create any financial liability on behalf of the District except only as approved in nature and amount by the Board or in accordance with the District's purchasing policy.

(g) The 5-Year Capital Projects Plan shall be the basis for planning and consideration of issuance of bonds or other instruments.

8.8 Bond Sales

Bonds may be issued by private placement or through an open bidding process. The District may invite proposals from particular financial institutions and, if so, shall invite financial institutions within the boundaries of the District to be a part of that proposal process. Depending on the market circumstances as determined by the Board, the Executive Director, and any financial consultants advising the Board, bonds may be marketed publicly. The District shall be represented by the District's General counsel acting as issuers counsel, and the District also shall retain bond counsel.

8.9 Grants

The Board shall seek to finance proposed improvements through public or private grants, whenever feasible. The Executive Director and other staff shall be vigilant about exploring all possibilities for obtaining grants and other financial assistance.

8.10 Competitive Bidding

The Executive Director shall use a competitive bidding process for public works projects undertaken by the District, when required by law or otherwise appropriate. When such a project has been let for competitive bidding, the Board will award the contract to the lowest responsible bidder in the best interests of the District in accordance with State law. In determining the responsibility of the bidder, the Board may consider the bidders' financial responsibility, general experience, past projects of similar nature, adequacy of equipment, ability to perform under current circumstances, references, and other pertinent matters. Contracts for a public works project should provide that the Board may reject any and all bids when the Board determines that it is in the best interest of the District to do so.

8.11 Procurement Cards

The District may provide procurement cards to designated employees to facilitate the purchase on behalf of the District of approved items from approved vendors, in accordance with the procurement policy.

Article 9 – District Property

9.1 Tours of Facilities

The Board shall endeavor to tour the District's parks and other key facilities at least once each year as a group, to facilitate Board members' understanding of the needs and issues related to the District's facilities. The tour shall be conducted by knowledgeable members of the District's staff. Board members also are strongly encouraged to visit and review the facilities and programs of the District individually and as often as possible. Such visits should be made with due consideration for the integrity of any on-going program.

9.2 Land Acquisition

The Board may seek to acquire additional land for park purposes. The following matters should be considered as part of the Board's determination whether to acquire land:

(a) The acquisition and proposed use of the land will significantly enhance the recreation and leisure activities the District can provide to its residents.

(b) Acquisition, development, and maintenance of the land is not inconsistent with the District's 5-Year Capital Projects Plan and can be undertaken without violating the Board's fiscal and funding policies.

(c) Public approval via voter referendum has been obtained if funding requirements cannot be met with currently available financing mechanisms.

9.3 Property Leases

The District may a lease of real property when the Board determines that such a lease would enhance the ability of the District to provide quality services to its residents. Each such lease shall be made in accordance with the provisions of the Illinois Park District Code.

9.4 Historic Sites

The Board shall continue to own, maintain, and operate the historic facilities at Pleasant Home, the Oak Park Conservatory, Scoville Park, and Cheney Mansion.

Article 10 – Additional Matters

10.1 Staff and Board Education and Training

The Board believes that it is in the best interests of the District to maintain an informed and educated District staff and Board. The Board thus believes that the District should pay appropriate costs and expenses for the Executive Director and other staff members to attend appropriate conferences, training sessions, and professional development meetings, within the limits of the budgeted funds and as determined by the Executive Director. The Board also believes that funds should be provided to pay appropriate costs and expenses for Board members to attend seminars, conferences, and training sessions

in furtherance of their ability to best serve the District, as designated by the majority of the Board.

10.2 Membership in IAPD and NRPA

Based on the determination that the programs, services, and information provided by the IAPD and NRPA are beneficial to the District, the District shall maintain membership in the IAPD and NRPA unless otherwise determined by the Board. Each Board member shall have an individual membership in these organizations. Board members are encouraged to participate actively in these organizations by attending events and training and by joining committees.

10.3 Annual Calendar of Actions and Activities

The Executive Director, in consultation with the Board President, shall provide the Board, at or before the Board's regular meeting in December, with a calendar of annual, recurring, and anticipated Board actions and activities for the upcoming calendar year.

10.4 Use of Expert Consultants

The Board shall seek the advice of expert consultants when the Board determines it is appropriate and shall use the advice of those consultants as an aid for Board decision-making.

10.5 Acceptance of Donations

The Board may accept donations of land, equipment, and other items when the Board determines that the acceptance would be in the best interests of the District and only when the District will attain full control of the donated item.

10.6 Recognition of Outgoing Board Members

Service on the Board shall be recognized, upon completion of the term, by presentation to outgoing Board members of a plaque or small gift at a regular Board meeting, typically during the meeting that includes the annual meeting of the Board.

10.7 Liaison Role

Park Board Commissioner's serve as liaisons to partner and affiliate organizations of the Park District to enhance communication, maintain consistent and transparent relationships and thereby maximize the value of the liaison program. Guidelines can be found in the Appendix.

PARK DISTRICT of OAK PARK

APPENDIX

PARK DISTRICT of OAK PARK

Guidelines for Commissioners
in their Role as Liaisons

The Park District of Oak Park maintains a policy of intergovernmental and civic cooperation. The Board of Commissioners encourages communication and cooperation with other local governments and with public and private organizations that enhance Park District programs and interests.

These guidelines apply to the Commissioners in their roles as liaisons. By adhering to these guidelines, the Commissioners will maintain consistent and transparent relationships with the assigned organizations and thereby maximize the value of the liaison program.

General Standards:

- When your liaison assignment is made, contact your assigned organization promptly, introduce yourself, and open channels of communication, including meeting dates, times, and locations.
- Attend your assigned organization's board meetings as often as possible; a minimum of once per quarter for those organizations that meet monthly.
- Be prepared to speak at a meeting about interesting activities or initiatives of the Park District. The Executive Director's Report includes useful information, and you can call the Executive Director for additional information.
- Take notes during a meeting of relevant and interesting activities. Contact the PDOP Executive Director about any item on which she or he should follow up. Provide details as necessary.
- Be prepared to report to your colleagues on interesting matters at the next Board of Commissioner's meeting as well as share information regarding functions and activities related to the affiliate organization.

Important Elements:

- You are not a member of your assigned organization and thus you should never assume that role. You attend meetings to listen and observe, not to ask questions about the operations or otherwise participate in your assigned organization's business items.
- You should not be an advocate for your assigned organization or for its programs or initiatives, but instead you should remain a neutral listener and observer.
- You should not suggest policies or practices for your assigned organization, even if you are asked to do so.
- If you are asked, then you may answer questions about a Park District matter, but you should not discuss any Park District matter that has not yet been discussed in an open meeting of the Board of Commissioners.
- As a single Commissioner, you cannot speak on behalf of the Board of Commissioners except when the Board has taken a final position on the matter or has directed you to speak on a topic as a representative of the Board.
- At any time you have a question or concern about your liaison assignment or your assigned organization, you should contact the Executive Director promptly.

PARK DISTRICT of OAK PARK

Memo

To: Ade Onayemi, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Mitch Bowlin, Director of Finance

Cc: Jan Arnold, Executive Director

Date: August 28, 2026

Re: Proposed 2026 Tax Levy



Statement

The District funds part of its operations through property taxes (49% in 2025). 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 Tax Levy Ordinance provides funds for the next year's operations. 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 (CPI) or 5%, whichever is less. The 2026 tax year levy PTELL limit is 2.7%.

Discussion

There are two main limiting factors to the District's taxing power: rate limits and the PTELL tax cap. The IMRF and Liability funds are the only funds that do not have rate limits. All funds are subject to the tax cap except for the Special Recreation Fund.

Rate limits mean the tax line in question may not exceed a certain percentage of the total equalized assessed valuation (EAV) of the District. Rate limits have not been a concern in recent years because EAV in the District has increased faster than CPI. For tax year 2026 staff was directed to increase this year's tax levy by 2.7% to capture CPI and to elect the 1.5% allowance for EAV growth, and an additional 1.04% for the special recreation fund for a total increase of 5.24%. That increase translates to an estimated $6.07 increase per $100,000 of market value.

The District is still completing its 2027 Budget so the individual tax lines may change based on fund need, but the aggregate amount will remain the same as the draft proposal.

Recommendation

The Administration and Finance Committee recommends the Board consider the 2026 Proposed Tax Levy.

Attachment: 2026 Proposed Tax Levy

Park District of Oak Park

Proposed 2026 Tax Levy

PTELL capped levies	2025 Extended Levy	Rate	Max Rate	2026 Levy	2026 Levy to 2025 Extension
Corporate	$6,295,472		0.3500	$6,559,882	$264,410
Recreation	$5,614,399		0.3700	$5,850,204	$235,805
for CIP (bonds)	*$2,086,650*			*$2,086,650*	
for CIP	*$1,744,987*			*$1,744,987*	
IMRF	$287,895		n/a	$299,986	$12,092
Audit	$20,593		0.0050	$21,458	$865
Liability Insurance	$609,572		n/a	$635,174	$25,602
Museum	$15,747		0.0700	$16,408	$661
Total capped levies	**$12,843,678**			**$13,383,112**	**$539,434**
	% Change			% Change	4.20%
PTELL non-capped levies					
Special Recreation	$562,429		0.0400	$725,000	$162,571
Total non-capped levies	**$562,429**			**$725,000**	**$162,571**
Total Levy	**$13,406,107**			**$14,108,112**	**$702,006**
				% Change	5.24%

PARK DISTRICT of OAK PARK

Memo

To: Ade Onayemi, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Jan Arnold, Executive Director

Date: August 28, 2026

Re: IGOV Administrative Annual Cost/Back Pay



Statement

The Park District of Oak Park has designated Commissioners who attend the IGOV meetings to gather information from other local government agencies of Oak Park and to represent the Park District at this meeting.

Discussion

After the IGOV meetings began, the group decided that an administrative person should be paid to handle the administrative functions of the meetings including: calendar planning, emails, minutes, and presentations at the cost of $300 annually for each entity. The costs recently had not been collected and therefore, each entity is requested to pay past due payments along with the payment for 2026 for a total of $1,200.

Recommendation

Staff recommends that the Board discuss approving the IGOV administrative cost/back pay in the amount of $1,200.

Attachment: Board of Commissioner's General Practices Manual