



Board of Commissioners
Regular Business Meeting
910 N Gary Ave
Premier Room

May 22, 2023
6:00pm

- 1. Call To Order**
- 2. Roll Call – Pledge of Allegiance**
- 3. Listening Post**
- 4. Changes or Additions to the Agenda**
- 5. Consent Agenda**

All items listed are included in the Consent agenda. There will be no separate discussion of these items. Members of the public may petition in writing that an item be removed from the Consent Agenda.

 - A. Approval: Regular Minutes: May 8, 2023
 - B. Approval: Regular Minutes: May 15, 2023
- 6. Discussion Items**
 - A. Native Area Master Plan Review
 - B. Capital Improvement Plan – First Quarter 2023
 - C. Weekly Happenings
- 7. Action Items**
 - A. Approval: Resolution 23-02 Forming a Committee on Local Government Efficiency
- 8. Closed Session**
 - A. Personnel, Section 2(c)1
- 9. Action pertaining to closed session**
- 10. Adjournment**

Commissioner Bird made a motion to elect Commissioner Sokolowski as President Pro Tem. Seconded by Commissioner Del Preto. Voice Vote. President Pro Tem was passed the gavel and took control of the meeting.

President Pro Tem Sokolowski asked for a nomination for President of the Board. Commissioner Bird nominated Commissioner Jeffery for Board President. Discussion of nomination. Commissioner Bird made a motion to elect Commissioner Jeffery as President of the Board. Commissioner Del Preto seconded.

Roll Call Vote:

Commissioner Bird: Aye

Commissioner Powers: Aye

Commissioner Del Preto: Aye

Commissioner Sokolowski: Aye

Commissioner Gramann: Aye

Commissioner Witteck: Aye

Commissioner Jeffery: Aye

Motion Passes 7-0-0

Newly elected Board President Jeffery asked for nominees for Vice President of the Board.

Commissioner Powers nominated Commissioner Gramann for Vice President.

Discussion of nomination. Commissioner Powers made a motion to elect Commissioner Gramann for the office of Vice President of the Board. Seconded by Commissioner Sokolowski.

Roll Call Vote:

Commissioner Bird: Aye

Commissioner Powers: Aye

Commissioner Del Preto: Aye

Commissioner Sokolowski: Aye

Commissioner Gramann: Aye

Commissioner Witteck: Aye

Commissioner Jeffery: Aye

Motion Passes 7-0-0

C. Commissioner Del Preto made a motion to appoint:

- Jim Reuter, Executive Director as Board Secretary
- Sue Rini, Deputy Director as Treasurer
- John Wyeth as Attorney
- Lauterbach & Amen as Auditors

Seconded by Commissioner Witteck.

Roll Call Vote:

Commissioner Bird: Aye

Commissioner Powers: Abstain

Commissioner Del Preto: Aye

Commissioner Sokolowski: Aye

Commissioner Gramann: Aye

Commissioner Witteck: Aye

Commissioner Jeffery: Aye

Motion Passes 6-1-0

<p>Discussion Items</p>	<p>A. Standing Committee Assignments Commissioner Powers made a motion to approve the 2023 Standing Committees. Seconded by Commissioner Gramann. Voice Vote. All in favor. Motion passes.</p> <p><u>Finance Committee</u> Commissioner Powers Commissioner Sokolowski</p> <p><u>Personnel & Policy</u> Commissioner Gramann Commissioner Del Preto</p> <p><u>Parks & Facilities</u> Commissioner Bird Commissioner Witteck</p> <p>B. Weekly Happenings</p> <ul style="list-style-type: none"> • Director Hamilton announced that the pre-pour inspection of the McCaslin concrete pad for the new storage building was completed. The concrete will be poured this week. • Deputy Director informed the Commissioners about the Veterans Park Trail Connection public meeting scheduled on Thursday, May 11 at 6pm. It will be held in the lobby of Fountain View Recreation Center so we can provide the public the opportunity to complete a survey and make remarks about the plan. The IDNR grant application will be submitted Monday, May 15. Director Hamilton added that he has a meeting scheduled with the ITEP supervisor to discuss the previous grant application and find out what we could do better next time we apply for that grant. • Commissioner Powers asked if the CCWP deep pool leak has been fixed. Director Hamilton has a contractor coming to inspect the pipes on Thursday, May 11. They will find the leak and it will be repaired immediately. We believe this will not cause a delay in opening the water park on May 27. • Commissioner Gramann thanked staff and friends for coming to the meeting in support of new Commissioner Witteck.
<p>Action Items</p>	<p>A. Approval: 2023 Evergreen Sidewalk Replacement Project Award This sidewalk replacement project is on park district property that is adjacent to Evergreen School property which allows us to fund 50% and the school district to fund 50% resulting in the benefit for neighborhood and student access. The engineer's estimate was \$53,998 for the project. Unfortunately the lowest bid came back \$12,872 over our estimate. The Park District is splitting the cost of the sidewalk with Benjamin School District meaning the impact is an additional \$6,436 to each</p>



	<p>organization. The Park Districts \$33,435 is being covered completely by Special Recreation Funds.</p> <p>Commissioner Del Preto made a motion to approve the 2023 Evergreen Sidewalk Replacement Project with Innovation Landscape, Inc. from Plainfield, IL in the amount of \$66,870. Seconded by Commissioner Bird. Voice Vote, All in Favor. Motion Passes 7-0-0.</p>
Closed Session	Commissioner Gramann made a motion to go into closed session at 6:41pm. Seconded by Commissioner Del Preto. Arose from closed session at 8:21pm.
Action Pertaining to Closed Session	None
Adjournment	Commissioner Powers made a motion to adjourn the meeting. Seconded by Commissioner Gramann. Voice Vote taken. Motion passed 7-0-0. Meeting adjourned at 8:22 pm.

 President
 Jackie Jeffery

 Secretary
 Jim Reuter

May 22, 2023
 Date



Board of Commissioners
Regular Meeting
May 15, 2023
6:00pm

Call to Order	Commissioner Powers called the meeting to order at 6:00 pm.
Roll Call/Pledge of Allegiance	Present: Commissioners Jeffery, Sokolowski, Powers, Gramann, Bird and Witteck. Commissioner Del Preto was absent. Staff: Deputy Director Rini, and Superintendent Quinn.
Listening Post	None
Changes to the Agenda	None
Closed Session	Commissioner Gramann made a motion to enter in to closed session at 6:01pm to discuss Section 2(c)(1) Personnel. Seconded by Powers. Arose from closed session at 7:55.
Action Pertaining to Closed Session	Commissioner Sokolowski made an offer to employ Sue Rini as Executive Director effective July 22, 2023 at a rate of \$155,000. Seconded by Commissioner Witteck. Voice Vote taken. Motion passed 6-0-1.
Adjournment	Commissioner Powers made a motion to adjourn the meeting. Seconded by Commissioner Sokolowski. Voice Vote taken. Motion passed 6-0-1. Meeting adjourned at 7:58 pm.

 President
 Jackie Jeffery

 Secretary
 Jim Reuter

May 22, 2023
 Date

To: Board of Commissioners
From: Shane Hamilton, Director of Parks & Facilities
Date: May 22, 2023
Discussion: Natural Areas Master Plan Review

Agenda Item # 6A

Staff has worked with Bedrock Earth, LLC for the last eight months to prepare the District's first Natural Areas Master Plan. The Natural Areas Master Plan will serve as the District's road map as it pertains to maintaining all-natural area properties, similar to what we do with our Parks Replacement plan.

Staff identified all areas throughout the District to be included in the plan, decided upon each location's service level and put dollar amounts to the work to be performed at each location. Staff was tasked with deciding whether each site was a high-profile area needing additional care or small hidden areas where the service level could be on a smaller scale. Staff also identified where in-house labor could be utilized to reduce costs by working under the supervision of Bedrock Earth.

This plan will be re-visited every year during our budget process and resources will be spent on the highest profile, most degraded areas first. The single most important part of any plan such as this is to keep it as a working document and not allow it to sit on a shelf. With the Board's help, in 2022 we began dedicating funds specifically to natural area maintenance. This plan allows us to spend those resources wisely with in-depth information to back up the plan of attack.

To: Board of Commissioners

From: Jim Reuter, Executive Director

Date: May 22, 2023

Discussion: Capital Improvement Plan – First Quarter 2023

Agenda Item # 6B

Commissioners,

Attached is the Capital Improvement Plan for the quarter ending March 31, 2023. As you know, the Capital Improvement Plan is fluid; it adjusts to accommodate grant opportunities, changes in priority or need, and fluctuations in pricing.

We will continue to provide quarterly updates; staff is happy to answer any questions you may have.

P R I O R I T Y - Board Recommended

Per Board direction from the priority exercise that took place on July 13, 2020, the priority of Capital Projects follows; items marked with * were not identified in original exercise.

- McCaslin Turf Field Replacement
 - *Storage Facility*
- Coral Cove Water Park
- Pathways
- Playground Replacements
- Fountain View Recreation Center Roof – Phase III
 - *Geothermal Repairs to remaining modules*
 - *Led lighting (Gym)*
 - *Indoor Pool Re-plastering*
- Community Park Improvements
- Heritage Lakes Retaining Wall and Shoreline
- Parking Lot Maintenance

McCaslin

The **artificial turf fields at McCaslin** were installed with a 10-12-year life expectancy. With the park's opening in 2011-12, replacement would be due in 2023. A cost estimate obtained late last for replacement was \$537,296. Staff had hoped to win a grant to cover the \$440,000 cost to install an outfield irrigation system. While we did not receive the full grant requested, we did receive \$37,637. The irrigation system will be put on hold, and the small grant will help cover the cost for the turf replacement. Staff will confirm pricing in late fall for tentative November installation; the turf product is available through a national government consortium so that no bidding is necessary. Minor repairs are being completed this spring with full turf replacement planned once the playing season is over.

McCaslin Storage Structure was identified as an immediate need to support the continuing growth and success of our concession business. The storage unit will improve efficiency of the growing and successful concession business. Permit has been received, storage structure ordered, concrete is ready to pour; ancillary budgeted items are being purchased. This \$70,000 project should be complete this summer.

Staff acquired approximately 6,000 yards of free soil from the Village of Carol Stream. This soil is being used to level the **Cricket Pitch**. The entire project including grading, seeding, and permits will not exceed \$35,000. Wight & Co. is coordinating the permitting and grading plans; work will be completed this year. Capital funds have been reallocated to support this project. In addition the Cricket Association has agreed to contribute \$2,500/year for the next 4 years to offset the cost of improvement.

The **parking lot** is budgeted to be resealed late this year; this is being funded through the Paving & Lighting fund (not capital).

McCaslin Park			
2010-2022			\$ 5,433,780.49
Current YTD			\$ 9,670.50
Encumbered			\$ 32,994.00
Capital \$ from Tourism Grant - Turf Replacement			\$ 37,637.52
Storage Garage Balance - 2023			\$ 23,229.85
Cricket Pitch Balance - 2022-2023			\$ 15,247.50
Turf Replacement Balance - 2023			\$ 499,658.67
Tourism Grant - Turf Replacement	\$	(37,637.52)	
Multi-Year Total			\$ 6,052,218.53

Coral Cove Water Park

Major renovations to the operating systems along with a general facelift of other parts of the facility are underway with completion by spring of 2023. The total budget for the entire project which includes engineering, replacement of all major mechanical systems, pool liners, new spray feature, slide resurfacing, and overall aesthetic improvements inside and out will not exceed \$1,600,000. Up to 18% (\$288,000) of the overall project is chargeable to the Special Recreation fund. Staff have been made aware of a small grant that may cover some costs for some of the aesthetic improvements. Work is almost complete, and staff is working on major cleaning prior to the May 27 opening. Some fun activities are planned for opening week.

Coral Cove Water Park			
2021-2022			\$ 545,061.69
Current YTD			\$ 167,192.79
Encumbered			\$ 307,089.85
Major Pool Repairs/Engineering '22-'23			\$ 272,895.10
Entry/Lobby/Locker Room Facelift '22-23			\$ 19,760.57
Special Recreation \$			\$ 288,000.00
Special Rec Funds; estimate 18% of \$1.6M	\$	(288,000.00)	
Total			\$ 1,600,000.00

Paths/Trails/Parking Lots/Lighting

The **North Armstrong Park Parking Lot** requires a complete renovation. The District was awarded a clean water grant of \$40,395.67 for use of permeable pavers, and another estimated \$29,000 (18% of total) will be funded with Special Recreation dollars to cover the cost of accessibility improvements.

The project was put on hold to coordinate with a village project for shoreline restoration that runs adjacent to Armstrong Park. A cost of \$185,000 was approved by the Board. This bring the cost to the capital budget to \$115,604.33 which is \$23,417.29 over budget. Additional capital funds will be shifted to cover the cost. Work will be completed this summer/fall.

Veterans Park Trail (Phase I) is the final major pathway that requires resurfacing. The District was unsuccessful in an attempt to gain an Illinois Transportation Enhancement Program Grant which would have covered 80% of the project total. We will immediately apply for an Illinois Department of Natural Resources Grant for Bike Paths/Trails which will cover 50% (up to \$200,000) of the \$493,000 project. That grant is due for submission by May 15. This pathway was identified in the District’s ADA Transition Plan and is therefore eligible for partial funding from our Special Recreation budget.

Paths / Trails / Parking Lots / Lighting			
2022			\$ 5,760.00
Current YTD			\$ -
Encumbered-Bierman Path Retainage			\$ 18,623.81
Encumbered			\$ -
Capital \$ from Pavers Grant-Arm North Lot			\$ 40,395.67
Special Recreation \$			\$ 97,750.00
	Total per Trail	Spec Rec Flat \$	CIP Amount
Arm North Park Lot '23	\$ 185,000.00	\$ (29,000.00)	\$ 115,604.33
Veterans Park Path '24	\$ 283,200.00	\$ (68,750.00)	\$ 214,450.00
DuPage Cty Pavers Grant		\$ (40,395.67)	
Multi-Year Total			\$ 492,583.81

Playgrounds Replacement

Parks & Playgrounds:

All District playgrounds are inspected and evaluated regularly; recommendations for replacement are based on ‘actual’ condition. The District contracted with Wight & Company for a complete analysis of its park system. **These high budget estimates are ‘suggested’ improvements and will be adjusted as funding needs allow. As playgrounds are completed, and actual costs are assigned, the funding will shift to additional playground replacement needs.**

Park on the Green is basically complete; the construction company is doing some final clean up on site.

Walter Park has been awarded a \$400,000 OSLAD Grant and will cover half of this \$800,000 project. An estimated \$200,000 will be funded through the Special Recreation Fund, bringing the capital dollars needed for this project down to \$200,000. Once an executed contract is received from IDNR,

the project can go to bid, for completion this year. At the April 24, 2023 Board Meeting, staff is presented a final design, construction documents and oversight proposal from Wight in the amount of \$56,200. This amount is not yet included below. We have not yet gone to bid on this project.

Appomattox Park will be the next playground renovation and is scheduled for 2024. A Contract for \$18,500 is in place for landscape architecture and design, civil engineering, cost estimate, permitting, bidding and construction. This small park will not be a candidate for an OSLAD grant, and staff has budgeted an all in amount of \$175,000 for the project. Up to 25% of the overall cost will be funded through the special recreation budget.

Playgrounds / Parks			
Current Year			\$ 13,849.46
Encumbered - Park-Green/Walter			\$ 35,148.99
2023	Total per Park	Spec Rec 25%	CIP Amount
Walter	800,000	(200,000)	600,000
2024	Total per Park	Spec Rec 25%	CIP Amount
Appomattox	175,000	(43,750)	131,250
Friendship	250,000	(62,500)	187,500
Kent Park	100,000	(25,000)	75,000
Papoose	225,000	(56,250)	168,750
2025	Total per Park	Spec Rec 25%	CIP Amount
Weeks East	225,000	(56,250)	168,750
	\$ 1,775,000.00	\$ (443,750.00)	\$ 1,331,250.00
Multi-Year Total	\$ 1,775,000.00	\$ (443,750.00)	\$ 1,380,248.45

Fountain View Recreation Center

Geothermal System:

The Geothermal System continues to perform with minimum issues. We have been referred to THE HELM GROUP. Preliminary discussions suggest repairing any leaks which are easily accessed, and then monitoring how much glycol is actually being used. The 4 barrels per year may simply represent the cost of running this type of system.

FVRC Recreation Center			
Current YTD			\$ -
Encumbered			\$ -
Total			\$ -

Community Park:

The Community Park Master Plan created a roadmap and estimated budget for renovation of the 17+ acre park. Board has voted to dedicate an additional \$800,000 to the project. The District has been awarded a total of \$1,000,000 through two CDBG Grants; 25% of this project will be funded with Special Recreation dollars.

The total budget for this project is now \$2,374,684; it includes \$1,000,000 from CDBG, \$924,684 from Capital, \$450,000 from Special Recreation. The engineering and construction for Wight & Co of \$182,300 combined with a low bid of \$2,118,000 to Construction, Inc. brings the project to \$2,374,684, which is \$124,684 over budget. Additional capital funds will have to be shifted to support the project.

Community Park			
2019-2022			\$ 166,813.31
Current YTD			\$ 32,931.79
Encumbered			\$ 59,586.77
Capital \$			\$ 665,352.13
Capital \$ from Grants			\$ 1,000,000.00
Special Recreation \$			\$ 450,000.00
CDBG Grant - Awarded		\$ (400,000.00)	
CDBG Grant - Awarded		\$ (600,000.00)	
Special Rec Funds; estimate 25% of \$1.8M		\$ (450,000.00)	
Total			\$ 2,374,684.00

Repair & Replacement Plans & Staff Recommendations

Evergreen Gymnasium

In accordance with the intergovernmental agreement with Benjamin School District, the District shares costs to repair and maintain Evergreen Gymnasium and accompanying shared space.

Benjamin School District is preparing to **replace the flooring in the shared gymnasium** in 2024-2025. The initial cost estimate ranges from \$137,000 to \$176,000. The District's will be responsible for 50%; we have earmarked 50% of the higher estimate for 2024.

Evergreen Gymnasium			
Current YTD			\$ -
Encumbered			\$ -
Evergreen Gym Flooring 50% '24-'25			\$ 86,000.00
Multi-Year Total			\$ 86,000.00

Vehicles and Capital Equipment

The **Fleet Replacement Schedule** is reviewed annually. When practical, replacements are deferred until necessary. Plans are also affected by the State’s release of public bid values for fleet vehicles. The program saves significant money and typically justifies delaying purchase unless it becomes an emergency situation. The latest fleet replacement plan is listed below and does not account for any savings brought about through trade-in value of current equipment/vehicles:

The Board approved a purchase of a **one-ton dump truck** in October of 2021 in the amount of \$86,780; **we are still awaiting delivery**. The Board approved a purchase of a **John Deere Utility Tractor** for \$61,454.65 in October of 2022. The trade in value of \$26,000 for the old tractor brings the net cost of the new equipment to \$35,454.65; **we are still awaiting delivery**.

The 2023 fleet budget calls for replacement of the small gator and a 2010 F150 Pickup Truck. Staff was able to purchase two brand new gators through the municipal market place for \$18,750; delivery is expected around June or July. The board approved the purchase of a F150 pickup truck in April in the amount of \$45,385, against the original budget of \$37,500. Although over budget the estimated trade in value of the current vehicle is \$7,885 - \$9,800 and will offset the budget overage.

Vehicles/Equipment			
Current YTD			\$ -
Encumbered - Dump Truck/JD Tractor/Gators			\$ 140,983.93
2023			CIP Amount
F150 Pickup (replacing 2010 F150)	trade (\$7,885)		37,500.00
2024			CIP Amount
Bunker Rake			20,000.00
F250 Pickup #1 (replacing 2012 Pickup)			57,500.00
2025			CIP Amount
Large Gator			18,500.00
F250 Pickup #2 (replacing 2012 Pickup)			57,500.00
Multi-Year Total			\$ 331,983.93

Summary

The Capital Improvement Plan is fluid. It will adjust to accommodate the unexpected, and project budgets may need to be reduced or increased.

Based on the values/estimates above, and assuming awarded grants are received, capital projects planned through 2025 there is a **funding shortfall of \$681,592**.

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In other words, the current Capital Improvement Plan is partially funded through the end of 2025. Additional funding is required for the following Park Improvements and Vehicle Replacements:

Vehicles		
2024	Bunker Rake	20,000
2024	F250 Pickup #1	57,500
2025	Large Gator	18,500
2025	F250 Pickup #2	57,500
Unfunded Vehicles: \$153,500		
Parks		
2024	Kent Park	100,000
2024	Papoose	225,000
2025	Weeks East	225,000
Unfunded Parks: \$550,000		

Additional funding will be explored with:

- unbudgeted/excess earnings on investments (at year end),
- unbudgeted/excess Personal Property Replacement Taxes (at year end),
- and transfers from Operating Funds since target balances are expected to be met by year end.

To: Board of Commissioners
From: Jim Reuter, Executive Director
Date: May 22, 2023
Approval: Resolution 23-02 Forming a Committee on
Local Government Efficiency **Agenda Item # 7A**

Issue

Shall the Board make a motion to approve Resolution No. 23-02 forming a Committee on Local Government Efficiency.

Background/Reasoning

The Decennial Committees on Local Government Efficiency Act, 50 ILCS 70/1 *et seq.*, requires units of local government, including park districts, forest preserve districts, and conservation districts, to form a committee to study local government efficiencies. The Act does not apply to municipalities or counties.

Resolution 23-02 fulfills the first requirement of the Act and forms the District's Committee on Local Government Efficiency prior to the June 10, 2023 deadline. The Committee remains in place for 18 months, and is dissolved upon submission of the report; it must be reformed at least once every ten years hereafter. The Committee must meet a minimum of 3 times and has 18 months to complete an efficiency report and submit it to the County.

IAPD has provided a number of resources to assist the District in addressing the requirements of the Act. Staff will guide the Committee through the review process and preparation of the formal report. The attached Fact Sheet explains the composition, duties, and meeting requirements of the Committee.

- In addition to all elected Board Members and the Executive Director, residents Mike Ashby, Dana Hybl, Frank Parisi, and Todd Powell have agreed to serve on the Committee; they will be appointed as part of Resolution 23-02.
- The Committee is chaired by the Board President (or their designee).
- The first meeting of the Committee will be determined; a date of June 12, 2023 at 5:00pm has been suggested.

Supporting Documents

- Resolution No. 23-02 Forming a Committee on Local Government Efficiency
- Fact Sheet

Cost

There is no cost for this Resolution.

Public/Customer Impact

Ensures the Park District is operating efficiently as an entity that is partially supported by taxes.

Recommendation

That the Board make a motion to approve Resolution No. 23-02 forming a Committee on Local Government Efficiency.

RESOLUTION NO. 23-02

A RESOLUTION FORMING A COMMITTEE ON LOCAL GOVERNMENT EFFICIENCY

CAROL STREAM PARK DISTRICT, DuPAGE COUNTY, ILLINOIS

WHEREAS, the Carol Stream Park District (“Park District”) is required to form a Committee on Local Government Efficiency (“Efficiency Committee”) pursuant to 50 ILCS 70/1 *et seq.* (the Act); and

WHEREAS, pursuant to the Act, the Efficiency Committee shall: (1) study the Park District’s governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units and the State of Illinois, (2) collect data, research, and analysis as necessary to prepare a written report that includes recommendations with respect to increased accountability and efficiency, and (3) provide a written report to the administrative office of each county board of the county in which the governmental unit is located; and

WHEREAS, the Efficiency Committee shall consist of the elected or appointed members of the Board of Commissioners of the Park District, at least two residents from the District appointed by the President of the Board of Commissioners and approved by the Board of Commissioners, and the chief executive officer or other officer of the Park District, if any; and

WHEREAS, The President desires to appoint Mike Ashby, Dana Hybl, Frank Parisi and Todd Powell as the four resident members of the Efficiency Committee, with the advice and consent of the Board of Commissioners; and

WHEREAS, the Efficiency Committee shall meet at least three times and shall operate as a public body pursuant to the Open Meetings Act and Freedom of Information Act; and

WHEREAS, the Efficiency Committee shall provide a written report to the administrative office of the DuPage County Board no later than eighteen months after the day of the Efficiency Committee’s formation; and

WHEREAS, the Efficiency Committee will be dissolved after it has made a written report to the DuPage County Board and all other statutory requirements have been satisfied;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CAROL
STREAM PARK DISTRICT, DuPAGE COUNTY, ILLINOIS** as follows:

SECTION 1: That the Board of Commissioners hereby forms its Committee on Local Government Efficiency consisting of the following individuals:

- Jacqueline Jeffery, Board President
- Dan Bird, Commissioner
- Anthony Del Preto, Commissioner
- Brenda Gramann, Board Vice President
- Tim Powers, Commissioner
- Brian Sokolowski, Commissioner
- Sara Witteck, Commissioner
- Mike Ashby, Resident Member
- Dana Hybl, Resident Member
- Frank Parisi, Resident Member
- Todd Powell, Resident Member
- Sue Rini, Deputy Director

SECTION 2: That Sue Rini shall serve as the chairperson of the Efficiency Committee; and

SECTION 3: That the Park District’s Board Secretary, Open Meetings Act Officer, and Freedom of Information Act Officer shall serve the Efficiency Committee in those respective roles; and

SECTION 4: That the Efficiency Committee shall perform its duties in accordance with 50 ILCS 70/1 *et seq.*; and

SECTION 5: That the Board of Commissioners shall provide a written report to the DuPage County Board no later than November 11, 2024, which is eighteen months after the day of the Efficiency Committee’s formation.

DATED this 22 day of May, 2023.

CAROL STREAM PARK DISTRICT

[SEAL]

By: _____
Jacqueline Jeffery, Board President

ATTEST:

Jim Reuter, Board Secretary

Overview

The Decennial Committees on Local Government Efficiency Act, 50 ILCS 70/1, *et seq.*, requires units of local government that levy any tax, including park districts, forest preserve districts, and conservation districts, to form a committee to study local government efficiencies and issue a report to the county board in which the unit of local government is situated. The Act does not apply to municipalities and counties.

IAPD worked with state legislators and other stakeholders to relieve the most costly and burdensome provisions of this legislation before it became law. Although still an unfunded mandate, the law gives park districts, forest preserve districts, and conservation districts the ability to appoint the committee membership and provides an opportunity for these agencies to demonstrate the countless ways in which they efficiently and effectively deliver park, recreation, and conservation programs, facilities, and services to their residents.

As one resource to our members, IAPD has prepared this fact sheet to assist in meeting the requirements of this new law.

Committee Formation

Units of local government are required to form a committee no later than June 10, 2023, which is one year after the effective date of the Act, and at least once every ten years thereafter.

Committee Composition

Each committee must include:

- The elected or appointed members of the governing board of the governmental unit;
- At least two residents of the governmental unit appointed by the board president and approved by the board; and,
- The chief executive officer or other officer of the governmental unit, if any.

The board president or their designee shall chair the committee. The chair may appoint additional members to the committee as they believe appropriate. Committee members serve without compensation but may be reimbursed for incurred expenses with the approval of the governmental unit.

The committee may, but is not required to, employ or use the services of specialists in public administration and governmental management, and any other trained consultants, analysts, investigators, and assistants it considers appropriate.

The committee is considered a public body to which the Freedom of Information Act and the Open Meetings Act applies.

Duties of the Committee

The duties of each committee include, but are not limited to, the following activities:

- Study the governmental unit's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units and the State of Illinois.
- Collect data, research, and analysis as necessary to prepare a written report that includes recommendations with respect to increased accountability and efficiency.
- Provide a written report to the administrative office of the county board in each county in which the governmental unit is located no later than eighteen months after the formation of the committee.

Committee Meetings

The committee is required to meet at least three times. The committee may, but is not required, to meet during the regularly scheduled meeting of the governmental units if:

1. Separate notice is given in conformance with the Open Meetings Act;
2. The committee meeting is listed as part of the board of the governmental unit's agenda; and,
3. At least a majority of the members of the committee are present at the committee's meeting.

However, because the committee's membership is not identical to the park board membership, the park board would want to adjourn or recess its regular meeting before convening a meeting of the committee if it chooses to meet on the same day as a regularly scheduled meeting.

Each meeting of the committee must be public and held in accordance with the Open Meetings Act. The committee must provide an opportunity for any person to be heard at each meeting for at least three minutes. At the conclusion of each meeting, the committee must conduct a survey of residents who attended the meeting and ask for input on matters discussed at the meeting. Although not the required method, a survey conducted by email to all residents who attended the meeting and provided a valid email address is one way to satisfy this survey requirement. Pursuant to the Open Meetings Act, all public bodies must keep written minutes for each meeting of the committee.

Committee Report

Each committee must provide its report to the administrative office of the county board in each county in which the governmental unit is located no later than eighteen months after the formation of the committee. If a governmental unit is located in multiple counties, it should provide the report to the administrative office of each county board in all counties in which the governmental unit is located. If the committee is formed on the last possible date (June 10, 2023), then the report would need to be provided no later than December 10, 2024. After the report is issued, the committee is dissolved until it is reestablished with newly appointed members in 10 years.

IAPD requests that member agencies provide a copy of the final report to IAPD so that we can utilize this information in future advocacy efforts.

Questions of Concerns

As always, for more information, please feel welcome to contact IAPD by phone at (217) 523-4554, or by email at janselment@ilparks.org or mremmert@ilparks.org.