



GLENCOE PARK DISTRICT
Local Efficiency Committee Meeting
Tuesday, August 1, 2023 | 7:00pm

Consistent with the requirements of the Illinois Compiled Statutes
5 ILCS 120/1 through 120/6 (Open Meetings Act), notices of this meeting were posted.
Location of the meeting is Takiff Center, 999 Green Bay Rd, Glencoe, IL 60022

A G E N D A

- I. Call to Order
- II. Roll Call
- III. Matters from the Public
- IV. Review Efficiency Committee Requirements and Park District Information
- V. Adjourn

The Glencoe Park District is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations in order to allow them to observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or facilities, are asked to contact the Park District at 847-835-3030. Executive Director email: lsheppard@glencoeParkDistrict.com

Key rules governing participation

All comments will be limited to three (3) minutes per person and no longer than 30 minutes for all comments.



MEMORANDUM

TO: Glencoe Park District Efficiency Committee Members
FROM: Lisa Sheppard, Executive Director
SUBJECT: Glencoe Park District Efficiency Committee
DATE: July 25, 2023

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 benefit of this committee is that it allows the Park District to provide an opportunity to demonstrate the countless ways in which we efficiently and effectively deliver park, recreation, and conservation programs, facilities, and services to our residents.

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

- An overview of the Park District's policies, operations, shared services, intergovernmental agreements, and interrelationships with other governmental units
- Research and analysis operations to make recommendations with respect to increased accountability and efficiency
- Provide a written report to the administrative office of the Cook County Board no later than eighteen months after the formation of the committee

We have completed the first step, which is officially forming the committee and appointing the members who will serve on the committee. These committees are open to the public, for any individuals who would like to attend. All committee members have completed the required Open Meetings Act training. For any communication between members of the committee, I would like to remind you that all discussion should take place at the meeting and should not take place via email between members. Any written correspondence should be sent through the Executive Director and she will disburse it to the committee.

The committee members include:

- Carol Spain, Board President/Chairperson
- Stefanie Boron, Board Vice President
- Michael Covey, Board Treasurer
- Bart Schneider, Board Commissioner
- Jordan Spector, Board Commissioner
- Julia Lissner, Resident Member
- Nicole Reifman, Resident Member
- Bob Kimble, Resident Member
- Lisa Sheppard, Executive Director and Board Secretary

At the August 1 meeting, we will review information regarding the Park District (see draft report attached), so that at the subsequent meeting we can discuss ideas for increased efficiency. I will be happy to provide any additional information or data that you feel will help with the discussion at this meeting or future meetings.

Also included in this packet is a fact sheet on this committee developed by the Illinois Association of Park Districts.

DRAFT

EFFICIENCY REPORT FOR THE GLENCOE PARK DISTRICT

APPROVED BY THE PARK DISTRICT'S
COMMITTEE ON LOCAL GOVERNMENT EFFICIENCY
ON _____ [INSERT DATE]



I. Purpose

The Glencoe Park District (“Park District”) formed its Committee on Local Government Efficiency on June 6, 2023 to study efficiencies and report recommendations regarding those efficiencies and increased accountability pursuant to 50 ILCS 70/1, *et seq.* (the “Committee”).

II. Committee Membership

The Committee consisted of the following individuals:

1. Carol Spain, Board President/Chairperson
2. Stefanie Boron, Board Vice President
3. Michael Covey, Board Treasurer
4. Bart Schneider, Board Commissioner
5. Jordan Spector, Board Commissioner
6. Julia Lissner, Resident Member
7. Nicole Reifman, Resident Member
8. Bob Kimble, Resident Member
9. Lisa Sheppard, Executive Director and Board Secretary

III. Committee Meetings

The Committee met as follows:

Meeting Date

Tuesday, August 1, 2020

Meeting Place and Time

Takiff Community Center 7:00pm

Minutes of these meetings are available on the Park District's website or upon request at the Park District's administrative office.

IV. General Overview of Governing Statutes, Ordinances, Rules, Procedures, Powers, Jurisdiction

The Park District was established by a referendum initiated and approved by the voters of the Village of Glencoe in 1912, and is one of the oldest Park Districts in the state of Illinois. All Illinois park districts, including Glencoe Park District, are governed by the Park District Code, 70 ILCS 1205/1 *et seq.*

Having a separate and distinct taxing body for parks, recreation, and conservation within the local community, which operates apart from general purpose governments, is extremely beneficial to the community for many reasons, as detailed further in this report.

- **Elected, non-partisan, non-compensated board.** The Park District is governed by a board of five commissioners. Commissioners must reside within the boundaries of the Park District and are elected at the Consolidated Election in odd-numbered years. Pursuant to state law, commissioners are non-partisan and serve without compensation.
- **Accessible and focused representation.** Having a dedicated board to oversee these essential facilities, programs, and services provides the community with increased access to their elected representatives and allows those elected representatives to remain focused solely on those facilities, programs, parks and services. This is contrasted with general purpose governments where elected representatives are responsible for broad oversight on a wide range of issues. This special purpose benefit is particularly advantageous when it comes to budget and finance oversight.
- **Increased transparency.** Having a dedicated unit of local government to provide park and recreation services also improves the relationship between the Park District and its residents because of the transparency and openness related to the board and Park District operations. Having detailed agenda and action items allows taxpayers to be better informed about the inner workings of their local government. When individual units of government are responsible for providing specified services like Park Districts, transparency is increased because action items and budget procedures are more detailed. Additionally, these items and budgetary decisions are subject to more scrutiny by locally elected officials than is the case with larger, multi-purpose governments with a multitude of departments.
- **Protection of revenues.** Because the Park District is a separate unit of local government, the revenues it generates can only be used for Park District purposes. This assurance is contrasted with general purpose governments like cities, villages, and counties that provide a multitude of services such as fire, police, public works, economic development, etc., where revenues that are generated specifically for parks and recreation can be expended on these other services with limited, if any, input from voters.

- **Protection of assets.** Public parks and other real property owned by the Park District is held in trust for the residents of the Park District, and, subject to very limited exceptions, can only be sold or transferred if the courts approve of the sale or transfer by a referendum. This is contrasted with general purpose units of government, which have the authority to sell or dispose of property by a vote of the governing board.
- **Providing the community more with less.** The Park District does more with much fewer funding options. Unlike other units of local government that receive direct state funding; as well as, income, sales, use, hotel/motel, motor fuel, and other numerous taxes; the Park District's only tax revenues come from a modest portion of a resident's overall property tax bill. In fact, despite its limited funding options, the Park District's share is only 7% of the local tax bill.

As part of good governance and implementing best practices in the management of day-to-day operations, the Park District has also adopted the following ordinances, rules, policies, and procedures:

- General Conduct Ordinance 700
- Board Policies and Procedures Manual
- Administrative Policies and Procedures Manual
- Personnel Policies/Employee Manual
- Safety and Risk Management Manual
- Comprehensive Master Plan
- Strategic Plan
- Departmental Manuals

V. List of Shared Services and Partnerships

The Park District works diligently to provide the best possible programs, services, and facilities to our community at the least possible cost. One of the many ways the Park District achieves this goal is by partnering with neighboring Park Districts, school districts, other units of local government within or near the community, state, non-profit organizations, and for-profit corporations. Below is a comprehensive list of the current partnerships, agreements, and other relationships that assist the Park District's mission of delivering the best possible services at the least possible cost to our community.

1. Member in NSSRA

The Park District is part of the Northern Suburban Special Recreation Association ("NSSRA"). Special recreation associations are a form of intergovernmental cooperation among units of local government that are authorized under the Illinois Constitution, the Intergovernmental Cooperation Act, the Park District Code, and the Municipal Code. Their formation is rooted in a fundamental belief and recognition that "Recreation is for Everyone." They are shining examples of local government efficiency.

By partnering together, local communities are able to effectively and efficiently deliver more successful program opportunities to community members who have special needs. Furthermore, by participating in NSSRA, the Park District networks with thirteen local governments to provide many more program opportunities for our community members who have special needs and offers a choice between participating in the NSSRA's programs or in programs that are provided by the Park District.

The Park District and NSSRA also achieve efficiency by utilizing existing facilities that are owned and operated by NSSRA's members, including the Park District. Utilizing these existing facilities allows NSSRA to deliver services to its member communities at a lower cost. Currently the Park District provides NSSRA access to the following facilities for their program offerings:

- Takiff Community Center
- Takiff Fitness Center
- Watts Recreation Center
- Watts Ice Rink
- Glencoe Swimming and Boating Beach

NSSRA also provides the support needed for participants with special needs who choose to register for Park District programs or inclusive programming. NSSRA collects information on the registered participant and determines what supports are needed for that participant to be successful in this inclusive setting or the Park District program. This could include additional training of supervisory staff, additional support staff, the use of adaptive equipment, behavior management, and/or other measures that will assist in the successful participation of this individual in the Park District program. Although success may not look the same for everyone, the SRA

works with the Park District's staff to ensure the best possible results for all the participants in the program. The Park District's cost of providing these services would be much greater without its participation and partnership in the SRA.

In 2022, NSSRA provided 338 programs for people with disabilities in its 13 partner communities. Twenty-seven Glencoe Park District residents were served through these program offerings. Additionally, NSSRA supported 6 Glencoe Park District participants with 1182.79 hours of inclusive services in programs that were provided by the Park District.

The Park District is very proud of the ongoing collaboration with NSSRA. By working cooperatively with other local governments, not only are we better able to collectively serve all citizens within our communities, including persons with disabilities, but we are able to do so in the most efficient and effective manner possible.

2. Intergovernmental agreements with other Park Districts, forest preserve districts, conservation districts, or municipal recreation agencies

- Northbrook Reciprocal Agreement for Aquatic Center/Beach Passes
- Northbrook Reciprocal Agreement for Dog Park
- Winnetka Reciprocal Agreement for Paddle Tennis

3. Intergovernmental agreements with other units of local government

- Village of Glencoe: Police Protection
- Village of Glencoe: Share Use Agreement for mowing/mechanic work
- Village of Glencoe: Beach water quality testing
- School District 35: Agreement that allows for use of school facility in exchange for Athletic Field Maintenance
- School District 35: Joint Purchase and Construction of West School Playground.
- Cook County Forest Preserve: Chicago Botanic Garden use of GPD Greenhouse
- Glencoe Library: Joint Special Events/Programming
- New Trier Highschool Transition Program: Use of space and Fitness Center
- Glencoe Golf Club: shared equipment and cross promotion of programs

4. Intergovernmental agreements with the State of Illinois

- Illinois Funds (local government investment pools)
 - **Grant Programs:**
 - OSLAD
 - PARC BAAD
 - Bike Path
 - Urban Community Forest Grant

5. Partnerships or agreements with athletic or similar affiliate organizations that operate sports or other leagues. Most of these organizations would be unable to construct and maintain their own sports fields. Oftentimes, sports complexes are multipurpose, which is an efficient way to satisfy the demands for numerous different sports and recreational activities.

- Glencoe Youth Baseball and Softball
- AYSO Soccer
- Kenilworth-Winnetka Baseball Association (travel baseball)
- New Trier Travel Basketball
- Northshore Tennis League

6. Partnerships or other interrelationships with non-profits

- Family Service of Glencoe
- Glencoe Youth Services
- Glencoe Junior High Project
- Glencoe Junior Kindergarten
- Glencoe Rotary
- Glencoe/Winnetka/Northfield Chamber of Commerce
- Glencoe Community Garden
- Friends of the Green Bay Trail
- American Red Cross
- New Trier Township Food Pantry
- Knowledge Empowers Youth
- Congregation Hakafa

7. Partnerships with for-profit organizations

- Sarah Hall Theater Company
- Hot Shot Sports
- Life Sports
- Chess Scholars
- Pride DoJo
- Amazing Minds
- Many other private recreation providers

VI. Other Examples of Efficient Operations

- **Use of volunteers.** One way in which the Park District reduces the burden on taxpayers is through the use of volunteers. Last year, 15 individuals volunteered 60 hours of service to the Park District.
- **Youth employment.** The Park District is a major employer of youth in the community. Last year, the Park District employed 122 youth. Not only is this an efficient way to deliver services, but youth employment serves as a valuable training tool for the future workforce.
- **Joint purchasing.** (if not listed above) The Park District participates in joint purchasing cooperatives pursuant to the Governmental Joint Purchasing Act (30 ILCS 525/0.01 *et seq.*) thereby saving taxpayer dollars through economies of scale. These include:
 - Sourcewell Cooperative Purchasing Alliance of Illinois: In FY 2022/23, we purchased pickleball courts, Kubota RTV, and playground surfacing through this cooperative.
- **Collaboration with other Park Districts on best practices.** Because Park Districts are not in competition with one another, they are more willing than the private sector to share best practices. These best practices help to avoid unnecessary costs and deliver services more effectively and efficiently.
- **Reliance on non-tax revenue.** Unlike most local governments that rely on a wide range of sales, use, and income taxes, the Park District is not permitted to assess these types of taxes. Additionally, although the Park District is an economic engine for the community and generates much revenue for the state and our community in the form of hotel/motel, sales, and motor fuel taxes, our Park District does not receive any of these revenues. Also, unlike Illinois cities, villages, counties, and school districts that received billions of dollars in direct financial assistance from the Coronavirus Aid, Relief, and Economic Security (CARES) Act and the American Rescue Plan Act (ARPA), our Park District did not receive any such direct federal aid. Our Park District also does not receive state funding under the Local Government Distributive Fund (LGDF) or General State Aid (GSA) that these same cities, villages, counties, and school districts receive through the state budget.

Instead, the Park District provides all of the programs, facilities, and services to the community with a very modest amount of property taxes and from **non-tax sources** such as memberships, program registrations, and other user fees, as well as, private donations and grants.

VII. Transparency to the Community

The following information about the Park District may be obtained by citizens in the location listed.

<u>Document</u>	Location(s) Available can be found at www.glencoeParkDistrict.com <u>unless otherwise noted**</u>
• Annual tax levy	In the November Board Packet
• Annual budget and appropriation ordinance	In the April Board Packet
• Agenda and minutes	Board of Commissioners' meetings
• Comptroller's annual finance report (AFR)	Illinoiscomptroller.gov**
• Annual Comprehensive Financial Report	Under "Financial Documents"
• Treasurer's Report	In the July Board Packet
• Conduct Ordinance No. 700	Available at the Takiff Center**
• Master Plans	Under "Discover our Story"
• Strategic Plans	Under "Discover our Story"
• Capital Improvement Plan	In the May Board Workshop Packet
• ADA Transition Plan	Available at Takiff Center**
• Capital Replacement Schedule	In the May Board Workshop Packet
• MBE, WBE, VBE status for vendors	Under "Financial Documents"

The Park District offers residents many opportunities to provide feedback. These include:

- The Board of Park Commissioners meets twice each month. Residents may provide public comment at every meeting.
- The Park District's annual Budget and Appropriation Ordinance is available in tentative form at least 30 days prior to its adoption at an open meeting of the Park District board. Additionally, at least one public hearing is held prior to final action, and notice of the hearing is published in the newspaper at least one week prior to the hearing.
- The Park District's annual property tax levy is approved at an open meeting of the Park District board in accordance with the Open Meetings Act. The Park District follows all public notice and hearing requirements under the Truth in Taxation Law prior to the adoption of this annual tax levy. (The Park District's annual levy is also subject to the limitations of the Property Tax Extension Limitation Law.)
- Residents may contact or request information from the Park District by phone at 847-835-3030 or email at info@glencoeParkDistrict.com

- Citizen advisory groups and focus groups allow for community input and feedback including:
 - Glencoe Beach and Lakefront Advisory Group
 - Watts Advisory Group
 - Early Childhood Advisory Group
 - Short-term Tasks Forces (e.g. Dog Park Feasibility Group, Berlin Park Design Group, Playground Design Groups, etc.)

- A variety of annual surveys are used to gather participant feedback including:
 - 4 recreation program surveys
 - 2 facility surveys
 - 1 early childhood survey
 - 1 fitness survey
 - Community survey (upcoming)

- Public hearings are common ways to gather community input. Past public hearings include:
 - Berlin Baseball Field
 - Watts Recreation Center PARC Grant and redevelopment
 - Lakefront Park redevelopment
 - West Park redevelopment
 - Pickleball court discussion
 - Frank Lloyd Wright House relocation to Park District property

VIII. District Awards and Recognition

The Park District's achievements have been recognized in numerous ways.

Park District Achievements/Awards

- 2023: IPRA Chairperson of the Board of Directors: Executive Director Sheppard
GFOA Certificate of Achievement for Reporting

- 2022: Frank Lloyd Wright Spirit Award Winner

- 2019: NRPA National Gold Medal for Excellence in Park and Recreation Management Winner
IAPD/IPRA Distinguished Accreditation
IPRA Program of the Year for Beach S.A.F.E.

- 2018: NRPA National Gold Medal Finalist
AAA Bond Rating from Moody's Investor Services
IPRA Exceptional Workplace Award

- 2017: IPRA Professional of the Year: Executive Director Sheppard
NRPA National Gold Medal Finalist
NSSRA Shining Star Partner Agency of the Year

Grants/Donation Received

2016: Citizen Donation for Berlin Park	\$1,000,000
2019: CMAP Transportation Alternatives Program (TAP-L) Grant	\$667,150
IDNR Bicycle Path Grant	\$200,000
Private Donation for Duke Park	\$300,000
2020: OSLAD Grant for Duke Park	\$400,000
Child Care Restoration Grants	\$194,000
2021: PARC Grant for Watts Recreation Center	\$2,500,000
IDNR BAAD Grant for Bluff Stabilization	In Progress
Child Care Restoration Grants	\$214,000
2022: USDA/IDNR UCF Grant for tree inventory/care management plan	In Progress
Private Donations for Watts Recreation Center	\$100,000
Child Care Restoration Grants	\$64,000
Yearly: Tree and bench donations (annual average)	\$20,000

IX. Benefits and Services

The Park District serves the entire community from the youngest child to the oldest adult and all ages in between. It does so in a variety of ways.

1. Facilities

The Park District offered the following facilities to the community last year:

- Takiff Community Center - 80,000 square feet of indoor recreation space
- Watts Recreation Center and refrigerated ice rinks
- Safran Beach House
- Perlman Boating Beach
- Holmes Warming House (Glencoe Youth Services Center)
- Park maintenance buildings
- 99 acres of park land and 12 playgrounds

The Park District offered the following Parks Improvements since 2016:

2016: Berlin Park
Shelton Park
Kalk Park - Phase 1

2017: Astor Park
Glencoe Fitness
West Park

2018: Old Elm Park
Takiff parking lot and walking path improvements
Vernon Park playground
Woodlawn Park

2019: Takiff Center early childhood playground
Woodlawn Park and playground

2020: Schuman Overlook at Glencoe Beach
South Overlook at Glencoe Beach

2021: Connect Glencoe Trail development
Veterans Memorial Park
Duke Park
Kalk Park - Phase 2
Hazel Overlook repairs

- 2022: Glencoe pier replacement
Historically accurate renovation of the Halfway House and exterior of the Safran Beach House
- 2023: Watts Recreation Center renovation
Lakefront Park Playground and Tennis Court renovation
Beach Road Crib Wall replacement

2. Programs

The Park District offered the following programs last year. Registration numbers are also provided.

- Glencoe Swimming & Boating Beach Total Visits 22,679
- Watts Ice Center Total Visits 5,592
- Glencoe Fitness Total Visits 7,626
- Total Number of Program Sections 982
- Total Number of Program Section Participants 9,418

3. Additional Services

The Park District provided the following additional services to the community.

- Sustainable practice and education including interpretative signs, beekeeping, and education offerings
- Provide space in recreation centers for a variety of community groups and village, library, and school district needs
- Use of the greenhouse for Friends of the Green Bay Trail, Glencoe Community Garden, and Glencoe Garden Club

4. Other Benefits

While the Park District is a special purpose district, its impact to the community is multi-faceted and far reaching. The Park District offers numerous benefits to the community it serves. Some of the key advantages of a Park District include:

- Recreation and Leisure Opportunities: Park Districts provide a wide range of recreational facilities and programs, including parks, playgrounds, sports fields, trails, beaches, fitness centers, and community centers. These amenities offer opportunities for physical activity, social interaction, and leisure activities for individuals of all ages and abilities.
- Before and after school and summer programs offer safe, convenient, and affordable childcare options for working families during critical times when school

is not in session.

- **Green Spaces and Environmental Preservation:** Park Districts contribute to the preservation of green spaces, natural habitats, and biodiversity within urban and suburban areas. Parks and open spaces serve as valuable ecological sanctuaries, promoting environmental education and appreciation of nature.
- **The Park District's open space and trees help improve air and water quality and mitigate flooding.**
- **Health and Well-being:** Access to parks and recreational facilities encourages a more active lifestyle, promoting and improving better physical health and mental well-being, thereby reducing health care costs.
- **Community Building:** Park Districts play a vital role in bringing communities together. Parks and recreational programs provide spaces where people from diverse backgrounds can interact, fostering a sense of community and social cohesion.
- **Youth and Family Development:** Parks offer safe and supervised environments for children and teenagers to engage in constructive activities. They provide opportunities for skill development, teamwork, leadership, and character-building experiences.
- **Cultural and Educational Enrichment:** Park Districts often host cultural events, festivals, and educational programs, enriching the community's cultural and intellectual life. These events foster creativity, encourage artistic expression, and promote learning.
- **Economic Impact:** A well-maintained Park District can enhance property values in the surrounding area, making it an attractive place to live and work. Parks and recreational amenities can also attract tourists and visitors, boosting local businesses and the economy.
- **Active Aging:** Park Districts cater to the needs of older adults by offering programs specifically designed for seniors, promoting active aging, and addressing social isolation.
- **Environmental Education and Sustainability:** Many Park Districts focus on promoting environmental awareness and sustainability. They offer educational programs on topics like conservation, recycling, and sustainable practices to instill a sense of responsibility for the environment among community members.
- **Emergency Preparedness and Public Safety:** Park Districts often collaborate with local authorities to develop emergency preparedness plans and provide spaces

that can be used for disaster relief or evacuation centers during emergencies.

Overall, Park Districts play a crucial role in enhancing the overall quality of life for residents by providing opportunities for recreation, social interaction, education, and community engagement while contributing to environmental conservation and public health.

X. Recommendations for Increased Accountability and Efficiency

[LIST ANY IDEAS OR SUGGESTIONS THAT POTENTIALLY COULD INCREASE ACCOUNTABILITY AND EFFICIENCY?]

XI. OTHER

[LIST ANY OTHER IDEAS OR SUGGESTIONS THAT DEMONSTRATE THAT A PARK DISTRICT IS THE MOST EFFICIENT AND TRANSPARENT FORM OF LOCAL GOVERNMENT TO PROVIDE PARK, RECREATION AND CONSERVATION SERVICES.]

Dated: _____ [INSERT DATE FINAL REPORT APPROVED BY EFFICIENCY COMMITTEE]

Signed: _____ [CHAIR'S SIGNATURE]

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.