



# PARK DISTRICT of OAK PARK

Park District of Oak Park (PDOP)  
Regular Board Meeting  
John Hedges Administrative Center  
218 Madison Street  
Oak Park, Illinois 60302

Thursday, August 18, 2022, 7:30pm

## Minutes

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

### I. ROLL CALL

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

**Park District Staff Present:** Jan Arnold, Executive Director (via phone call); Mitch Bowlin, Director of Finance; and Edith Rodriguez, Executive Assistant.

### II. APPROVAL OF AGENDA

Commissioner Wick approved the agenda and Commissioner Lentz seconded. **The motion was passed by a roll call vote of 5:0.**

### III. VISITOR/PUBLIC COMMENTS – None

### IV. CONSENT AGENDA

A motion was made by Commissioner Wick and seconded by Commissioner Wollmuth to approve the Consent Agenda, which included the approval of the Cash and Investment Summary and Warrants and Bills for the month of July 2022; and approval of the minutes from the Committee of the Whole Meeting, July 7, 2022, the Regular Board Meeting, July 21, 2022, and the Board Retreat, July 22, 2022. **The motion passed by a roll call vote of 5:0.**

### V. STAFF REPORTS

- A. Executive Director's Report** – In addition to the Executive Director Report (which is included in the Board Packet), Mitch Bowlin (on behalf of Executive Director Arnold) informed the Board that the pools received all three Exceeds ratings for 2022. Hours have now been reduced for the pools since high school is back in session. Concerts at the Park have been very well received, and the final date for 2022 is Sunday, August 28<sup>th</sup>. Staff also sent an email to residents updating them on the grant application and the renderings of Barrie Park. In addition, Fall Fest will be held on Sunday, September 25<sup>th</sup> from 11AM to 2PM. No additional questions were asked by the Board.
- B. Updated & Information** – Written report included in the Board Packet.
- C. Revenue/Expense Status Reports** – No questions asked.

### VI. OLD BUSINESS

- A. Recreation and Facility Program Committee:** None

## **B. Parks and Planning Committee**

1. 2023-2027 CIP Plan Approval: Mitch Bowlin (on behalf of Executive Director Arnold) reminded the Board that it has been the practice of the District to update its five-year Capital Improvement Plan (CIP) every year to ensure priorities remain. The 2023-2027 CIP is focused on funds for the completion of the CRC; funds for maintenance and new structure at Rehm Pool; funds for the master plan updates at Andersen Park, Longfellow Park, Barrie Park and Center, Field Park and Center; funds for additional improvements at the Dole Center, the Conservatory, and Cheney Mansion; and in addition, turf replacements at Brooks, Julian, and Irving fields. Commissioners noted the need to continue to review the Rehm Pool improvements and to obtain community input. A motion was made by Commissioner Worley-Hood and seconded by Commissioner Lentz to approve the 2023-2027 Capital Improvement Plan. **The motion was passed by a roll call vote of 5:0.**
2. Approval of CRC Furnishings: Mitch Bowling reminded the Board that staff worked with Corporate Concepts to identify appropriate furnishings for the lobby and classroom spaces for the CRC. Staff will be using pricing from the Illinois Joint Powers Alliance (IJPA), which is a public agency that offers competitively bid contracted products, equipment, and services to education and governmental entities throughout the country. The Board asked that the furniture be stain resistant. A motion was made by Commissioner Worley-Hood and seconded by Commissioner Wick to approve the bid contract by IJPA to purchase furnishings in the amount not to exceed \$48,375.43. **The motion was passed by a roll call vote of 5:0.**

## **C. Administration and Finance Committee**

1. Mid-Year Review of Budget: Mitch Bowlin discussed some of the challenges related to the budget which include COVID and property taxes. The second installment for property taxes was delayed by four months, until the end of October. The timeline for the turnaround would be pretty quick after, and staff will receive the funds by the end of the fiscal year. The Board inquired how often does this delay happen. According to Mitch Bowlin, a delay has occurred in the last three years however this time, the county is going through a finance software transition that has impacted this delay. Once this delay passes, staff would be back on schedule. The Board noted that this is a reason why staff carries a strong 25% fund balance to cover for these types of delays. Mitch Bowlin also briefed the Board on the projections for the fall/winter program registrations and revenue. In addition, expenses are noted to be ahead of schedule due to the CRC. The Board also discussed additional significant expenses to the budget which includes increases to part-time wages to match the current market. **No action is needed by the Board on this item.**
2. 2022 Strategic Plan Progress Update: Mitch Bowlin provided the Board an update in which staff has been working hard to meet the 2022 strategic plan initiative which includes the processes made on each strategic goal. These goals include customer and community focus, financially strong, staff excellence, organizational excellence, and maintaining and improving infrastructure. The Board confirmed that staff are on target for 2022. **No action is needed by the Board on this item.**



## VII. NEW BUSINESS

- A. 2022 Quarterly Performance Measures Update:** Mitch Bowlin provided the Board an overview of the overall goal performance for the Park District. This included an overview of the strategic plan goals completed for 2022. In addition, a general overview of the fund balances, volunteer hours reported at facilities, parks report card to provide an average score of all parks, and electrical and water utility usage. This overview was provided to show what staff are doing to achieve a financially strong outcome. The Board appreciated the information provided. **No action is needed by the Board on this item.**

## VIII. COMMISSIONERS' COMMENTS

**Commissioner Wollmuth** – No comments were provided by Commissioner Wollmuth.

**Commissioner Lentz** – Looking for additional sustainability programs with the Village of Oak Park for additional ideas on sustainability to brainstorm for the upcoming year. Also noted that the theater developed a system to provide text during the performance of *A Winter's Tale* for the hearing impaired which looks to be a great system. The theater is also working with a Chicago area theater that will accept set equipment and costumes to repurpose which is very exciting. In addition, the grandkids are looking forward to going to Rehm pool over the weekend.

**Commissioner Worley-Hood** – Has been traveling as a park tourist at different locations to see what other park districts are doing at their own parks.

**Commissioner Wick** – Noticed new Facebook advertisements posted for park cleanup and the Neighborhood night at Taylor Park. It was great to see the new postings, as well as being able to see all of the families at Movies in the Park.

**President Porreca** – Planning to discuss with Executive Director Arnold on the NRPA sessions that would most benefit board members at conference.

## IX. CLOSED SESSION – None

## X. CONTINUE REGULAR BOARD MEETING TO THE COMMITTEE OF THE WHOLE MEETING, SEPTEMBER 1, 2022

At 8:09pm the Regular Board meeting was adjourned. **The motion was passed with a roll call vote of 5:0.**



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**Secretary**  
**Board of Park Commissioners**

\_\_\_\_\_  
September 15, 2022  
**Date**



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**President**  
**Board of Park Commissioners**

\_\_\_\_\_  
September 15, 2022  
**Date**