

**PARK DISTRICT OF OAK PARK**  
**Regular Park Board Meeting**  
**Hedges Administrative Center**  
**218 Madison Street, Oak Park, Illinois 60302**  
**Thursday, February 16, 2023, 7:30pm**

**AGENDA**

- I. Call to Order/Roll Call**
- II. Approval of Agenda**
- III. Annual Community Service Awards**
- IV. Visitor/Public Comment**  
*Each person is limited to three minutes. The Board may set a limit on the total amount of time allocated to public comments.*
- V. Consent Agenda**
  - A. Cash and Investment Summary\***
  - B. Warrants and Bills\***
  - C. Minutes\***
  - D. PACT Facility Use License Agreement for 2023-2025 (Festival Theatre)\***
  - E. Disposal Ordinance 2023-02-10\***
- VI. Staff Reports**
  - A. Executive Director's Report\***
  - B. Updates and Information\***
  - C. Revenue/Expense Status Reports\***
- VII. Old Business**
  - A. Administration and Finance Committee – Commissioner Wick**
    - 1. 228-230 Madison Lot Improvements Approval\*
    - 2. Vehicle Replacement Contract Approval\*
    - 3. Taylor Park Court Improvement Contract Approval\*
    - 4. Battery Powered Mower Purchase Approval\*
    - 5. VOP IGA ARPA Update
  - B. Recreation and Facility Program Committee – Commissioner Wollmuth**
  - C. Parks and Planning Committee – Commissioner Worley-Hood**
- VIII. New Business**
  - 1. Annual Historic Properties Operations Report\*
  - 2. Annual Recreation Report\*
  - 3. Annual Special Facilities Report\*
  - 4. 2022 PDOP Annual Report\*\*
- IX. Commissioner's Comments**  
Commissioner Wollmuth  
Commissioner Lentz  
Commissioner Wick  
Commissioner Worley-Hood  
President Porreca
- X. Closed Session**  
Motion to convene into closed session for the discussion of performance of a specific employee of the Park District.
- XI. Adjournment**

*\*Information attached. / \*\*Information to be provided at/prior to the meeting. / Update/Recap – verbal report to be provided at the 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) 725-2017 or via email at [Edith.Wood@pdop.org](mailto:Edith.Wood@pdop.org).

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



## Cash and Investment Summary

**Park District of Oak Park**

218 Madison Street ▪ Oak Park, Illinois 60302 ▪ ph: (708) 725-2000 ▪ fx: (708) 383-5702 ▪ [www.pdop.org](http://www.pdop.org)



## CASH AND INVESTMENT SUMMARY- January 2023

	Byline	IPDLAF	CD's	PMA - iPRIME	IMET	Jan-23 TOTAL	Dec-22 TOTAL
<b>General Fund</b>							
10 - Corporate	(1,115,031)	10,933	-	8,657,325	(16,617,276)	(9,064,049)	(8,698,759)
<b>Special Revenue Funds</b>							
15 - IMRF	(1,686,785)	1,603	-	-	1,989,712	304,531	255,875
16 - Liability	(1,511,225)	8,965	-	-	2,263,633	761,372	692,138
17 - Audit	(110,410)	237	-	-	132,408	22,236	17,003
20 - Recreation	(5,730,232)	4,979	-	-	10,299,125	4,573,871	3,703,323
21 - Museum	(79,027)	1,220	-	-	664,741	586,933	502,065
22 - Special Recreation	(2,503,210)	17,121	-	-	3,068,567	582,479	481,718
25 - Special Facilities	1,423,699	3,288	-	-	593,203	2,020,190	2,043,497
85 - Cheney Mansion	265,218	462	-	-	52,326	318,006	330,265
<b>Capital Funds</b>							
70 - Capital Projects	10,155,981	78,051	-	(2,377,185)	7,328,613	15,185,460	15,491,120
<b>Total Cash Available to District</b>	<b>(891,022)</b>	<b>126,858</b>	<b>-</b>	<b>6,280,140</b>	<b>9,775,052</b>	<b>15,291,029</b>	<b>14,818,246</b>
Distribution %:	-5.83%	0.83%	0.00%	41.07%	63.93%	100.00%	100.00%
<b>Other Funds</b>							
50 - Health Insurance Fund	951,834	345	-	-	350,799	1,302,978	1,225,430
x - Memorial Trust	174,173	-	-	-	-	174,173	55,789
xx - Working Cash	207,870	-	-	-	-	207,870	207,870
<b>Total Cash Across All Funds</b>	<b>442,854</b>	<b>127,203</b>	<b>-</b>	<b>6,280,140</b>	<b>10,125,852</b>	<b>16,976,049</b>	<b>16,307,335</b>



Park District of Oak Park  
Cash Status Report  
As of January 31, 2023

**Operating Accounts**

Byline Bank	0.400%	\$	1,054,366
iPrime Liquid Money Market	4.148%	\$	6,300,446
Illinois Metropolitan Investment Fund	4.060%	\$	10,125,852 *
Illinois Park District Liquid Asset Fund Account	4.200%	\$	127,629
		<b>\$</b>	<b>17,608,293</b>

**Operating Investment Accounts**

Working Solvency	<b>\$</b>	<b>17,608,293</b>
2022 Solvency	<b>\$</b>	<b>23,482,489</b>



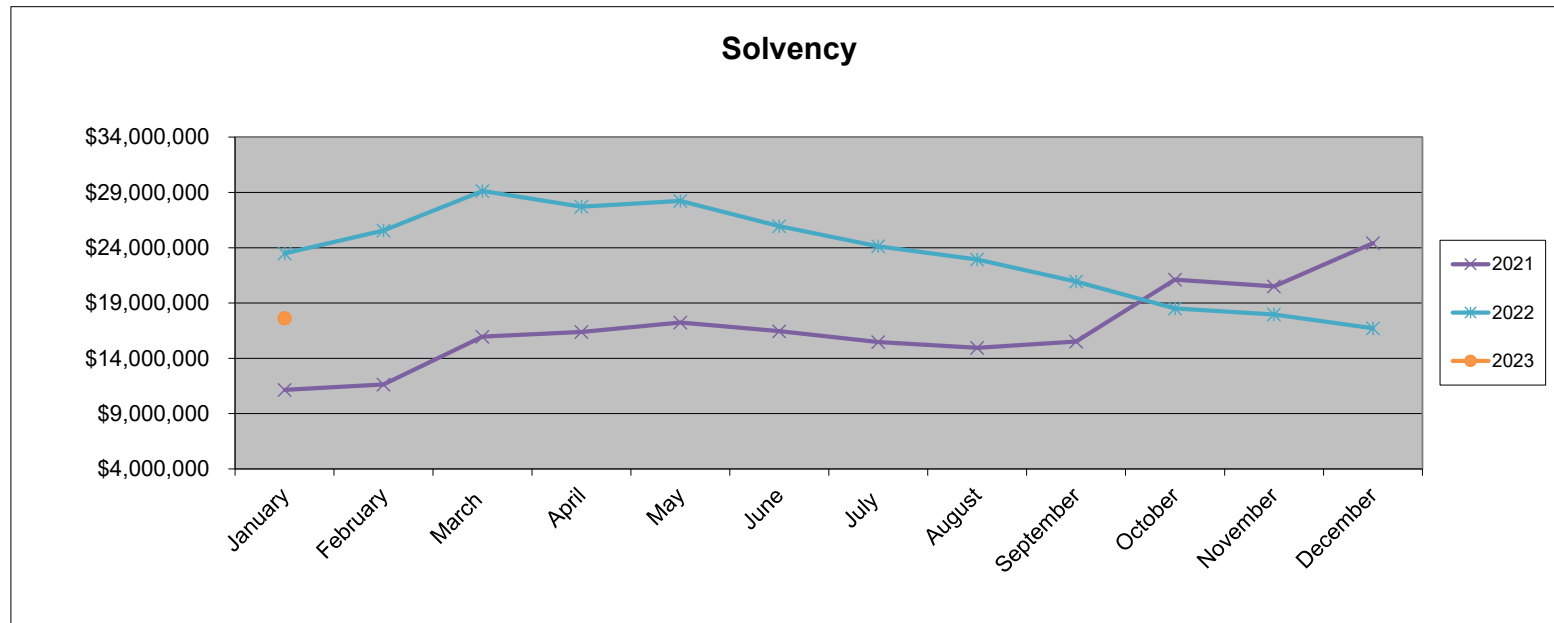
# **PARK DISTRICT** of OAK PARK

## **Total Solvency**

	<u><b>2021</b></u>
<b>January</b>	\$ 11,151,063
<b>February</b>	\$ 11,631,539
<b>March</b>	\$ 15,956,382 *amended
<b>April</b>	\$ 16,390,337
<b>May</b>	\$ 17,243,573
<b>June</b>	\$ 16,449,969
<b>July</b>	\$ 15,478,400
<b>August</b>	\$ 14,948,361
<b>September</b>	\$ 15,513,243
<b>October</b>	\$ 21,118,994
<b>November</b>	\$ 20,505,438
<b>December</b>	\$ 24,415,707

	<u><b>2022</b></u>
<b>January</b>	\$ 23,482,489
<b>February</b>	\$ 25,552,059
<b>March</b>	\$ 29,133,605
<b>April</b>	\$ 27,715,761
<b>May</b>	\$ 28,239,626
<b>June</b>	\$ 25,944,361
<b>July</b>	\$ 24,132,884
<b>August</b>	\$ 22,938,068
<b>September</b>	\$ 20,946,611
<b>October</b>	\$ 18,511,336
<b>November</b>	\$ 17,963,364
<b>December</b>	\$ 16,721,248

	<u><b>2023</b></u>
<b>January</b>	\$ 17,608,293
<b>February</b>	
<b>March</b>	
<b>April</b>	
<b>May</b>	
<b>June</b>	
<b>July</b>	
<b>August</b>	
<b>September</b>	
<b>October</b>	
<b>November</b>	
<b>December</b>	





## **Warrants and Bills**

**Park District of Oak Park**

218 Madison Street ▪ Oak Park, Illinois 60302 ▪ ph: (708) 725-2000 ▪ fx: (708) 383-5702 ▪ [www.pdop.org](http://www.pdop.org)

Park District of Oak Park  
Voucher List for the Month of January  
Presented to the Board of Commissioners  
At their Meeting on February 16, 2023

**AP ACCOUNT DISTRIBUTION BY ACCOUNT**

Check Dates 01/01/2023 To 01/31/2023; Pay Dates 01/01/2023 To 01/31/2023

Both Accruals And Non Accruals

Check Run 0 To 2147483647

PO Number 0 To 2147483647; PO Refr Number 0 To 2147483647

Park District Of Oak Park

FY 2023

Open &amp; Paid Vouchers

R = Reference PO Number

Voucher Number	Vendor	PO Number	Check Number	Pay Date/Check Date	Amount (\$)
<b>10 CORPORATE FUND</b>					
<b>10-00-21-20109 IMRF WITHHOLDING</b>					
51298	IMRF ILL MUNICIPAL RETIREMENT FUND		55283	01/06/2023	39,133.23
51348	IMRF ILL MUNICIPAL RETIREMENT FUND		55320	01/17/2023	39,086.61
<b>10-00-21-20109 IMRF WITHHOLDING Subtotal</b>					<b>\$78,219.84</b>
<b>10-00-21-20111 HEALTH INSURANCE SECTION 125</b>					
51415	PDRMA PDRMA		55364	01/20/2023	12,397.20 A
<b>10-00-21-20111 HEALTH INSURANCE SECTION 125 Subtotal</b>					<b>\$12,397.20</b>
<b>10-00-21-20114 UNION DUES</b>					
51396	SEIU SEIU LOCAL 73		55370	01/20/2023	292.88
<b>10-00-21-20114 UNION DUES Subtotal</b>					<b>\$292.88</b>
<b>10-00-21-20117 AFLAC SECTION 125</b>					
51293	AFLAC AFLAC ATTN: REMITTANCE PROCESSING		55275	01/06/2023	417.36
<b>10-00-21-20117 AFLAC SECTION 125 Subtotal</b>					<b>\$417.36</b>
<b>10-00-21-20118 AFLAC</b>					
51293	AFLAC AFLAC ATTN: REMITTANCE PROCESSING		55275	01/06/2023	215.00
<b>10-00-21-20118 AFLAC Subtotal</b>					<b>\$215.00</b>
<b>10-00-21-20119 I LIFE</b>					
51395	NCPERS NCPERS GROUP LIFE INSURANCE		55363	01/20/2023	12.00
<b>10-00-21-20119 I LIFE Subtotal</b>					<b>\$12.00</b>
<b>10-00-21-20120 ICMA WITHHELD</b>					
51295	ICMA ICMA RETIREMENT TRUST		55282	01/06/2023	1,159.32
51394	ICMA ICMA RETIREMENT TRUST		55359	01/20/2023	1,856.97
<b>10-00-21-20120 ICMA WITHHELD Subtotal</b>					<b>\$3,016.29</b>
<b>10-00-21-20131 ICMA ROTH IRA WITHHELD</b>					
51295	ICMA ICMA RETIREMENT TRUST		55282	01/06/2023	229.60
51394	ICMA ICMA RETIREMENT TRUST		55359	01/20/2023	231.77
<b>10-00-21-20131 ICMA ROTH IRA WITHHELD Subtotal</b>					<b>\$461.37</b>
<b>10-00-21-20132 BRIGHT START PROGRAM</b>					
51294	BRIGHTSTA BRIGHT START COLLEGE SAVINGS PROGRAM		55277	01/06/2023	100.00
51393	BRIGHTSTA BRIGHT START COLLEGE SAVINGS PROGRAM		55349	01/20/2023	100.00
<b>10-00-21-20132 BRIGHT START PROGRAM Subtotal</b>					<b>\$200.00</b>
<b>10-00-52-00200 LEGAL COUNSEL</b>					
51280	ELROD ELROD FRIEDMAN LLP	20220164	55280	01/06/2023	417.75 A
51280	ELROD ELROD FRIEDMAN LLP	20220164	55280	01/06/2023	270.00 A
51434	LANER LANER MUCHIN , LTD	20221616	55383	01/27/2023	285.00 A
<b>10-00-52-00200 LEGAL COUNSEL Subtotal</b>					<b>\$972.75</b>
<b>10-00-52-00202 LEGAL PUBLICATIONS</b>					
51342	GROWING GROWING COMMUNITY MEDIA NFP	20221542	55314	01/17/2023	168.00 A
<b>10-00-52-00202 LEGAL PUBLICATIONS Subtotal</b>					<b>\$168.00</b>
<b>10-00-52-00204 COMPUTER (IT) SERVICE</b>					



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Both Accruals And Non Accruals

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PO Number 0 To 2147483647; PO Refr Number 0 To 2147483647

Park District Of Oak Park

FY 2023

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<b>10-00-52-00204 COMPUTER (IT) SERVICE</b>					
51291	TIAABANK TIAA BANK	20220090	55288	01/06/2023	1,480.00 A
51361	NOVEN NOVENTECH, INC	20221586	55325	01/17/2023	1,696.20
51362	NOVEN NOVENTECH, INC	20221585	55325	01/17/2023	143.75 A
51363	NOVEN NOVENTECH, INC	20220025	55325	01/17/2023	9,410.00
51416	RAINOUT RAIN OUTLINE	20221607	55366	01/20/2023	399.00
<b>10-00-52-00204 COMPUTER (IT) SERVICE Subtotal</b>					<b>\$13,128.95</b>
<b>10-00-52-00208 COPYING AND PRINTING- INTERNAL</b>					
51425	DELAGE DE LAGE LANDEN PUBLIC FINANCE	20221613	55376	01/27/2023	3,763.45
<b>10-00-52-00208 COPYING AND PRINTING- INTERNAL Subtotal</b>					<b>\$3,763.45</b>
<b>10-00-52-00299 CONTRACTUAL SERVICES - OTHER</b>					
51370	PICKENS PICKENS-KANE BUSINESS SERVICES	20220082	55331	01/17/2023	85.00 A
51414	PICKENS PICKENS-KANE BUSINESS SERVICES	20221606	55365	01/20/2023	85.00
<b>10-00-52-00299 CONTRACTUAL SERVICES - OTHER Subtotal</b>					<b>\$170.00</b>
<b>10-00-56-00605 CONFERENCE AND TRAINING</b>					
51381	BRUKHARTZ TERRI FRY BRUKHARTZ, LCSW	20221138	55303	01/17/2023	350.00
51382	BRUKHARTZ TERRI FRY BRUKHARTZ, LCSW	20221138	55303	01/17/2023	350.00 A
<b>10-00-56-00605 CONFERENCE AND TRAINING Subtotal</b>					<b>\$700.00</b>
<b>10-00-56-00610 DUES AND SUBSCRIPTIONS</b>					
51390	WORKPLAC WORKPLACE SOLUTIONS LLC	20221565	55344	01/17/2023	700.00
<b>10-00-56-00610 DUES AND SUBSCRIPTIONS Subtotal</b>					<b>\$700.00</b>
<b>10-00-58-00820 TELECOMMUNICATIONS</b>					
51450	VERI VERIZON	20230012	55399	01/27/2023	2,383.25
<b>10-00-58-00820 TELECOMMUNICATIONS Subtotal</b>					<b>\$2,383.25</b>
<b>10-35-52-00265 FLEET SERVICE</b>					
51297	VILFLE VILLAGE OF OAK PARK-FLEET		55289	01/06/2023	66.76 A
<b>10-35-52-00265 FLEET SERVICE Subtotal</b>					<b>\$66.76</b>
<b>10-35-52-00275 CUSTODIAL SERVICES</b>					
51424	CRYSTAL CRYSTAL MGMT & MAINTENANCE SERVICES CC	20221610	55375	01/27/2023	440.00
<b>10-35-52-00275 CUSTODIAL SERVICES Subtotal</b>					<b>\$440.00</b>
<b>10-35-52-00299 CONTRACTUAL SERVICES - OTHER</b>					
51312	AEREX AEREX PEST CONTROL INC.	20221550	55293	01/17/2023	615.00 A
51347	ILLI ILLINI POWER PRODUCTS COMPANY	20221574	55318	01/17/2023	119.25 A
51379	SPANNUTH SPANNUTH BOILER COMPANY INC.	20221578	55338	01/17/2023	360.00 A
<b>10-35-52-00299 CONTRACTUAL SERVICES - OTHER Subtotal</b>					<b>\$1,094.25</b>
<b>10-35-53-00301 UNIFORMS</b>					
51524	ARAMARKC ARAMARK CORPORATION ARAMARK SPORTS			01/23/2023	21.99
51762	ARAMARKC ARAMARK CORPORATION ARAMARK SPORTS			01/23/2023	-90.00 A
<b>10-35-53-00301 UNIFORMS Subtotal</b>					<b>-\$68.01</b>
<b>10-35-56-11100 GIFT SHOP - SALES TAX</b>					
51346	ILLIREV ILLINOIS DEPT OF REVENUE		55319	01/17/2023	883.00 A

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<b>10-35-56-11100 GIFT SHOP - SALES TAX Subtotal</b>					<b>\$883.00</b>
<b>10-35-58-00800 ELECTRICITY</b>					
51275	COMED COMED	20220207	55279	01/06/2023	0.00 A
51300	COMED COMED	20220207	55292	01/06/2023	0.00 A
51327	COMED COMED	20220207	55307	01/17/2023	96.99 A
<b>10-35-58-00800 ELECTRICITY Subtotal</b>					<b>\$96.99</b>
<b>10-35-58-00810 NATURAL GAS</b>					
51287	NICOR NICOR GAS	20220206	55285	01/06/2023	1,340.23 A
<b>10-35-58-00810 NATURAL GAS Subtotal</b>					<b>\$1,340.23</b>
<b>10-50-52-00260 PROPERTY REPAIR</b>					
50665	ANDERSONE SOUTH WEST INDUSTRIES, INC.	20221324	55291	01/06/2023	165.00
51313	ALLTYPES ALL TYPES ELEVATORS, INC.	20221547	55294	01/17/2023	832.77 A
51318	ARROW ARROW LOCKSMITH SERVICE	20221579	55298	01/17/2023	262.00 A
51325	CHOICE CHOICE MASONRY, INC.	20221581	55305	01/17/2023	2,700.00 A
51339	FEMORAN F.E. MORAN INC MECHANICAL SERVICES	20221543	55312	01/17/2023	2,938.00 A
51365	PEER PEERLESS ENTERPRISES, INC.	20221568	55327	01/17/2023	4,850.00 A
51376	ANDERSONE SOUTH WEST INDUSTRIES, INC.	20221572	55296	01/17/2023	165.00
51402	CCS COMPREHENSIVE CONSTRUCTION SOLUTIONS INC	20221588	55351	01/20/2023	31,772.31 A
51406	GLASSDES GLASS DESIGN, INC.	20221598	55355	01/20/2023	2,550.00 A
51409	HIGHTOWER HIGHTOWER LABS, INC	20221590	55357	01/20/2023	5,700.00 A
<b>10-50-52-00260 PROPERTY REPAIR Subtotal</b>					<b>\$51,935.08</b>
<b>10-50-52-00265 FLEET SERVICE</b>					
51297	VILFLE VILLAGE OF OAK PARK-FLEET		55289	01/06/2023	2,518.28 A
51297	VILFLE VILLAGE OF OAK PARK-FLEET		55289	01/06/2023	1,590.37 A
51320	ATLASBOB ATLAS BOBCAT COMPANIES	20221573	55300	01/17/2023	93.28 A
51439	OHARETOW O'HARE TOWING SERVICE INC	20221614	55388	01/27/2023	413.80 A
51451	VILFLE VILLAGE OF OAK PARK-FLEET	20230007	55400	01/27/2023	225.21 A
<b>10-50-52-00265 FLEET SERVICE Subtotal</b>					<b>\$4,840.94</b>
<b>10-50-52-00275 CUSTODIAL SERVICES</b>					
51424	CRYSTAL CRYSTAL MGMT & MAINTENANCE SERVICES CC	20221610	55375	01/27/2023	4,865.00
51424	CRYSTAL CRYSTAL MGMT & MAINTENANCE SERVICES CC	20221610	55375	01/27/2023	690.00
<b>10-50-52-00275 CUSTODIAL SERVICES Subtotal</b>					<b>\$5,555.00</b>
<b>10-50-52-00280 SCAVENGER SERVICE</b>					
51413	LRS LAKESHORE RECYCLING SYSTEMS, LLC	20221603	55362	01/20/2023	2,162.17
<b>10-50-52-00280 SCAVENGER SERVICE Subtotal</b>					<b>\$2,162.17</b>
<b>10-50-53-00301 UNIFORMS</b>					
51315	ARAMARK ARAMARK UNIFORMS	20221580	55297	01/17/2023	106.45 A
51316	ARAMARK ARAMARK UNIFORMS	20221575	55297	01/17/2023	299.63 A
51317	ARAMARK ARAMARK UNIFORMS	20221546	55297	01/17/2023	1,047.13 A
<b>10-50-53-00301 UNIFORMS Subtotal</b>					<b>\$1,453.21</b>
<b>10-50-53-00310 SUPPLIES-PARKS</b>					
51322	BALL BALL HORTICULTURAL CO.	20221566	55301	01/17/2023	240.04

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<b>10-50-53-00310 SUPPLIES-PARKS</b>					
51377	SOUTHERNS SOUTHERN SOURCE INDUSTRIES, INC	20221540	55337	01/17/2023	768.44 A
51400	CONSER CONSERVE FS, INC.	20221599	55352	01/20/2023	3,168.00 A
51418	RUSO RUSSO POWER EQUIPMENT	20221589	55368	01/20/2023	6,837.90
<b>10-50-53-00310 SUPPLIES-PARKS Subtotal</b>					<b>\$11,014.38</b>
<b>10-50-53-00311 SUPPLIES- CLEANING &amp; HOUSEHOLD</b>					
51384	WAREHOUS WAREHOUSE DIRECT OFFICE	20221548	55341	01/17/2023	507.42 A
51420	WAREHOUS WAREHOUSE DIRECT OFFICE	20221602	55371	01/20/2023	1,126.76
<b>10-50-53-00311 SUPPLIES- CLEANING &amp; HOUSEHOLD Subtotal</b>					<b>\$1,634.18</b>
<b>10-50-53-00313 SUPPLIES - BUILDING MATERIALS</b>					
51318	ARROW ARROW LOCKSMITH SERVICE	20221579	55298	01/17/2023	15.00 A
51383	ULINE ULINE INC	20221549	55340	01/17/2023	538.84 A
<b>10-50-53-00313 SUPPLIES - BUILDING MATERIALS Subtotal</b>					<b>\$553.84</b>
<b>10-50-53-00410 EQUIPMENT</b>					
51321	ATLASBOB ATLAS BOBCAT COMPANIES	20221544	55300	01/17/2023	64.38 A
51371	REIN REINDERS, INC	20221576	55332	01/17/2023	290.96 A
51372	REIN REINDERS, INC	20221541	55332	01/17/2023	1,683.07 A
51399	ATLASBOB ATLAS BOBCAT COMPANIES	20221601	55347	01/20/2023	125.56
51417	REIN REINDERS, INC	20221600	55367	01/20/2023	31.84
<b>10-50-53-00410 EQUIPMENT Subtotal</b>					<b>\$2,195.81</b>
<b>10-50-58-00800 ELECTRICITY</b>					
51275	COMED COMED	20220207	55279	01/06/2023	314.81 A
51276	COMED COMED	20220158	55279	01/06/2023	292.49 A
51277	COMED COMED	20220159	55279	01/06/2023	218.79 A
51278	COMED COMED	20220161	55279	01/06/2023	332.72 A
51300	COMED COMED	20220207	55292	01/06/2023	891.65 A
51301	COMED COMED	20220199	55292	01/06/2023	820.15 A
51304	COMED COMED	20220157	55292	01/06/2023	28.58 A
51305	COMED COMED	20220161	55292	01/06/2023	161.79 A
51327	COMED COMED	20220207	55307	01/17/2023	4,217.32 A
51331	COMED COMED	20220199	55307	01/17/2023	1,795.30 A
51332	COMED COMED	20220157	55307	01/17/2023	57.65 A
51344	HUDSON HUDSON ENERGY - IL	20220178	55316	01/17/2023	258.97 A
<b>10-50-58-00800 ELECTRICITY Subtotal</b>					<b>\$9,390.22</b>
<b>10-50-58-00810 NATURAL GAS</b>					
51285	NICOR NICOR GAS	20220205	55285	01/06/2023	1,626.00 A
51286	NICOR NICOR GAS	20220196	55285	01/06/2023	603.74 A
51353	NICOR NICOR GAS	20220194	55323	01/17/2023	557.62 A
51354	NICOR NICOR GAS	20220191	55323	01/17/2023	1,028.79 A
51356	NICOR NICOR GAS	20220399	55323	01/17/2023	77.88 A
51358	NICOR NICOR GAS	20220188	55323	01/17/2023	1,914.09 A
51359	NICOR NICOR GAS	20220195	55323	01/17/2023	692.77 A
51360	NICOR NICOR GAS	20220189	55323	01/17/2023	925.31 A

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<b>10-50-58-00810 NATURAL GAS Subtotal</b>					<b>\$7,426.20</b>
<b>Fund 10 Subtotal</b>					<b>\$219,232.59</b>
<b>16 LIABILITY</b>					
<b>16-00-52-00510 WORKERS' COMPENSATION</b>					
51364	PDRMA PDRMA	20220004	55326	01/17/2023	26,242.68 A
<b>16-00-52-00510 WORKERS' COMPENSATION Subtotal</b>					<b>\$26,242.68</b>
<b>16-00-52-00511 PROPERTY</b>					
51364	PDRMA PDRMA	20220004	55326	01/17/2023	36,606.78 A
<b>16-00-52-00511 PROPERTY Subtotal</b>					<b>\$36,606.78</b>
<b>16-00-52-00512 EMPLOYMENT PRACTICES</b>					
51364	PDRMA PDRMA	20220004	55326	01/17/2023	6,199.02 A
<b>16-00-52-00512 EMPLOYMENT PRACTICES Subtotal</b>					<b>\$6,199.02</b>
<b>16-00-52-00513 LIABILITY</b>					
51364	PDRMA PDRMA	20220004	55326	01/17/2023	18,933.48 A
<b>16-00-52-00513 LIABILITY Subtotal</b>					<b>\$18,933.48</b>
<b>16-00-52-00514 EMPLOYEE SCREENINGS</b>					
51338	FASTEST FASTEST LABS OF NW CHICAGO	20221557	55311	01/17/2023	614.65 A
51369	PHYSICIAN PHYSICIANS IMMEDIATE CARE CHICAGO LLC	20221556	55330	01/17/2023	346.00 A
<b>16-00-52-00514 EMPLOYEE SCREENINGS Subtotal</b>					<b>\$960.65</b>
<b>16-00-53-00350 RISK CARE MANAGEMENT</b>					
51380	STATECHEM STATE CHEMICAL SOLUTIONS	20221570	55339	01/17/2023	3,041.48 A
51398	AT&T AT&T	20221605	55348	01/20/2023	180.38
51441	PERRYWEAT PERRY WEATHER INC	20221611	55390	01/27/2023	7,400.00
<b>16-00-53-00350 RISK CARE MANAGEMENT Subtotal</b>					<b>\$10,621.86</b>
<b>Fund 16 Subtotal</b>					<b>\$99,564.47</b>
<b>20 RECREATION</b>					
<b>20-00-21-20135 REFUNDS DUE</b>					
51412	LAURAKESS LAURA KESSERLING		55361	01/20/2023	50.00
<b>20-00-21-20135 REFUNDS DUE Subtotal</b>					<b>\$50.00</b>
<b>20-00-52-00265 FLEET SERVICE</b>					
51296	VILFLE VILLAGE OF OAK PARK-FLEET		55289	01/06/2023	73.33 A
51296	VILFLE VILLAGE OF OAK PARK-FLEET		55289	01/06/2023	265.45 A
51451	VILFLE VILLAGE OF OAK PARK-FLEET	20230007	55400	01/27/2023	50.39 A
<b>20-00-52-00265 FLEET SERVICE Subtotal</b>					<b>\$389.17</b>
<b>20-00-56-00605 CONFERENCE AND TRAINING</b>					
51767	IPRA ILLINOIS PARKS & RECREATION ASSOCIATION			01/23/2023	-250.00
<b>20-00-56-00605 CONFERENCE AND TRAINING Subtotal</b>					<b>-\$250.00</b>
<b>20-00-56-00610 DUES AND SUBSCRIPTIONS</b>					
51336	DOCNET DOCNETWORK, INC.	20221534	55309	01/17/2023	765.00 A
<b>20-00-56-00610 DUES AND SUBSCRIPTIONS Subtotal</b>					<b>\$765.00</b>
<b>20-00-56-09999 NON-RESIDENT FEE EXPENSE</b>					

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<b>20-00-56-09999 NON-RESIDENT FEE EXPENSE</b>					
51373	RIVERPARK RIVER FOREST PARK DISTRICT	20221583	55333	01/17/2023	3,350.00 A
<b>20-00-56-09999 NON-RESIDENT FEE EXPENSE Subtotal</b>					<b>\$3,350.00</b>
<b>20-00-58-00820 TELECOMMUNICATIONS</b>					
51366	PEERLESSN PEERLESS NETWORK INC.	20220091	55328	01/17/2023	1,650.54
51367	PEERLESSN PEERLESS NETWORK INC.	20220091	55328	01/17/2023	1,640.78 A
51375	SMG SMG SECURITY SYSTEMS, INC.	20221545	55336	01/17/2023	585.00
51378	SMG SMG SECURITY SYSTEMS, INC.	20221571	55336	01/17/2023	195.00 A
<b>20-00-58-00820 TELECOMMUNICATIONS Subtotal</b>					<b>\$4,071.32</b>
<b>20-25-52-13170 MARTIAL ARTS PROGRAMS</b>					
51335	DEFRANCO BEactive bodyTHERAPIES	20221559	55308	01/17/2023	95.20 A
51411	ILLSHOTO ILLINOIS SHOTOKAN KARATE INC	20221587	55360	01/20/2023	27,216.25 A
<b>20-25-52-13170 MARTIAL ARTS PROGRAMS Subtotal</b>					<b>\$27,311.45</b>
<b>20-26-53-13750 YOUTH SPORTS LEAGUES</b>					
51272	BSNSPORT BSN SPORT INC	20221527	55278	01/06/2023	460.00 A
51273	BSNSPORT BSN SPORT INC	20221526	55278	01/06/2023	460.00 A
51274	BSNSPORT BSN SPORT INC	20221528	55278	01/06/2023	460.00 A
<b>20-26-53-13750 YOUTH SPORTS LEAGUES Subtotal</b>					<b>\$1,380.00</b>
<b>20-27-52-13670 ADULT VOLLEYBALL LEAGUES</b>					
51404	DIMITRIOS DIMITRIOS G PANAGIOTIDIS	20221592	55353	01/20/2023	75.00 A
51421	BATES KATHERINE BATES	20230003	55372	01/27/2023	53.00 A
51426	GINSKI MARK GINSKI	20230004	55377	01/27/2023	78.00
<b>20-27-52-13670 ADULT VOLLEYBALL LEAGUES Subtotal</b>					<b>\$206.00</b>
<b>20-27-53-13670 ADULT VOLLEYBALL LEAGUES</b>					
51385	WENZELJR ROBERT F. WENZEL JR.	20221564	55342	01/17/2023	150.00 A
<b>20-27-53-13670 ADULT VOLLEYBALL LEAGUES Subtotal</b>					<b>\$150.00</b>
<b>20-51-53-00301 UNIFORMS</b>					
51386	WILL WILL ENTERPRISES, INC.	20221532	55343	01/17/2023	403.48
<b>20-51-53-00301 UNIFORMS Subtotal</b>					<b>\$403.48</b>
<b>20-61-52-12010 COMMUNITY SPECIAL EVENTS</b>					
51319	ASCAP ASCAP LICENSE FEE	20221584	55299	01/17/2023	840.00
<b>20-61-52-12010 COMMUNITY SPECIAL EVENTS Subtotal</b>					<b>\$840.00</b>
<b>20-61-52-12040 AFTERSCHOOL PROGRAMS</b>					
51289	OAKPARKTO OAK PARK TOWNSHIP ILLINOIS	20221533	55286	01/06/2023	3,280.00 A
<b>20-61-52-12040 AFTERSCHOOL PROGRAMS Subtotal</b>					<b>\$3,280.00</b>
<b>20-61-52-12340 SPECIAL INTEREST PROGRAMS</b>					
51284	JOHNSONST STEVEN JOHNSON	20221530	55284	01/06/2023	4,840.00 A
51349	JOHNSONST STEVEN JOHNSON	20221558	55321	01/17/2023	1,200.00
51401	CHESS FAMBRO MANAGEMENT LLC	20221594	55350	01/20/2023	245.00
51432	JOHNSONST STEVEN JOHNSON	20221615	55381	01/27/2023	640.00
<b>20-61-52-12340 SPECIAL INTEREST PROGRAMS Subtotal</b>					<b>\$6,925.00</b>

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<b>20-62-52-12390 ARTS &amp; CRAFTS</b>					
51410	HUMPHREYT TARA HUMPHREY	20221593	55358	01/20/2023	456.00
<b>20-62-52-12390 ARTS &amp; CRAFTS Subtotal</b>					<b>\$456.00</b>
<b>Fund 20 Subtotal</b>					<b>\$49,327.42</b>
<b>21 MUSEUM</b>					
<b>21-00-52-00260 PROPERTY REPAIR</b>					
51442	PROSPIANT PROSPIANT, INC.	20221608	55391	01/27/2023	217,274.85 A
<b>21-00-52-00260 PROPERTY REPAIR Subtotal</b>					<b>\$217,274.85</b>
<b>21-00-58-00800 ELECTRICITY</b>					
51275	COMED COMED	20220207	55279	01/06/2023	0.00 A
51300	COMED COMED	20220207	55292	01/06/2023	1,273.30 A
51327	COMED COMED	20220207	55307	01/17/2023	3,246.01 A
<b>21-00-58-00800 ELECTRICITY Subtotal</b>					<b>\$4,519.31</b>
<b>21-00-58-00810 NATURAL GAS</b>					
51351	NICOR NICOR GAS	20220193	55323	01/17/2023	1,826.58 A
<b>21-00-58-00810 NATURAL GAS Subtotal</b>					<b>\$1,826.58</b>
<b>21-00-58-00840 PH SECURITY MONITORING</b>					
51378	SMG SMG SECURITY SYSTEMS, INC.	20221571	55336	01/17/2023	141.84 A
<b>21-00-58-00840 PH SECURITY MONITORING Subtotal</b>					<b>\$141.84</b>
<b>Fund 21 Subtotal</b>					<b>\$223,762.58</b>
<b>25 SPECIAL FACILITIES</b>					
<b>25-19-53-00301 UNIFORMS</b>					
51386	WILL WILL ENTERPRISES, INC.	20221532	55343	01/17/2023	488.41
<b>25-19-53-00301 UNIFORMS Subtotal</b>					<b>\$488.41</b>
<b>25-20-52-11950 LEARN TO SKATE</b>					
51324	CELAZAR CHERYL A ELEAZAR	20221536	55304	01/17/2023	37.50 A
51326	CMAYILL CHRISTINE MAGILL	20221537	55306	01/17/2023	25.00 A
51337	EMANN EDWARD S MANN	20221535	55310	01/17/2023	107.50 A
51560	ENTRYEZEE ENTRY EZEE			01/23/2023	-28.15 A
<b>25-20-52-11950 LEARN TO SKATE Subtotal</b>					<b>\$141.85</b>
<b>25-20-52-11965 TRAVEL HOCKEY</b>					
51271	AHAOFF AHAI OFFICIATING COMMITTEE	20221522	55276	01/06/2023	683.00 A
51282	GOODMAN GOODMAN TRAINING, LLC	20221524	55281	01/06/2023	3,740.00 A
<b>25-20-52-11965 TRAVEL HOCKEY Subtotal</b>					<b>\$4,423.00</b>
<b>25-20-53-00301 UNIFORMS</b>					
51386	WILL WILL ENTERPRISES, INC.	20221532	55343	01/17/2023	1,218.74
<b>25-20-53-00301 UNIFORMS Subtotal</b>					<b>\$1,218.74</b>
<b>25-20-53-11950 LEARN TO SKATE</b>					
51292	WILL WILL ENTERPRISES, INC.	20221523	55290	01/06/2023	340.64 A
51386	WILL WILL ENTERPRISES, INC.	20221532	55343	01/17/2023	476.84
<b>25-20-53-11950 LEARN TO SKATE Subtotal</b>					<b>\$817.48</b>

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<b>25-20-53-11960</b>	<b>YOUTH HOCKEY</b>				
51386	WILL WILL ENTERPRISES, INC.	20221532	55343	01/17/2023	330.12
<b>25-20-53-11960 YOUTH HOCKEY Subtotal</b>					<b>\$330.12</b>
<b>25-24-52-11275</b>	<b>Gymnastics GI Joe</b>				
51314	AMERIACAD AMERICA ACADEMY ALUMNI GROUP LLC	20221562	55295	01/17/2023	290.00
51429	RINKSETTE RIPLEY INKSETTER		55394	01/27/2023	87.44
51430	RINKSETTE RIPLEY INKSETTER		55394	01/27/2023	127.00
<b>25-24-52-11275 Gymnastics GI Joe Subtotal</b>					<b>\$504.44</b>
<b>25-24-53-11360</b>	<b>GYMNASTICS CENTER PROGRAMS</b>				
51387	WILL WILL ENTERPRISES, INC.	20221531	55343	01/17/2023	1,096.86 A
<b>25-24-53-11360 GYMNASTICS CENTER PROGRAMS Subtotal</b>					<b>\$1,096.86</b>
<b>25-24-56-00050</b>	<b>BOOSTER CLUB EXPENSE</b>				
51350	MENDEZ TAMARA MENDEZ		55322	01/17/2023	179.75 A
51388	NWINSTEAD NIKKO WINSTEAD		55324	01/17/2023	7.60 A
51435	LAPKE JAMIE LAPKE		55384	01/27/2023	111.00
51452	NWINSTEAD NIKKO WINSTEAD		55387	01/27/2023	182.00
<b>25-24-56-00050 BOOSTER CLUB EXPENSE Subtotal</b>					<b>\$480.35</b>
<b>25-24-56-00610</b>	<b>DUES AND SUBSCRIPTIONS</b>				
51341	GIJO GYMNASTICS OF ILLINOIS JUNIOR ORG	20221563	55315	01/17/2023	50.00
<b>25-24-56-00610 DUES AND SUBSCRIPTIONS Subtotal</b>					<b>\$50.00</b>
<b>25-24-56-00675</b>	<b>SALES TAX</b>				
51346	ILLIREV ILLINOIS DEPT OF REVENUE		55319	01/17/2023	45.00 A
<b>25-24-56-00675 SALES TAX Subtotal</b>					<b>\$45.00</b>
<b>25-50-52-00261</b>	<b>PROPERTY REPAIR - POOL</b>				
51436	METAL METALMASTER ROOFMASTER INC.	20220357	55385	01/27/2023	700.00 A
51446	THOMAS THOMAS PUMP COMPANY, INC.	20230002	55396	01/27/2023	596.00 A
51447	THOMAS THOMAS PUMP COMPANY, INC.	20221595	55396	01/27/2023	1,095.00 A
<b>25-50-52-00261 PROPERTY REPAIR - POOL Subtotal</b>					<b>\$2,391.00</b>
<b>25-50-52-00262</b>	<b>PROPERTY REPAIR - RINK</b>				
51428	HOH H-O-H CHEMICALS, INC.	20221591	55379	01/27/2023	872.32
51436	METAL METALMASTER ROOFMASTER INC.	20220357	55385	01/27/2023	856.00 A
<b>25-50-52-00262 PROPERTY REPAIR - RINK Subtotal</b>					<b>\$1,728.32</b>
<b>25-50-52-00263</b>	<b>PROPERTY REPAIR - GRC</b>				
51427	HAYES HAYES MECHANICAL LLC	20230000	55378	01/27/2023	1,790.72
<b>25-50-52-00263 PROPERTY REPAIR - GRC Subtotal</b>					<b>\$1,790.72</b>
<b>25-50-52-00267</b>	<b>FLEET SERVICE - RINK</b>				
51296	VILFLE VILLAGE OF OAK PARK-FLEET		55289	01/06/2023	57.65 A
51433	JORSON JORSON & CARLSON, INC.	20221597	55382	01/27/2023	512.96
51451	VILFLE VILLAGE OF OAK PARK-FLEET	20230007	55400	01/27/2023	53.28 A
<b>25-50-52-00267 FLEET SERVICE - RINK Subtotal</b>					<b>\$623.89</b>
<b>25-50-52-00412</b>	<b>RINK EQUIPMENT-MAINTENANCE</b>				

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51374	SEAWAY SEAWAY SUPPLY COMPANY	20221529	55335	01/17/2023	47.50
<b>25-50-52-00412 RINK EQUIPMENT-MAINTENANCE Subtotal</b>					<b>\$47.50</b>
<b>25-50-53-00301</b>	<b>UNIFORMS</b>				
51386	WILL WILL ENTERPRISES, INC.	20221532	55343	01/17/2023	183.40
51397	ARAMARK ARAMARK UNIFORMS	20221552	55346	01/20/2023	406.99 A
51431	JACKLIN ROBERT JACKLIN		55380	01/27/2023	100.64 A
<b>25-50-53-00301 UNIFORMS Subtotal</b>					<b>\$691.03</b>
<b>25-50-53-00312</b>	<b>SUPPLIES-CLEANING &amp; HOUSEHOLD - POO</b>				
51449	ULINE ULINE INC	20221539	55398	01/27/2023	63.95
<b>25-50-53-00312 SUPPLIES-CLEANING &amp; HOUSEHOLD - POO Subtotal</b>					<b>\$63.95</b>
<b>25-50-53-00315</b>	<b>SUPPLIES - CLEANING&amp;HOUSEHOLD - RIN</b>				
51419	SEAWAY SEAWAY SUPPLY COMPANY	20221561	55369	01/20/2023	471.30
51423	CASELOTS CASE LOTS INCORPORATED	20230001	55374	01/27/2023	644.80
51449	ULINE ULINE INC	20221539	55398	01/27/2023	63.95
<b>25-50-53-00315 SUPPLIES - CLEANING&amp;HOUSEHOLD - RIN Subtotal</b>					<b>\$1,180.05</b>
<b>25-50-53-00316</b>	<b>SUPPLIES - BUILDING MATERIALS - RIN</b>				
51407	GRAINGER GRAINGER, INC.	20221567	55356	01/20/2023	103.68
51443	RINK RINK SYSTEMS INC	20221538	55393	01/27/2023	942.86
<b>25-50-53-00316 SUPPLIES - BUILDING MATERIALS - RIN Subtotal</b>					<b>\$1,046.54</b>
<b>25-50-53-00318</b>	<b>SUPPLIES- BUILDING MATERIALS - GRC</b>				
51408	GRAINGER GRAINGER, INC.	20221551	55356	01/20/2023	207.52
<b>25-50-53-00318 SUPPLIES- BUILDING MATERIALS - GRC Subtotal</b>					<b>\$207.52</b>
<b>25-50-53-00335</b>	<b>FUELS AND LUBRICANTS</b>				
51405	FERRELL FERRELLGAS	20221560	55354	01/20/2023	12.00 A
<b>25-50-53-00335 FUELS AND LUBRICANTS Subtotal</b>					<b>\$12.00</b>
<b>25-50-58-00801</b>	<b>REHM ELECTRICITY</b>				
51329	COMED COMED	20220163	55307	01/17/2023	1,169.96 A
51333	COMED COMED	20220163	55307	01/17/2023	249.63 A
<b>25-50-58-00801 REHM ELECTRICITY Subtotal</b>					<b>\$1,419.59</b>
<b>25-50-58-00803</b>	<b>GYMNASTICS ELECTRICITY</b>				
51303	COMED COMED	20220198	55292	01/06/2023	1,168.86 A
51328	COMED COMED	20220198	55307	01/17/2023	3,430.80 A
<b>25-50-58-00803 GYMNASTICS ELECTRICITY Subtotal</b>					<b>\$4,599.66</b>
<b>25-50-58-00811</b>	<b>REHM NATURAL GAS</b>				
51288	NICOR NICOR GAS	20220190	55285	01/06/2023	347.74 A
<b>25-50-58-00811 REHM NATURAL GAS Subtotal</b>					<b>\$347.74</b>
<b>25-50-58-00812</b>	<b>RIDGELAND NATURAL GAS</b>				
51357	NICOR NICOR GAS	20220203	55323	01/17/2023	5,722.59 A
<b>25-50-58-00812 RIDGELAND NATURAL GAS Subtotal</b>					<b>\$5,722.59</b>
<b>25-50-58-00813</b>	<b>GYMNASTICS NATURAL GAS</b>				



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<b>25-50-58-00813</b>	<b>GYMNASTICS NATURAL GAS</b>				
51355	NICOR NICOR GAS	20220204	55323	01/17/2023	2,040.11 A
<b>25-50-58-00813 GYMNASTICS NATURAL GAS Subtotal</b>					<b>\$2,040.11</b>
<b>Fund 25 Subtotal</b>					<b>\$33,508.46</b>
<b>50 INSURANCE FUND</b>					
<b>50-00-21-20112</b>	<b>LIFE INSURANCE 125 K</b>				
51415	PDRMA PDRMA		55364	01/20/2023	1,331.20 A
<b>50-00-21-20112 LIFE INSURANCE 125 K Subtotal</b>					<b>\$1,331.20</b>
<b>50-00-55-00550</b>	<b>HEALTH INSURANCE - PPO</b>				
51415	PDRMA PDRMA		55364	01/20/2023	0.00 A
51415	PDRMA PDRMA		55364	01/20/2023	51,987.08 A
<b>50-00-55-00550 HEALTH INSURANCE - PPO Subtotal</b>					<b>\$51,987.08</b>
<b>50-00-55-00551</b>	<b>HEALTH INSURANCE - HMO</b>				
51415	PDRMA PDRMA		55364	01/20/2023	13,669.18 A
<b>50-00-55-00551 HEALTH INSURANCE - HMO Subtotal</b>					<b>\$13,669.18</b>
<b>50-00-55-00552</b>	<b>LIFE INSURANCE</b>				
51415	PDRMA PDRMA		55364	01/20/2023	318.41 A
<b>50-00-55-00552 LIFE INSURANCE Subtotal</b>					<b>\$318.41</b>
<b>50-00-55-00553</b>	<b>DENTAL INSURANCE</b>				
51415	PDRMA PDRMA		55364	01/20/2023	3,092.12 A
<b>50-00-55-00553 DENTAL INSURANCE Subtotal</b>					<b>\$3,092.12</b>
<b>50-00-55-00554</b>	<b>EMPLOYEE ASSISTANCE PROGRAM</b>				
51415	PDRMA PDRMA		55364	01/20/2023	152.62 A
<b>50-00-55-00554 EMPLOYEE ASSISTANCE PROGRAM Subtotal</b>					<b>\$152.62</b>
<b>50-00-55-00557</b>	<b>VISION INSURANCE</b>				
51415	PDRMA PDRMA		55364	01/20/2023	1,031.42 A
<b>50-00-55-00557 VISION INSURANCE Subtotal</b>					<b>\$1,031.42</b>
<b>Fund 50 Subtotal</b>					<b>\$71,582.03</b>
<b>70 CAPITAL PROJECTS</b>					
<b>70-12-72-70250</b>	<b>BARRIE PARK IMPROVEMENTS</b>				
51445	TERR TERRA ENGINEERING LTD.	20221612	55395	01/27/2023	48,000.00
<b>70-12-72-70250 BARRIE PARK IMPROVEMENTS Subtotal</b>					<b>\$48,000.00</b>
<b>70-20-72-70200</b>	<b>REHM BUILDING IMPROVEMENTS</b>				
51440	PERFORMAN PERFORMANCE LIGHTING INC.	20221617	55389	01/27/2023	11,690.31
<b>70-20-72-70200 REHM BUILDING IMPROVEMENTS Subtotal</b>					<b>\$11,690.31</b>
<b>70-35-72-70200</b>	<b>CONSERVATORY BUILDING IMPROVEMENTS</b>				
51402	CCS COMPREHENSIVE CONSTRUCTION SOLUTIONS INC	20221588	55351	01/20/2023	5,295.00 A
51444	SYSTEMS SYSTEMS & CABLING SOLUTIONS, INC.	20221609	55392	01/27/2023	5,867.00 A
<b>70-35-72-70200 CONSERVATORY BUILDING IMPROVEMENTS Subtotal</b>					<b>\$11,162.00</b>
<b>70-79-72-70100</b>	<b>CRC SITE PLAN</b>				

**AP ACCOUNT DISTRIBUTION BY ACCOUNT**

Check Dates 01/01/2023 To 01/31/2023; Pay Dates 01/01/2023 To 01/31/2023

Both Accruals And Non Accruals

Check Run 0 To 2147483647

PO Number 0 To 2147483647; PO Refr Number 0 To 2147483647

Park District Of Oak Park

FY 2023

Open &amp; Paid Vouchers

R = Reference PO Number

Voucher Number	Vendor	PO Number	Check Number	Pay Date/Check Date	Amount (\$)
<b>70-79-72-70100 CRC SITE PLAN</b>					
51290	PERKINS PERKINS & WILL, INC.	20220290	55287	01/06/2023	17,213.38 A
51368	PERKINS PERKINS & WILL, INC.	20220290	55329	01/17/2023	17,195.25 A
<b>70-79-72-70100 CRC SITE PLAN Subtotal</b>					<b>\$34,408.63</b>
<b>70-79-72-70150 CRC MASTER PLAN IMPROVEMENTS</b>					
51334	COMED COMED	20221582	55307	01/17/2023	278.00 A
51422	BULLY BULLEY & ANDREWS LLC BULLEY & ANDREWS		55373	01/27/2023	1,134,519.00 A
51638	IKEA IKEA			01/23/2023	280.68 A
51766	IKEA IKEA			01/23/2023	-296.78 A
<b>70-79-72-70150 CRC MASTER PLAN IMPROVEMENTS Subtotal</b>					<b>\$1,134,780.90</b>
<b>Fund 70 Subtotal</b>					<b>\$1,240,041.84</b>
<b>85 CHENEY MANSION</b>					
<b>85-00-16-00065 DEPOSIT RENTAL</b>					
51340	FURUYA DAINA FURUYA		55313	01/17/2023	500.00 A
<b>85-00-16-00065 DEPOSIT RENTAL Subtotal</b>					<b>\$500.00</b>
<b>85-00-21-20153 CHENEY RENTAL DEPOSIT</b>					
51343	SHALM SARAH HALM		55334	01/17/2023	250.00
<b>85-00-21-20153 CHENEY RENTAL DEPOSIT Subtotal</b>					<b>\$250.00</b>
<b>85-00-52-00260 CHENEY PROPERTY REPAIR</b>					
51402	CCS COMPREHENSIVE CONSTRUCTION SOLUTIONS INC	20221588	55351	01/20/2023	1,080.00 A
<b>85-00-52-00260 CHENEY PROPERTY REPAIR Subtotal</b>					<b>\$1,080.00</b>
<b>85-00-52-11135 CHENEY KIDS COOKING</b>					
51345	HUMPHREYT TARA HUMPHREY	20221553	55317	01/17/2023	1,650.00
<b>85-00-52-11135 CHENEY KIDS COOKING Subtotal</b>					<b>\$1,650.00</b>
<b>85-00-52-11185 CHENEY ADULT PROGRAMS</b>					
51389	ZEEMAN TERRY ZEEMAN	20221555	55345	01/17/2023	200.00 A
51448	THORNTON MICHAEL B. THORNTON	20230006	55397	01/27/2023	300.00 A
<b>85-00-52-11185 CHENEY ADULT PROGRAMS Subtotal</b>					<b>\$500.00</b>
<b>85-00-58-00800 ELECTRICITY</b>					
51275	COMED COMED	20220207	55279	01/06/2023	0.00 A
51279	COMED COMED	20220952	55279	01/06/2023	164.82 A
51300	COMED COMED	20220207	55292	01/06/2023	242.22 A
51302	COMED COMED	20220166	55292	01/06/2023	33.14 A
51306	COMED COMED	20220952	55292	01/06/2023	69.32 A
51327	COMED COMED	20220207	55307	01/17/2023	607.60 A
51330	COMED COMED	20220166	55307	01/17/2023	69.72 A
<b>85-00-58-00800 ELECTRICITY Subtotal</b>					<b>\$1,186.82</b>
<b>85-00-58-00810 NATURAL GAS</b>					
51352	NICOR NICOR GAS	20220202	55323	01/17/2023	2,234.04 A
<b>85-00-58-00810 NATURAL GAS Subtotal</b>					<b>\$2,234.04</b>
<b>85-21-52-11185 PH ADULT PROGRAMS</b>					

**AP ACCOUNT DISTRIBUTION BY ACCOUNT**

Check Dates 01/01/2023 To 01/31/2023; Pay Dates 01/01/2023 To 01/31/2023

Both Accruals And Non Accruals

Check Run 0 To 2147483647

PO Number 0 To 2147483647; PO Refr Number 0 To 2147483647

Park District Of Oak Park

FY 2023

Open &amp; Paid Vouchers

R = Reference PO Number

Voucher Number	Vendor	PO Number	Check Number	Pay Date/ Check Date	Amount (\$)
<b>85-21-52-11185 PH ADULT PROGRAMS</b>					
51438	MORRISON ANTHONY S. MORRISON	20230005	55386	01/27/2023	500.00
<b>85-21-52-11185 PH ADULT PROGRAMS Subtotal</b>					<b>\$500.00</b>
<b>Fund 85 Subtotal</b>					<b>\$7,900.86</b>
<b>99 MEMORIAL TRUST</b>					
<b>99-20-53-00320 MISCELLANEOUS SUPPLIES</b>					
51323	BRON BRONZE MEMORIAL COMPANY INC.	20221569	55302	01/17/2023	432.32
<b>99-20-53-00320 MISCELLANEOUS SUPPLIES Subtotal</b>					<b>\$432.32</b>
<b>Fund 99 Subtotal</b>					<b>\$432.32</b>
<b>GRAND TOTAL</b>					<b>\$1,945,352.57</b>

Corporate Fund	\$ 219,232.59
IMRF Fund	\$ -
Liability Fund	\$ 99,564.47
Audit Fund	\$ -
Recreation Fund	\$ 49,327.42
Museum Fund	\$ 223,762.58
Special Recreation Fund	\$ -
Special Facilities Fund	\$ 33,508.46
Insurance Fund	\$ 71,582.03
Capital Projects	\$ 1,240,041.84
Cheney Mansion Fund	\$ 7,900.86
Memorial Trust	\$ 432.32
<b>TOTAL</b>	<b>\$ 1,945,352.57</b>

To the Executive Director,

The Payment of the above listed accounts has been approved by the Board of  
Commissioners at their meeting held February 16, 2023  
And you are hereby authorized to pay them from the appropriate funds.

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(Treasurer)

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(Secretary)

Commissioner



# Minutes

**Park District of Oak Park (PDOP)  
Committee of the Whole Meeting  
John Hedges Administrative Center  
218 Madison Street  
Oak Park, Illinois 60302**

**Thursday, January 12, 2023 at 7:30pm**

**Minutes**

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

**I. ROLL CALL**

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

**Park District Staff Present:** Jan Arnold, Executive Director; Mitch Bowlin, Director of Finance; Chris Lindgren, Superintendent of Parks & Planning; Bill Hamilton, Superintendent of Special Facilities & Customer Service; Roger Oney, General Maintenance Worker; and Edith Wood, Executive Assistant.

**II. PUBLIC COMMENTS** – None

**III. RECREATION AND FACILITY PROGRAM COMMITTEE**

**A. Rehm Pool Mater Plan**

Executive Director Arnold noted that several enhancements were done to Rehm Pool over the years. In 2023, various Rehm Pool projects have been planned (which include repurposing the existing diving well, options to convert the wading pool to a splash pad, and repurposing the existing bathhouse). Funds have also been allocated in the Capital Improvement Plan (CIP) for these projects. In addition, there is a potential park's grant that can also be received and the Park District has an existing relationship with Perkins and Will for the professional services. The Board had a discussion on the projects that would be competed at Rehm Pool. **This item will be brought before the Board on the regular agenda at the January Regular Board Meeting.**

**IV. PARK AND PLANNING COMMITTEE**

**A. 228-230 Madison Lot Improvements**

Executive Director Arnold reminded the Board that the 228-230 Madison building was purchased in 2019 and was demolished in 2021. Due to the loss of the parking area for the buses, parks' lifts, and dump trucks, there is an agency need to have parking nearby for program staff to bus children for the many district programs. The lot will also provide overflow parking for the CRC. Staff went out to bid on June 2022, in which bids came in overbudget. Staff re-bid in October 2022 with numbers much higher than the first bid. Staff revised drawings and re-bid in December 21, 2022 with two bids received on January 4, 2023, and the lowest bid is being reviewed and references are being called for recommendations. Construction for the lot will not begin until May 2023 (after the completion of the CRC). The Board had question on whether there were any major changes to the plans, will security cameras be implemented, and confirming to have a towing company. **This item will be brought before the Board on the regular agenda at the January Regular Board Meeting.**

**V. ADMINISTRATION AND FINANCE COMMITTEE**

**A. Local Government Efficiency Act**

Executive Director Arnold noted to the Board that the state enacted a legislative forum that would be effective on June 10, 2023 in which government bodies will need to make a Local Government

Efficiency Act committee. The committee must include two residents, must meet three times, and file a report by December 10, 2024. The Park District is looking to have this report completed before the due date. The two resident members (Jake Vest and Mike Baiardo) that staff are recommending for the committee are also Park District professionals, one whom is also part of the PDCC. Once the report is completed, the committee must be formed again in 10 years. The Board had follow-up question on what the committee entails. **This item will be brought before the Board on the consent agenda at the January Regular Board Meeting.**

**B. 2023-2024 Brochure Bid Results**

Executive Director Arnold noted that bids for the 2023 Brochure Series were posted on the Park District website on November 28, 2022. Two companies submitted bids and Paulson Press, Inc. from Elk Grove Village, IL submitted the lowest bid. Staff previously worked with Paulson and received favorable reviews in the past. **This item will be brought before the Board on the regular agenda at the January Regular Board Meeting.**

**C. 2022 Tax Year Levy – Abatement Resolution for 2022 Levy Adjustment**

Executive Director Arnold and Mitch Bowlin noted that starting in 2022, Cook County began automatically increasing tax levies to recapture any losses from assessment appeal refunds. The 2023 Budget did not include this additional levy. Since the levy was not part of the 2023 Budget, and has no impact on future PTELL calculations, staff feel it is prudent to abate this levy and not collect the additional taxes from residents. No follow-up questions were asked by the Board. **This item will be brought before the Board on the regular agenda at the January Regular Board Meeting.**

**D. Custodial Contract Approval**

Executive Director Arnold and Chris Lindgren noted that the current contract for custodial cleaning at eleven of the Park District buildings lapsed at the end of December 2022. The Park District went out to bid for a new three-year janitorial contract. Seven bids were received and the lowest bidder backed out of their contract, so staff have moved on to the next lowest bidder which is with Eco Clean Maintenance. Eco Clean was a previous contactor for the Park District and references were called with favorable results. **This item will be brought before the Board on the regular agenda at the January Regular Board Meeting.**

**VI. NEW BUSINESS** – None

**VII. CLOSED SESSION** – None

**VIII. ADJOURNMENT**

At 8:05pm, the Committee of the Whole meeting was adjourned. **The motion was passed with a roll call vote of 5:0.**

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

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February 16, 2023  
**Date**

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

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February 16, 2023  
**Date**

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

**Thursday, January 19, 2023 at 7:30pm**

**Minutes**

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

**I. ROLL CALL**

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

**Park District Staff Present:** Jan Arnold, Executive Director; Mitch Bowlin, Director of Finance; Chris Lindgren, Superintendent of Parks & Planning; Scott Sekulich, Registration and Customer Support Manager; and Edith Wood, 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**

Jean Magee – has previously sent an email to the Park District and feels passionate on pickleball. Jean along with other members organized a petition with a total of 410 signatures so that the Park District can create dedicated pickleball courts. Jean expressed that many people are interested in pickleball including kids and lots of families. Pickleball has brought a lot of sense of community and enhances life. Jean appreciates the multi-use courts that the Park District has as well. However, Jean expressed to have more staff to be available to fix problems around the courts as approximately 300 people use them (especially in Maple, Taylor, and Barrie). Jean noted that Barrie is not a good place, and it is not safe (due to uneven surfaces). With the increase of free lessons to seniors as well, there has been an increase in the number of people at the park. Jean provided the Board with copies of the signatures collected from Oak Park residents.

Don DeBruin – on the topic of pickleball, Don has noted more people to be interested and observant on the sport. Noticed that at Taylor park, in order to be able to play pickleball, people would need to chalk up the court as the tape on the court is hard to see when it is dark outside. Would like more courts to be better taped so that people can come up to play. Don was very surprised to see how pickleball has increased in popularity. Don also believes that the Village would also be responsive in helping tape the courts as well. Don believes that there are ways to improve the courts in an inexpensive way.

**IV. CONSENT AGENDA**

A motion was made by Commissioner Wick, and seconded by Commissioner Worley-Hood to approve the Consent Agenda which included the Cash and Investment Summary, and Warrants and Bills for the month of December 2022; approval of the minutes from the Committee of the Whole Meeting for December 1, 2022, and Regular Board Meeting from December 15, 2022; the appointment of Jake Vest



and Mike Baiardo to the Local Government Efficiency Act Committee; and, Disposal Ordinance 2023-01-11. **The motion was 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), Executive Director Arnold informed the Board that there were a few updates and videos created to the day camp brochure that will be made available next week. Executive Director Arnold noted that D97 have some concerns on space availability for programs. Due to weather, there might be a chance for ice to be made soon for the ice rinks. Staff also created a milestone graph that will be put in the time capsule for the CRC which features all of the events that happened to make the CRC possible. The donor board in the CRC will be put together; there is still the option to have additional donors added to the board. The potential grand opening of the CRC will be in May but the exact date has not been made public. All pavers have been received and staff are working on checking wording/spelling. Pavers ordered before the new year will be set at the CRC before the grand opening. Pavers ordered after the new year will continue to be added until the pavers have been sold out. Executive Director Arnold also attended the Parks Foundation meeting. The CRC is currently funded at 97%, and the foundation will continue to have house events for the CRC until April.

**B. Updates & Information** – Written report included in the Board Packet.

**C. Revenue/Expense Status Report** – No questions asked.

## **VI. OLD BUSINESS**

### **A. Recreation and Facility Program Committee**

1. Rehm Pool Master Plan Approval – Executive Director Arnold noted that staff have engaged with Perkins and Will to submit a Rehm Pool Master Planning service proposal for various Rehm Pool projects. The plan is to have meetings scheduled in the summer for these projects and will focus on the diving well and splash pad. A motion was made by Commissioner Wollmuth and seconded by Commissioner Wick to approve the contract for the Rehm Master Plan to Perkin + Will in the amount of \$32,725. **The motion was passed by a roll call vote of 5:0.**

### **B. Parks and Planning Committee** – None

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

1. 2023-2024 Brochure Bid Contract Approval – Executive Director Arnold noted that bids for the 2023 Brochure Series were posted on the Park District website on November 28, 2022. Two companies submitted bids and Paulson Press, Inc. from Elk Grove Village, IL submitted the lowest bid. Staff previously worked with Paulson and received favorable reviews in the past. A motion was made by Commissioner Wick and seconded by Commissioner Lentz to approve the authorization for Executive Director Arnold to sign the contract to print the Park District of Oak Park's 2023 Brochure Series with Paulson Press, Inc. in the amount of \$51,970. Additionally, approve to provide Executive Director Arnold the ability to approve the Alternate Bid #1 for the printing of the 2024 Brochure Series in the amount of \$58,735 pending performance in 2023. **The motion was passed by a roll call vote of 5:0.**

2. 2022 Tax Year Levy – Abatement Resolution for 2022 Levy Adjustment Approval – Executive Director Arnold and Mitch Bowlin noted that starting in 2022, Cook County began automatically increasing tax levies to recapture any losses from assessment appeal refunds. The 2023 Budget did not include this additional levy. Since the levy was not part of the 2023 Budget, and has no impact on future PTELL calculations, staff feel it is prudent to abate this levy and not collect the additional taxes from residents. A motion was made by Commissioner Wick and seconded by Commissioner Wollmuth to approve the 2022 Tax Levy Abatement Resolution 2023-01-01 for the 2022 Tax Year. **The motion was passed by a roll call vote of 5:0.**
3. Custodial Contract Approval – Executive Director Arnold and Chris Lindgren noted that the current contract for custodial cleaning at eleven of the Park District buildings lapsed at the end of December 2022. The Park District went out to bid for a new three-year janitorial contract. Seven bids were received and the lowest bidder backed out of their contract, so staff have moved on to the next lowest bidder which is with Eco Clean Maintenance. Eco Clean was a previous contractor for the Park District and references were called with favorable results. A motion was made by Commissioner Wick and seconded by Commissioner Wollmuth to approve the authorization for Executive Director Arnold to sign the contract for custodial services with Eco Clean Maintenance in the amount of \$80,640 for one year, and two one-year extension authorizations. **The motion was passed by a roll call vote of 5:0.**
4. 2022 Program Scholarship and CDM Report – Scott Sekulich provided the Board with an overview on the 2022 scholarships that were provided to residents. Scott has found that the scholarship numbers are pretty similar to the year prior. Funds to the scholarship were provided by the township, Parks Foundation, and patron donations. These patron donations come from Amilia, after people sign up for programs, there is an option to also donate funds to the scholarship in which staff were very excited to see how many donations were received through that patron page. Scott also provided the Board with a map of where residents live in Oak Park that use these scholarship funds which the Board was happy to see to get a sense of how many residents use the scholarship program. Scott also works with residents in sending them notes on other discounts that they are also eligible for which has also been helpful for them. The Board had question on whether there was any constructive feedback from residents, and where the funding is needed the most.
5. 2022 Performance Measures Year in Review – Mitch Bowlin provided the Board with an overview of Park District's performance in 2022. Most budgeted projects and financial goals were completed in 2022. Staff witness a strong rebound from 2021 in 2022 with program registration. Youth Athletics and Nature and Adventure programs saw a much higher increase in registration numbers in 2022. Pools also had a great year in sales. A program/facility satisfaction survey was conducted in which the location of facilities was the highest rated item with staffing rated in second. This speaks volumes to the Park District. The Board was happy to see this information and how much the numbers have changed.

## **VII. NEW BUSINESS** – None

## **VIII. COMMISSIONER’S COMMENTS**

**Commissioner Worley-Hood:** Very excited to see outdoor ice skating to be coming soon. None of the other organization had meetings.

**Commissioner Wick:** Attended the IGOV meeting in which they have plans for a workshop to recruit more members. Since the next meeting will be via Zoom, Commissioner Wick plans to send invites to the meeting. Also excited to attend conference.

**Commissioner Lentz:** Commented on Facebook on the indoor walking path at the CRC and received a lot of positive reactions to it. On behalf of Festival Theatre, Commissioner Lentz send their thanks to staff for the office space at Cheney Mansion and the great collaboration with the Park District.

**Commissioner Wollmuth:** Attended the AYSO meeting in which they are looking for more field lighting with the potential for Edge soccer to help contribute for it. There is also plans to realigns sport age groups from calendar year versus school year. Had a follow-up with Executive Director Arnold on Christ the King school as a donation sponsor, and looking to come to the Park District. Will be missing conference but would like notes on the conference from the Board.

**President Porreca:** Renewed the master board status. Also will facilitate one of the sessions in conference.

## **IX. CLOSED SESSION** – None

## **X. ADJOURMENT**

At 8:30pm, 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**

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February 16, 2023  
**Date**

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

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February 16, 2023  
**Date**



# **PACT Facility Use License Agreement for 2023-2025 (Festival Theatre)**

**Park District of Oak Park**

218 Madison Street ▪ Oak Park, Illinois 60302 ▪ ph: (708) 725-2000 ▪ fx: (708) 383-5702 ▪ [www.pdop.org](http://www.pdop.org)



# Memo

To: Chris Wollmuth, Chair, Recreation and Facility Program Committee  
Board of Park Commissioners

From: Maureen McCarthy, Superintendent of Recreation

CC: Jan Arnold, Executive Director

Date: February 9, 2023

Re: PACT Facility Use License Agreement for  
2023-2025 (Festival Theatre)

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## Statement

In 2011, the Park District of Oak Park created and introduced a Facility Use and Allocation Management Program entitled PACT, which was launched in 2012. This acronym refers to the four organizational levels within the program: Partner, Associate, Companion, and Tenant. The program is intended to establish a fair, equitable, and cost-effective system in which to manage the reservation, allocation, and use of Park District facilities by user groups and organizations requesting facility access. In 2016, the program was reviewed and in 2017, changes to the way organizations pay for space was changed to a system where fields are paid for by the hour rather than flat fees based on the number of participants.

## Discussion

Festival Theatre's Agreement is attached which notifies the Park District of their play, dates and time, and when the group will be at Austin Gardens throughout the summer. Festival Theatre has applied and is eligible to be part of the PACT program. New this year is the 2023-2025 Cheney Mansion Lease Agreement. Festival Theatre is leasing the 3<sup>rd</sup> Floor office space for three years.

## In Packet

Festival Theatre

## Conclusion

The Recreation and Facility Program Committee recommends that the Board approve the PACT Facility Use License Agreement from 2023-2025 for Festival Theatre.

**PARK DISTRICT OF OAK PARK**  
**RECREATIONAL ACTIVITIES AFFILIATION AGREEMENT**  
**WITH THE OAK PARK FESTIVAL THEATRE**  
**FOR USE OF AUSTIN GARDENS 2023-2025**

The Park District of Oak Park owns a park known as Austin Gardens (the “Park”). The Oak Park Festival Theatre desires to use the Park for production and public performances in the Summers 2023-2025. Festival Theatre will have open rehearsals, programs and other events open to the residents of the Park District (the “Authorized Use”):

Festival Theatre is renting the 3<sup>rd</sup> floor office space at Cheney Mansion; see attached Lease. The lease begins January 2023 and ends no later than December 2025.

Access to Austin Gardens will begin in late May 2023 to begin the cleaning process and construction of the set. Rehearsals will begin in mid-June through mid-July on Wednesday, Thursday and Friday evenings from 6:30PM – 10:30PM, Saturdays from 10AM – 6PM and Sundays from 10AM-5PM. During the company’s tech week, one week prior to the start of the play, the company will rehearse T, W, Th, F from 6:30-11PM, Saturday from 3-11PM and Sunday from 4-11PM. The play will preview the following weekend and the Community Night will be held on Wednesday, with a formal opening on Saturday. Performances will be Thursdays through Saturdays at 8:00 PM and Sundays at 7:00 PM. The final closing performance will be mid-August.

Access to the Austin Gardens Environmental Education Center for cast member changing facilities will be allowed for all performance dates. Building access will begin two hours prior to performance time and one hour after performance ends.

Dates for the 2024 and 2025 season will be presented no later than December 1 of the preceding year for Park District Executive Director’s approval.

Strike and removal of all equipment will take place within one week of last performance. Notice will be given in advance when these activities take place.

The Festival Theatre will lock the North and East gates to the park no earlier than 30 minutes before the start of the show and open the gates at the end of the show, by 10:30PM. The park can be closed to the public only during performances; with the exception of Community Appreciation Night when the park will remain open to all.

Whereas, the Park District provides parks, recreation programs and facilities to the residents of Oak Park; and

Whereas, the Festival Theatre is one of many organized user groups of said parks and facilities; and

Whereas, the Park District of Oak Park owns, maintains and schedules all parks in Oak Park (the “Parks”); and

Whereas, the Festival Theatre desires to use the Park for its production and public performances of plays, which will have a run during the Summer of 2023; and

Whereas, the Park District and the Festival Theatre are both committed to providing the residents of Oak Park with the opportunity to view Festival Theatre activities; and

Whereas, a written agreement to formally structure the responsibilities, requirements, privileges and expectations of both parties will enhance cooperation by reducing confusion; and

Now therefore, in consideration of the premises contained herein, it is agreed by the Park District and Festival Theatre that,

#### Section 1     Grant of License

The Park District hereby grants to the Festival Theatre a temporary license (the “License”) for the purpose of allowing the Festival Theatre to conduct the Authorized Use. The License shall be for no other purpose.

#### Section 2     Term of License; Termination

The License shall be for a term commencing on April 1, 2023, and expiring on December 31, 2025. The Park District, at its discretion for good cause, may terminate the License at any time on seven days prior written notice by the Park District to the Festival Theatre. On termination of the License, all use of the Park by the Festival Theatre shall be discontinued immediately. The termination of the License shall not terminate the duties and responsibilities of the Festival Theatre to repair and restore damaged property, and to pay for all costs incurred by the Park District in repair and restoring damaged property in accordance with this Recreational Activities Affiliation Agreement.

#### Section 3     Fee for Use of Park

For the 2023-2025 seasons, Festival Theatre will assess a \$1.00 ticket surcharge per ticket sold. Oak Park Festival Theatre will provide an accounting no later than two weeks after the final performance and submitted for payment at that time. One month after the close of the production, a final accounting will be submitted with payment for any additional tickets that were not included in the initial submission.

#### Section 4     Bond

For the 2023-2025 seasons, there shall be no bond required from the Festival Theatre for use of the Park.

#### Section 5     Insurance

For the 2023-2025 seasons, the Festival Theatre shall provide general liability insurance coverage for the Authorized Use.

#### Section 6     Mutual Activities and Services

##### A. Park District Services

The Park District shall provide for the Festival Theatre:

- (i)     Publicity in the form of organizational contact information in the Park District's seasonal program brochures and link on PDOP website; and
- (ii)    Ability to advertise in the seasonal brochure; and
- (iii)   Limited trash removal and utilities.
- (iv)    Access to indoor bathrooms and concession area of the Environmental Education Center (hereinafter "center") on performance dates, one hour prior to and 30 minutes after the conclusion of each performance.
- (v)     Access in the center to the dedicated storage room to be maintained by Festival Theatre to meet all applicable codes including fire code.
- (vi)    PDOP will put together a layout of circuits and this will allow Festival Theatre to design the electrical system based on the current loading in the park – if Festival Theatre wants to verify that the installation is not exceeding or pushing the limits – PDOP can recommend an electrician, since PDOP does not have an electrician on staff.
- (vii)   The Park District will email residents who acquire Community Appreciation Night performance tickets if there are any changes due to weather, etc. to the event once Festival Theatre shares the changes with Park District Staff.
- (viii)  The Park District will provide names, email addresses as well as zip code to all residents that register to receive Community Appreciation Night tickets prior to the performance.



## B. Festival Theatre Services

The Festival Theatre shall keep and provide the following items for the Park District:

- (i) The Festival Theatre will submit yearly financial reports; written minutes of meetings; a copy of governing by-laws; and accident reports.
- (ii) The Festival Theatre will maintain its own financial accounts and will not incur any expense on behalf of the Park District.
- (iii) The Festival Theatre will provide access to the Park District of all its books and accounts at all reasonable times.
- (iv) The Festival Theatre will provide volunteers to organize and operate its events, will assist in set-up and take-down of equipment, and will clean up the Park after events. Removal of all stages and equipment from Austin Gardens will be complete within two weeks of end of production.
- (v) Any signage for affiliation or donor recognition allowed in the park must meet Park District sponsorship rules (i.e. no alcohol, cannabis or gambling etc.).
- (vi) Access to the Festival Theatre's events shall be open to all interested residents of the Village of Oak Park.
- (vii) The Festival Theatre acknowledges and agrees to Section 7.31 of the Park District Rules and Regulations Governing Use of the Park Facilities.
- (viii) Possession and consumption of bring-your-own ("BYO") wine and beer is permitted within Austin Gardens during a theatrical performance by the Festival Theatre, subject to the following restrictions.
  - (a) No person under the age of 21 years is allowed to possess or consume any wine and beer.
  - (b) No signage announcing or advertising of BYO wine and beer is permitted.
  - (c) BYO possession and consumption is authorized only for a time period commencing 90 minutes prior to the scheduled start of a performance and ending no later than 30 minutes after the end of a performance.

- (d) No open containers of wine and/or beer shall be removed from Austin Gardens.
- (e) Staff or volunteer in attendance during an applicable theatrical performance shall complete BASSET training by a state certified program.
- (f) Festival Theatre will pay 50% of the cost of the annual liquor license.
- (ix) The Festival Theatre will provide a link on their website to the Park District of Oak Park's website. Further, the Festival Theatre will provide an advertisement in their summer program book for the Park District of Oak Park and an advertisement in their summer program book for the Parks Foundation. Both organizations may promote their programs as they deem appropriate. The Park District and the Parks Foundation will adhere to production submission and graphic constraints established by the Festival Theatre.
- (x) The Festival Theatre will offer a "Community Appreciation Night" a preview of the production as a community night which the public will be encouraged to attend free of charge. Community Appreciation Night tickets will only be distributed by the Park District through the Park District's Registration Software System.
- (xi) The Festival Theatre will allow the Park District to display a table at "Community Appreciation Night," to promote the Park District's programs and activities.
- (xii) The Festival Theatre will provide a 15% discount to participants in the Park District of Oak Park Active Adult Membership. Members will be required to show membership card at box office when purchasing the tickets to receive the discount.
- (xiii) The Festival Theatre will consult with the Park District of Oak Park prior to adding more performances or performance groups to the schedule.
- (xiv) The Festival Theatre will abide by the Rules and Regulations Governing uses of the Park and to direct all Festival Theatre participants and spectators to do the same.
- (xv) The Festival Theatre will complete and submit the annual Affiliate Organization's Activity and Participation Report

- (xvi) The Festival Theatre will establish and implement a safety and risk management program for the benefit of Festival Theatre participants, volunteers and spectators. This program shall include a written safety policy, volunteer safety training and a written system for reporting accident or incidents. Moreover, the Park District will upon request be available to assist Festival Theatre with establishing the safety and risk management program.
- (xvii) Compliance with the Americans with Disabilities Act (ADA) which was signed into law in July of 1990. This law mandates equal access to services, transportation, employment, communication and facilities for persons with disabilities. Festival Theatre must admit an individual with a disability who meets essential eligibility requirements by providing reasonable accommodations, as may be needed, to allow these individuals to participate in Festival Theatre activities. These accommodations may include providing adaptive equipment, additional volunteers, staff members, sign language interpreter and similar measures.
- (xviii) No parking is allowed behind the Austin Gardens Environmental Education Center (AGEEC) except one car is allowed during performances. The parked car must not spill out onto the walkway.
- (ixx) Festival Theatre must notify Park District of Oak Park of any cancellations via text or email so the automatic locks are not left open since they are on a timer for Festival Theatre performances.
- (xx) Festival Theatre is allowed to place a portable toilet trailer in the space located behind the AGEEC with the designated area for the length of the performance season. All costs associated with this structure will be covered by Festival Theatre.

### Section 7 Environmental Considerations

The Park District of Oak Park believes the care and protection of our natural world is the responsibility of us all. The Park District requests that all Park District Affiliate Organizations adopt sound environmental practices. Simple steps may be taken including encouraging all participants to use reusable containers to reduce waste when possible and to take recyclable products home to dispose of properly. To reduce trash, keep our parks cleaner and increase environmental awareness and stewardship, the Park District has been working with our sports affiliates since 2009 to establish a Carry In/Carry Out Program. We simply ask participants and spectators to take out whatever trash they bring into the park. We encourage all of our park patrons to follow the Carry In/Carry Out Program. Please do your part to keep our parks clean.

Effective prior to the next agreement beginning in 2026, all lighting used by Festival Theatre for performances will need to be LED. This notification provides three years for the company to seek grants or other resources to fund this project.

### Section 9 Specific Terms of Agreement

This Recreational Activities Affiliation Agreement shall include the Specific Terms of Agreement attached hereto. Further, the Park District of Oak Park reserves the right to modify the schedule as it determines necessary throughout the season.

### Section 10 Authority

Each person signing this Recreational Activities Affiliation Agreement hereby covenants that he or she understands this Recreational Activities Affiliation Agreement, that he or she has the authority to execute this Agreement and to legally bind the party whom he or she represents.

### **PARK DISTRICT OF OAK PARK**

By: \_\_\_\_\_  
President

Date: \_\_\_\_\_

### **FESTIVAL THEATRE**

By: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

## **PARK DISTRICT OF OAK PARK**

### **RECREATIONAL ACTIVITIES AFFILIATION AGREEMENT SPECIFIC TERMS OF AGREEMENT**

#### Paragraph 1. Retained Rights of Park District.

The Park District shall retain and have all rights to use and occupy the Park. However, the Park District shall not unreasonably interfere with the Guest Organization's use and occupancy of the Park in accordance with this Recreational Activities Affiliation Agreement.

#### Paragraph 2. Park and Property Restoration.

If the Park or any other property of the Park District is damaged in any way by activities related to the Authorized Use or by the Guest Organization or any agent or invitee of the Guest Organization, then the Guest Organization shall repair such damage and restore the damaged property to a condition at least as good as before the damage occurred. Such repair and restoration shall be completed within 30 days after the damage occurs. Repair and restoration shall include, at a minimum, (a) restoration of any and all fences, trails, paths, pavement, plantings, landscaping, or improvements that are damaged, (b) replacement of all sod damaged or removed with sod of like quality, and (c) the immediate removal and proper disposal of all waste generated by or in connection with the Authorized Use.

#### Paragraph 3. Bond.

If a bond is required by the Recreational Activities Affiliation Agreement, then the Guest Organization shall deposit with the Park District, prior to the commencement of the Authorized Use, a bond in the form and amount set forth in the Recreational Activities Affiliation Agreement (the "Bond") as a guarantee that the Guest Organization shall comply with all conditions of this Recreational Activities Affiliation Agreement, including without limitation repair and restoration of the Park and other property. The Park District shall refund the amount of the Bond to the Guest Organization after the Park District has determined that the Guest Organization has fulfilled all of its duties pursuant to this Recreational Activities Affiliation Agreement. If the District determines that the Guest Organization has failed to fulfill its duties to complete repair and restoration, then the Park District may deduct any amount necessary, including the entire amount of the Bond, to pay for repairs and restoration. If the costs to repair and restore damaged property exceeds the amount of the Bond, then the Guest Organization shall pay all such excess costs incurred by the Park District to reimburse the Park be liable for all costs, including attorney's fees and interest incurred by the Park District in the recovery of any such amount.

#### Paragraph 4. Conditions at Park.

If at any time during the term of this Recreational Activities Affiliation Agreement the Guest Organization becomes aware of any perceived hazard or danger on or near the Park, then the Guest Organization shall immediately inform the Park District of such hazard or danger. The Park District reserves the right to close the Park for use by the Guest Organization and the public at any time that the Park District becomes aware of a danger or hazard.

#### Paragraph 5. Alcohol.

The Festival Theatre acknowledges and agrees to Section 7.31 of the Park District Rules and Regulations Governing Use of the Park Facilities.

Possession and consumption of bring-your-own ("BYO") wine and beer is permitted within Austin Gardens only during a theatrical performance by the Festival Theatre, subject to the following restrictions.

- (a) No person under the age of 21 years is allowed to possess or consume any wine and beer.
- (b) No signage announcing or advertising of BYO wine and beer is permitted.

(c) BYO possession and consumption is authorized only for a time period commencing 90 minutes prior to the scheduled start of a performance and ending no later than 30 minutes after the end of a performance.

(d) No open containers of wine and/or beer shall be removed from Austin Gardens.

(e) Staff or volunteer in attendance during an applicable theatrical performance shall complete BASSET training by a state certified program.

(f) Festival Theatre will pay 50% of the cost of the annual liquor license.

Paragraph 6. Supervision and Security.

The Guest Organization shall be solely responsible for the supervision of the Authorized Use. The Guest Organization shall be required to provide and bear the sole cost of any security deemed reasonably necessary by the Park District at any time. The Park District shall have no responsibility to supervise, perform, or provide security for any matter related to the Authorized Use.

Paragraph 7. Guest Organization Contractors.

If the Guest Organization hires or retains any contractor or agent (a "Guest Organization Contractor") in connection with the Authorized Use, then the acts and omissions of any Guest Organization Contractor (or any contractor or agent retained by a Guest Organization Contractor) shall be deemed to be the acts and omissions of the Guest Organization. The Park District shall have no liability for any contract or agreement created by the Guest Organization with any Guest Organization Contractor.

Paragraph 8. Indemnification, Waiver, and Insurance.

A. Indemnification of Park District. As a condition of the rights granted to it by this Recreational Activities Affiliation Agreement, the Guest Organization shall, through counsel approved by the Park District and to the fullest extent permitted by law, hold harmless, indemnify, and defend the Park District and its commissioners, officers, agents, attorneys, employees, contractors, successors, and assigns from and against any and all losses, expenses, claims, costs, causes, actions, litigation costs, attorney fees, suits, and damages relating to personal or bodily injuries, death, or damages or injuries to property arising from, occurring, growing out of, incident to, relating to, or resulting directly or indirectly from the grant of the License or the use of the Park by the Guest Organization, its employees, agents, and invitees or the Guest Organization Contractors (the "Claims"), including without limitation Claims arising from the Park District's alleged negligence or fault, and litigation costs and attorneys' fees. The Guest Organization shall notify the Park District of any Claims or potential Claims against the Park District of which the Guest Organization becomes aware promptly and in no event more than 30 days after becoming aware of such Claims. The Guest Organization's obligations under this Paragraph shall be in addition to, and shall not be limited or waived by the availability or unavailability of, any insurance, including insurance provided by the Guest Organization or a contractor pursuant this Paragraph or insurance provided by the Park District.

B. General Waiver of Claims against Park District. As a condition of the rights granted to it by this Recreational Activities Affiliation Agreement, the Guest Organization shall waive, to the fullest extent permitted by law, any and all losses, expenses, claims, costs, causes, actions, litigation costs, attorney fees, suits, and damages relating to personal or bodily injuries, death, or damages, or injuries to property arising from, occurring, growing out of, incident to, relating to, or resulting directly or indirectly from the grant of the License or any use of the Park by the Guest Organization, its employees, agents, and invitees or the Guest Organization Contractor (the "Claims"), including without limitation Claims arising from the Park District's alleged negligence or fault, and litigation costs and attorneys' fees against the Park District.

C. Individual Waivers. The Guest Organization shall provide to the Park District individual waivers, on a form provided by the Park District, from each participant in each activity.

D. Insurance. If the Recreational Activities Affiliation Agreement requires the Guest Organization to provide insurance, then, contemporaneous with the Guest Organization's execution of this

Recreational Activities Affiliation Agreement, the Guest Organization and any Guest Organization Contractor shall provide certificates and policies of insurance, with coverages and limits as set forth in Section 5 of the Recreational Activities Affiliation Agreement, including naming the District as an additional insured on all such policies. For good cause shown, the Park District may extend the time for submission of the required policies of insurance upon such terms, and with such assurances of complete and prompt performance, as the Park District may impose in the exercise of its sole discretion. Such policies shall be in a form acceptable to the Park District. Such insurance shall provide that no change, modification in, or cancellation of any insurance shall become effective until the expiration of 30 days after written notice thereof shall have been given by the insurance company to the Park District. The Guest Organization and every Guest Organization Contractor, at all times during the term of this Recreational Activities Affiliation Agreement, shall maintain and keep in force, at the Guest Organization's expense or the Guest Organization Contractor's expense, the insurance coverages provided above.

E. Reporting to Park District. The Guest Organization shall promptly report any incident causing injury to a person or damage to property to the District.

Paragraph 9. Compliance with Laws and Policies.

The Guest Organization shall use the Park only in compliance with all applicable federal, State of Illinois, Village of Oak Park, and Park District laws, statutes, ordinances, rules, regulations, and policies, including alcohol ban and use of foul language.

Paragraph 10. No Property Rights.

The Guest Organization acknowledges that the Park is the property of the District and that the Recreational Activities Affiliation Agreement creates contractual rights only and does not create an easement, a leasehold, or other real property rights. The Guest Organization further acknowledges that no prescriptive rights have arisen prior to the date of the Recreational Activities Affiliation Agreement, nor shall any prescriptive rights be deemed to arise out of the Recreational Activities Affiliation Agreement.

Paragraph 11. Park District Assistance; Joint Relationship.

A. Park District Assistance. The Park District, in its discretion, may provide staff, financial, and other assistance to the Guest Organization, including such things, for example, as providing facilities and meeting rooms and naming the Guest Organization as an additional insured on a Park District insurance policy. The Park District is under no obligation to provide such assistance to the Guest Organization. Specific assistance to be provided by the Park District, if any, shall be included in the Recreational Activities Affiliation Agreement.

B. Joint Relationship. The Park District and the Guest Organization may have determined to engage jointly in mutually beneficial activities and services. All of those activities and services, if any, shall be included in the Recreational Activities Affiliation Agreement.

Paragraph 12. General Provisions.

A. Relationship of the Parties. Except only as specifically provided in the Recreational Activities Affiliation Agreement, nothing in, or done pursuant to, the Recreational Activities Affiliation Agreement shall be construed to create the relationship of principal and agent, employer and employee, partnership or joint venture between the District and the Guest Organization or any other entity.

B. Sexual Harassment Policy. The Guest Organization certifies that it has a written sexual harassment policy in full compliance with 775 ILCS 5/2-105 (A) (4).

C. Non-Discrimination. In all hiring or employment by the Guest Organization pursuant to the Recreational Activities Affiliation Agreement, there shall be no discrimination against any employee or applicant for employment because of age, race, gender, creed, national origin, marital status, or the presence of any sensory, mental, or physical handicap, unless based upon a bona fide occupational

qualification. The Guest Organization agrees that no person shall be denied, or subjected to discrimination in receipt of, the benefit of any services or activities made possible by, or resulting from, this Recreational Activities Affiliation Agreement.

D. No Obligation. The Parties acknowledge and agree that the Park District is under no obligation under the Recreational Activities Affiliation Agreement or otherwise to negotiate or enter into any other or additional contracts or agreements with the Guest Organization.

E. Amendment. No amendment, modification, addition, deletion, revision, alteration, or other change to the Recreational Activities Affiliation Agreement shall be effective unless and until such change is reduced to writing and approved by the necessary authorities and representatives of the Park District and the Guest Organization.

F. Governing Laws. The Recreational Activities Affiliation Agreement shall be interpreted according to the internal laws, but not the conflict of laws rules, of the State of Illinois.

G. Entire Agreement. The Recreational Activities Affiliation Agreement and these Specific Terms of Agreement constitute the entire agreement between the parties and supersede any and all previous or contemporaneous oral or written agreements and negotiations between the Park District and the Guest Organization.

H. Waiver. No waiver of any provision of the Recreational Activities Affiliation Agreement shall be deemed to or constitute a waiver of any other provision of the Recreational Activities Affiliation Agreement (whether or not similar) nor shall any such waiver be deemed to or constitute a continuing waiver unless otherwise expressly provided in the Recreational Activities Affiliation Agreement.

I. Assignment. The Guest Organization may not assign its rights or delegate its duties under the Recreational Activities Affiliation Agreement without the prior express written consent of the Park District.



## **Cheney Mansion Lease Agreement with Festival Theatre 2023-2025**

The Park District of Oak Park hereby leases certain areas within Cheney Mansion to Festival Theatre (the “*Tenant*”) as of January 2023 (the “*Effective Date*”) as stated in this Lease:

WHEREAS, the Park District and the Tenant now desire to enter into this Lease to govern the Tenant’s use of the Cheney Mansion as of the Effective Date;

NOW, THEREFORE, the Park District and the Tenant

1. **Leased Premises; Uses.**

A. **Office and Storage Space.** The Park District rents to the Tenant the following described space in the house known as the Cheney Mansion (2) Offices located on the third floor as the “Leased Premises.”

B. **Use of Office.** The Office may be used by the Tenant for general office space and as a meeting room for the Tenant’s clients.

C. **Unfurnished.** The Premises are provided to the Tenant with desks, chairs and file cabinet.

2. **Termination by Park District.**

**Termination for Convenience.** The Park District may terminate this Lease on 60 days written notice for any reason and without cause.

3. **Termination by Tenant.**

**Termination for Convenience.** The Tenant may terminate this Lease on 60 days written notice for any reason and without cause.

4. **Utilities, Maintenance, and General Terms.**

A. **As Is Condition.** The Leased Premises are provided to the Tenant in “as is condition.”

B. **Utilities and General Maintenance.** The Park District is responsible to provide utilities and all maintenance of the Cheney Mansion.

C. **Telephone and Internet.** The Park District will provide two working telephone jacks in the Leased Premises. The Tenant is responsible for all fees and charges incurred for use of telephone and Internet.

D. **Electricity.** The Park District will provide working electrical outlets in the Office. The Tenant must not use any equipment or devices that use excessive electrical energy or that, in the Park District’s reasonable opinion, may overload the electrical wiring or interfere with electrical services elsewhere in the Cheney Mansion.

E. Heat. The Park District will provide adequate heat in the Leased Premises.

F. Exclusive Use. The Leased Premises are for the exclusive use of the Tenant during the Term and the Renewal Term if any. The Park District may not use the Leased Premises. The Tenant may not allow the use of the Leased Premises by any third party for any purpose.

G. Cleanliness and Good Repair. The Tenant must keep the Leased Premises clean and in good repair.

H. Keys. The Tenant has \_\_\_\_\_ keys to the Cheney Mansion and the Leased Premises. The Tenant must not duplicate any key or loan any key to anyone. The Park District will provide alarm codes and alarm instructions and procedures to the Tenant.

5. Parking. Street Parking Only. All parking for the Tenant must be on the public streets.

6. Damage to Leased Premises.

If the Leased Premises or any part of them is so damaged by fire, casualty, or structural defects that it cannot be used for the Tenant's purposes, then the Tenant, on written notice to the Park District given within 30 days after the damage is incurred, may terminate this Lease effective as of the date of the damage. In the case of minor damage to any part of the Leased Premises that does not render the Leased Premises unusable for the Tenant's purposes, the Park District will promptly repair that damage at its cost. The Tenant will be relieved from paying rent and other charges during any part of time the Leased Premises are unfit for occupancy or use, in whole or in part, for the Tenant's purposes. Any rent or other charges paid in advance for any period of non-use will be credited by the Park District against the next rent payment or, if no further rent is due, then refunded to the Tenant. The provisions of this Section 9 extend also to any occurrence that is beyond the Tenant's reasonable control and that renders the Leased Premises unfit for occupancy or use, in whole or in part, for the Tenant's purposes,

IN WITNESS WHEREOF, the Park District and the Tenant have caused this Lease to be approved and executed as of the Effective Date by its authorized representatives.

Park District of Oak Park

Acknowledged and agreed to  
On behalf of the FESTIVAL THEATRE

\_\_\_\_\_  
Jan Arnold

Executive Director

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_



## **Disposal Ordinance 2023-02-10**

**Park District of Oak Park**

218 Madison Street ▪ Oak Park, Illinois 60302 ▪ ph: (708) 725-2000 ▪ fx: (708) 383-5702 ▪ [www.pdop.org](http://www.pdop.org)

PARK DISTRICT OF OAK PARK

ORDINANCE NO. 2023-02-10

AN ORDINANCE AUTHORIZING DISPOSAL OF PERSONAL PROPERTY  
OWNED BY THE PARK DISTRICT OF OAK PARK

WHEREAS, in the opinion of the Park District of Oak Park, it is no longer necessary, useful, or in the best interests of the Park District to retain ownership of the personal property described in this Ordinance; and

WHEREAS, it has been determined by the President and the Board of Commissioners of the Park District of Oak Park to dispose of said personal property in the manner described in this Ordinance;

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Commissioners of the Park District of Oak Park, Cook County and State of Illinois, as follows:

Section 1. Recitals. The foregoing recitals are hereby incorporated into this Ordinance as findings of the President and Board of Commissioners.

Section 2. Disposal of Surplus Property. The President and Board of Commissioners find that the personal property described in Exhibit A attached to this Ordinance and by this reference incorporated into this Ordinance (the “Surplus Property”) is no longer necessary or useful to the Park District, and thus the Executive Director of the Park District is hereby authorized to direct the sale or disposal of the Surplus Property in the manner most appropriate to the Park District. The Surplus Property shall be sold or disposed of in “as is” condition.

Section 3. Effective Date. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in pamphlet form in the manner provided by law.

PASSED this 16<sup>th</sup> day of February 2023.

AYES:

NAYS:

ABSENT:

APPROVED this 16<sup>th</sup> day of February 2023.

By: \_\_\_\_\_  
Kassie Porreca, Park Board President

ATTEST:

\_\_\_\_\_  
Chris Wollmuth, Secretary

(See Other Side)

DESCRIPTION OF SURPLUS PROPERTY

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- |   |                             |
|---|-----------------------------|
| 1 | Nerf Gun                    |
| 1 | Edger – Husqvarna LE389     |
| 1 | Edger – Little Wonder 6232  |
| 1 | Auger – Earthquake 43cc     |
| 1 | Polesaw – Echo PPF-225      |
| 1 | Rototiller – Mantis 2-cycle |



# **Executive Director's Report**

**Park District of Oak Park**

218 Madison Street ▪ Oak Park, Illinois 60302 ▪ ph: (708) 725-2000 ▪ fx: (708) 383-5702 ▪ [www.pdop.org](http://www.pdop.org)



## **Executive Director's Report**

***From the desk of Jan Arnold***

**Friday, February 10, 2023**

1. **Upcoming Board Meetings** – The Regular Board Meeting is scheduled for Thursday, February 16, 2023 at 7:30pm. The Committee of the Whole Meeting is scheduled for Thursday, March 2, 2023 at 7:30pm. The Regular Board Meeting is scheduled for Thursday, March 16, 2023 at 7:30pm. All meetings will take place at the Hedges Administrative Center. At the end of my report, there are some events you may consider stopping by.
2. **Summer Camp Program Guide** – The online release of the Summer Camp Program Guide was on January 27, 2023. Printed copies of the guide will also be made available at GRC and RCRC. Registration for the summer camp programs opened on Saturday, February 4, 2023. Videos on camp programs are made available to view on our website at [www.pdop.org/camps](http://www.pdop.org/camps). In these videos, Program Supervisors provide a quick overview of each camp to help parents get a better understanding of the camp programs and find the right camp for their child.
3. **Spring/Summer Brochure** – Brochures will be delivered to homes the first weekend in March with registration taking place on Saturday, March 11.
4. **Community Recreation Center (CRC)** – Perkins and Will (Architects); Bulley and Andrews (Construction Manager). The CRC will be constructed as a net-zero energy facility. The facility will include two community rooms, a multi-purpose room, kids play zone, e-sports room, fitness room, fitness center, walking track, basketball/sport courts, and the office space for the Community Mental Health Board. Construction began March 21, 2022, and will be completed in the Spring of 2023. The project is currently 80% complete at this stage of construction. The electricians on site are working on trim out of fixtures and equipment tie ins. Low voltage work for the AV & Security has started and will be ongoing. HVAC work is nearing completion with equipment installed throughout the facility including VRF cassettes. Trane is on-site conducting equipment start-up and testing starting over the next two weeks. Solar panels are 75% completed on the project and the battery backup system is being installed. The District met with village staff to make some small changes to the solar array for fire department operational concerns as well as maintenance concerns. The west parking lot restoration work has been completed with some punch list repairs coming later this spring. Sidewalks are completed on the rear and sides of the buildings with the final pour to take place on Madison street when temperatures are warm enough to pour. The new alley work will take place this spring when temperatures are safe to pour as well. The fiber connection conduit from 218 Madison to the CRC was completed the first week of October under Madison Street and a new fiber cable will be ran later this month. All stairways are completed and handrails are installed. Interior framing and drywall installation are complete in building. A majority of the taping in the facility is complete and interior painting is well underway. Tile and floor prep is underway in the entire building with bathroom floor tile being installed this week. All roofing is completed with about 25% of the coping work left to finish off the roofing. Glazing started on October 12th and the final glazing section will be completed at the north curtain wall on February 16th. This will get us fully dried in and allow us to properly condition the space to start work on the gym floor. All exterior landscaping will then take place in March.
5. **CRC Tribute Pavers** – Currently 172 pavers totaling \$92,000 have been ordered. The first batch is with the engraver for install prior to the grand opening. PDOP will continue to allow pavers to be purchased. However, they will only be installed twice per year until all sizes are sold.

6. **228-230 Madison Parking Lot** –The Park District went out to bid on June 27, 2022, with bids coming in over budget, then re-bid on October 28, 2022 with numbers much higher than the first bid. Staff revised the drawings slightly and re-bid on December 21, 2022 with two bids received on January 4, 2023. Contract will be awarded in March with work on the lot beginning in May.
7. **Community Service Awards** – The Community Service Award is awarded for recognition of ongoing support, outstanding contributions of time, money, services, volunteer work or the advancement of parks and recreation. Honorees might include a non-member employee, a group, an organization, an individual, an elected official, governing body, local business, church, or school district. Five awardees have been identified for the award this year and the ceremony will take place at the meeting on February 16<sup>th</sup>.
8. **Rehm Pool Master Planning** – Perkins and Will are recommended to lead the master planning process for improvement at Rehm Pool. The process will kick off in February 14, 2023, which will consist of two community zoom meetings in the Spring.
9. **Andersen Park Improvements** – Planning Resources has been engaged to lead the park improvements for Andersen Park. The project will be bid early 2023 and construction will take place in the summer. The project will include the northwest park entrance, adding a bioswale, adding fitness workout equipment, playground, and splash pad improvements.
10. **Outdoor Ice Rinks** – Staff have installed the rink boards at Taylor Park and on the Longfellow Park tennis courts. With the short burst of cold weather at the end of January, we were able to get the Longfellow rink liner in and filled with our first open ice on February 3rd. By Monday, February 6th, we had to close the rink due to the unsafe skating after the high temps melted our top layer. We hope to get more colder temps to re-open Longfellow rink, but since we are this late in the season, we will not be installing the liner at Taylor Park. We start getting into longer days with more sunlight that makes it really difficult to sustain ice. Again, Longfellow will stay in place for the rest of the winter season in hopes that we are able to re-open.
11. **Winter Parking** – With this being the first year of PDOP not having a staff parking lot at 218 Madison, we have reminded staff to follow the Villages odd/even parking for 2 or more inches of snow. Additionally, for Parks and Planning staff required to arrive early (4-6am) on snow removal days they will be allowed to park in the Village Hall parking lot on those days since they cannot park on the street per Village Ordinance until 6am.

**Calendar of Events**

February 11, 2023 – Sustainable Saturday, Austin Garden, 10am

February 14, 2023 – Valentine's Market, Conservatory, 10am-4pm

**February 16, 2023 – Regular Board Meeting, Hedges Administrative Center, 7:30pm**

February 22, 2023 – Nature Center Nights, Austin Garden, 6:30pm

**March 2, 2023 – Committee of the Whole Meeting, Hedges Administrative Center, 7:30pm**

Please visit the PDOP Website for online activities and programming.





## **Updates and Information**

**Park District of Oak Park**

218 Madison Street ▪ Oak Park, Illinois 60302 ▪ ph: (708) 725-2000 ▪ fx: (708) 383-5702 ▪ [www.pdop.org](http://www.pdop.org)



February 2023

## ADMINISTRATION AND FINANCE

### ***Mitch Bowlin, Director of Finance***

- Work continues on the 2022 audit. Auditors conducted preliminary work virtually on February 9<sup>th</sup>. Staff from L&A will be on site the week of February 27<sup>th</sup> to conduct the final fieldwork.
- Staff is in the process of completing the grant audit for the geothermal grant at Pleasant Home so that the District may receive payment this year.
- We have scheduled a Microsoft Teams training for all PDOP staff on February 20<sup>th</sup> at 10 AM. Noventech will be facilitating the training and it will be recorded for Paycom so staff who were unable to attend can review at a later time.
- There is a Community Business Manager's meeting scheduled for February 14<sup>th</sup> at 218 Madison.

### ***Ann Marie Buczek, Communication and Community Engagement Manager***

- The Spring/Summer Program Guide is in print production and will be delivered to homes on March 3<sup>rd</sup> – 5<sup>th</sup>.
- The first piece of marketing collateral for the CRC is included in the Spring/Summer Program Guide. The focus is on communicating membership options to the community.
- Branding and signage creative work has begun for the CRC. We have identified placement and are working to confirm size, material, and design.
- Creative work has begun on the Interpretive sign for the mosaic murals. This sign will be featured outside the back entrance of the CRC.
- Two staff members attended the IPRA Conference for the first time and found it extremely valuable. A variety of new ideas and learnings will be employed in our communications in the future.
- We are seeking a new Sponsorship Coordinator. Jessica Daley, our current coordinator, will be leaving at the end of the month to manage personal matters. She was extremely grateful for the experience and will be providing a thorough exit plan sharing contacts, thoughts, and ideas.

### ***Scott Sekulich, Registration and Customer Support Manager***

- Total scholarships used in the month of January were \$4,637.
- Registration for Afterschool Clubhouse for 2023-2024 went well for current students and then for all other residents. Only four spots out of 296 across all sites are still available.
- Preschool registration for 2023-2024 also filled fast for ages 3-4 with only Thurs/Fri option with openings.
- 36 dog park memberships were purchased in January. Only 12 were renewals.

**Paula Bickel, Director of Human Resources**

- Actively recruiting for two full-time General Maintenance Workers and Facility Coordinator.
- Posted and advertised for Summer Seasonal Positions.
- Janice Evans was promoted to full-time Accounts Payable Assistant.
- Malika Jones started as the full-time Training & Innovation Manager.
- Applied for 2023 PDRMA Risk Management Grant.
- 16 staff members attended the First Aid classes for the month of January.
- 17 staff members attended the AED/CPR classes for the month of January.
- The Risk Manager completed the Alice Active Shooter Instructor Certification Class.
- Staff attended IAPD/IPRA Conference.
- Attended Career Pathways Committee Meeting, Safety Committee Meeting, and DEI Committee Meeting.
- Completed monthly inspection forms.
- Held a PDMRA Health Screening for staff.

**PARKS AND PLANNING****Chris Lindgren, Superintendent of Parks and Planning**

- Chris earned his CDL.
- Re-organized the shop and tool storage room.
- Ice rink was set up and filled with water at Longfellow Park.
- Baseball equipment boxes were cleaned out, organized and painted.
- Synthetic turf fields were groomed.
- Heating repair at Dole office space.
- Stevenson lower level lights have been replaced.
- Rear exterior lights at 218 Madison have been repaired.
- Andersen Center janitors closet flooring was replaced.
- Field Center boiler was repaired.

**HISTORIC PROPERTIES****Susan Crane, Historical Properties & Special Events Manager****Cheney Mansion**

- January is a quieter month after the hectic holidays. However, we did host programs throughout the month for Adults and Families including cooking (focused on Louisiana), a Spanish Dinner, Wine Tasting, and a Stews and Braising class. All programs were at capacity. We also had the return of our Frozen Castle Party with the winter princesses making an appearance. This was once again sold out and full of fun.
- Rental bookings have been very busy for January. We had 30 appointments throughout the month and over 30% of those appointments have booked events. Wedding bookings are at 90% to budget. Smaller rentals are also quickly coming in as well.

**Pleasant Home**

- For January we hosted a first-time family event related to the Chronicles of Narnia to a huge success. We will continue to plan family events around key popular literature for kids.
- We also hosted an Event Expo for the first time in January at Pleasant Home. The focus was to highlight the rental possibilities with vendors on hand to show participants how their services can be used in a rental. Attendance was free for those who pre-registered. We had 96 people register and while the snow that day kept some away, we still did have 60-75 attendees. We are seeing rentals coming in as a result of this expo and was a great event for the home.
- Wedding rentals at Pleasant have already achieved planned budget and non-wedding rentals are continuing to gain.

**Patti Staley, Director of Horticulture and Conservatory Operations**

- The Conservatory welcomed 2,470 visitors during the month of January.
- Story time at the Conservatory was Wednesdays with 51 participants.
- Toddler Exploration Time was held on January 20<sup>th</sup> with 58 participants.
- The first Seed Swap was held at the Conservatory on January 29<sup>th</sup>. 50 people registered for a free lecture and approximately 35 participated in the swap.

**SPECIAL FACILITIES****Bill Hamilton, Superintendent of Special Facilities****Administration**

- Four Team members, Abby Sacks, Ian Telleen, Kayla Lindgren, and Bill Hamilton attended the IAPD/IPRA Conference held in Chicago in January. This was Abby's and Ian's first state conference. Everyone felt that sessions were good and there were learning opportunities for staff at any stage of their career.

**Maintenance**

- Bill Moreth and his team have started to prepare for the upcoming pool season. The Rehm bath house plumbing has been re-assembled. Filter room cleaned organized and setup, cashier booths are being altered to bring staff closer to the customer.
- Rehm filter pump has been removed from the facility and is being refurbished. It will be re-installed in February.
- The Rehm filter will be refurbished by Spear Corp. They will change out 1,500 small filter tubes, replace numerous gaskets and a bump assembly used as part of the backwash process. This work will ensure the quality and function of the equipment for years to come.
- Ridgeland Commons has contracted with a lighting vendor to install LED theatrical lighting that will be used for our Ice Show, special events and Public Skates. The installation will take place at the end of February. The new equipment will lessen the amount of equipment the Park District will have to rent for the annual show.

**Kayla Lindgren, Program & Operations Manager****Aquatics**

- We held a swim test January 19<sup>th</sup> which resulted in 30 new lifeguards for the summer.
- We are feeling the fallout from missing Summer 2020 as those 15/16-year-olds would be moving into leadership roles this year. We are working to find returning staff to fill these roles.
- Camp Splash filled the first day of camp registration, and Jr. Lifeguard Camp is minimally 50% full each week.

**Ice Arena**

- Ice Bears registration began February 3<sup>rd</sup>. So far, we have 6 teams for spring, but are hopeful to reach 7 teams. This will be the first time since 2020 that we will have a 14U/Bantam team.
- The Girls Ice Bear team will compete as an all-Girls team this spring, we are debating whether they will continue to compete NIHL (Tier 2) in the fall or if they will play in the NWHL (Tier 3) after finishing a 0-win season. Despite the losses, the girls have created an amazing culture and continue to love the sport.
- Ice Show registration has wrapped up and practices begin at the end of the month, 234 skaters are registered including 2 adult soloists.
- Skate and Swim camp filled the first day of camp registration, and hockey and skating camps have higher registrations out of the gate than normal.

**Customer Service**

- Rob is preparing to begin hiring for additional staff needed to staff the CRC.
- Rob and Scott are looking at new card printers to handle the increased demand of card printing for the RCRC check-in process, and soon the CRC.
- Cynthia Newell, Bryce Pike and Lavitta Galarde did an amazing job handling the software crash during camp registration. Each phone call had a panicked parent on the other end and they all took their time to help comfort the parent and get them registered for as many programs as possible. One of Lavitta's calls was 45 minutes as the parent had 20 programs that dropped out of their cart.

**Jamie Lapke, Program & Operations Manager****Gymnastics**

- The GRC was closed New Year's Day.
- The GRC held 8 pre-registered drop-in time slots. 2 Preschool playtime, 5 Family Open Gyms, and 1 Open Gym. All but 1 FOG time slot was at max capacity.
- The winter Ninja Challenge was held the evening of January 6th and the Mini Ninja Challenge took place the morning of January 7th. A total of 182 participants attended.
- The GIJO Boys team participated in their first competition of the season in the Ring in The New Year Invite on January 7th. As a team the Level 3 boys were awarded 1st place.
- The winter session for GRC started with 923 participants on January 9th.
- The USAG and XCEL girls participated in the Windy City Meet on January 13-16. As a team the Level 3 and 4 girls were awarded 3rd place.
- The GRC was closed on MLK Day January 16th. All the carpets in the gym practice space and lobby were cleaned by Stanley Steamer. The gym practice space carpets were also disinfected for our patrons with sensitive smelling noses.

- The USAG Girls and XCEL girls participated in the King Arthur Meet held in Bourbonnais on January 28-29. As a team the Level 4 girls were awarded Team Champions and Level 3 girls were awarded 2nd place.

## RECREATION

### **Joe Lilly, Program Manager**

#### **Camps**

- Despite a rocky start, camp registration numbers look very good.
- There are a number of new teen camps this year, all of which did very well to start registration.
- Summer hiring for camp is in a good spot as well. Most camp supervisors are more than halfway staffed at this point for summer.
- We will be moving to activity messenger for our emergency forms from of previous company, campdoc.

#### **Afterschool/Teens**

- Clubhouse registration opened last month. We are currently at 287 participants for next school year.
- New teen programs including Valentine's day cookie decorating and Know Your Hair will be taking place this month.
- Half days of school are February 9th and 10th. Clubhouse will be open starting at 11AM to accommodate our participants.

#### **Early Childhood**

- We have hired a new teachers assistant: Erin Stanback.
- We are still in search of a lead pre-k teacher.
- Indoor playground continues to grow in popularity since it's return late last year.
- Hearing and Vision screenings provided by the early childhood collaboration will take place early next month.

#### **Arts**

- We have recently hired a new makers space instructor as well as a new guitar instructor.
- Our dance camp was offered for the first time this year and registration did very well

#### **Nature/Adventure:**

- We have hired a new nature instructor: Emily Prescott.
- We are in the process of onboarding a new archery instructor.
- We have a candle light couples walk coming up for Valentine's day.

### **Chad Drufke, Program Manager**

#### **Fitness/CRC**

- January fitness is up 434 bookings from 2022 a 70% increase with an accompanying 79% increase in revenue.
- The CRC operational manual is being put together.
- The recruitment process for potential candidates for the CRC Teen Committee has started.

**Sports/Martial Arts/Facility Attendants**

- We have 458 youth grades 3-8 enrolled in our winter basketball league. The league is 138 participants over expected budget.
- In-house and specialty summer sports camp registration started in early February. Early numbers for registration look very promising.
- Spring adult softball and soccer league registration starts in early February.



# **Revenue/Expense Status Report**

**Park District of Oak Park**

218 Madison Street ▪ Oak Park, Illinois 60302 ▪ ph: (708) 725-2000 ▪ fx: (708) 383-5702 ▪ [www.pdop.org](http://www.pdop.org)



# Memo

To: David Wick, Chair, Administration and Finance Committee  
Board of Park Commissioners

From: Miriam Armstrong, Finance Manager

CC: Jan Arnold, Executive Director; Mitch Bowlin, Director of Finance

Date: February 10, 2023

Re: January 2023 Revenue Expense Report

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## Statement

Attached with this memo are the Revenue and Expense summary charts and reports. The 2023 Budget vs Actual chart shows total year-to-date (YTD) operating revenues, expenses, and net income compared to the YTD Budget. The Month Actual - 3 Year Comparison chart compares the month's actuals against the actuals for January 2021 and January 2022.

Operating revenue is approximately 37% above budget YTD. Most of the revenues reported on this month's financial statements are deferred revenues from 2022, meaning registrations that were paid in 2022 for programs occurring in 2023. Also please note that the tax revenue line is not reflective of funds received in the month of January. The District received \$2.6 million of tax receipts in January, but those were for Fiscal Year 2022 and are not included in this month's statements since they were accrued back to Fiscal Year 2022. This timing is very uncommon and is due to the delay in Cook County sending out second installment tax bills last year.

Expenses are below budget in all categories. Many of the bills you will see included on the warrants and bills report are accruals that will also go back to 2022 (similar to the tax receipts). Accruals can continue through February 2023, but January has by far the most for both revenues and expenses.

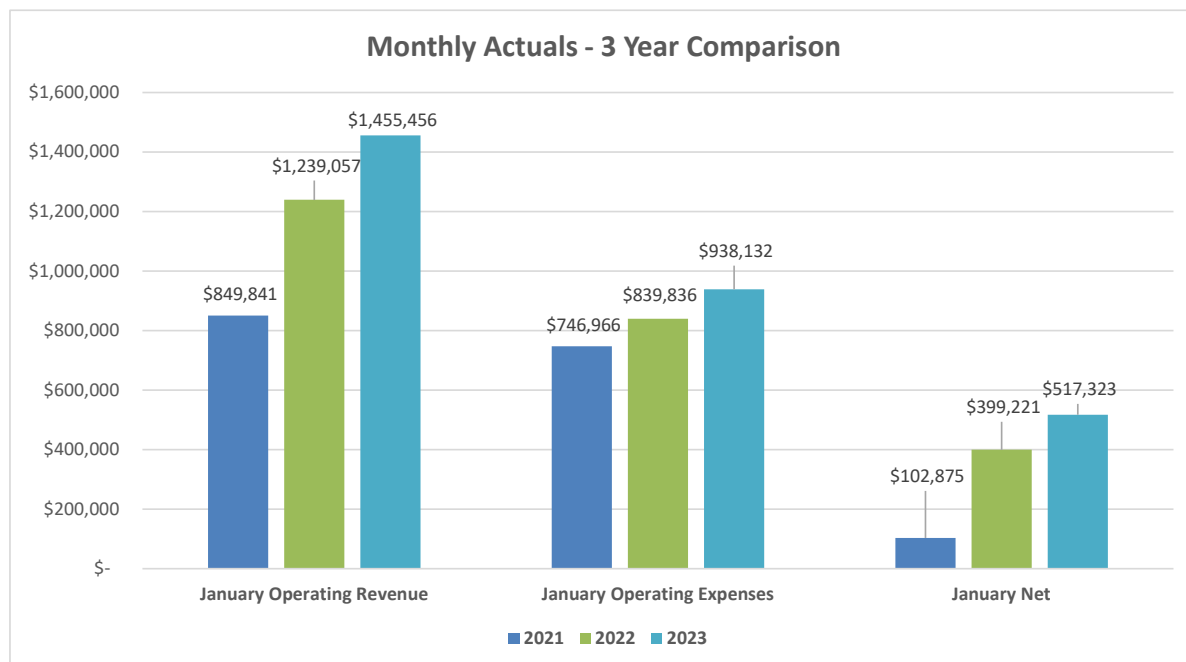
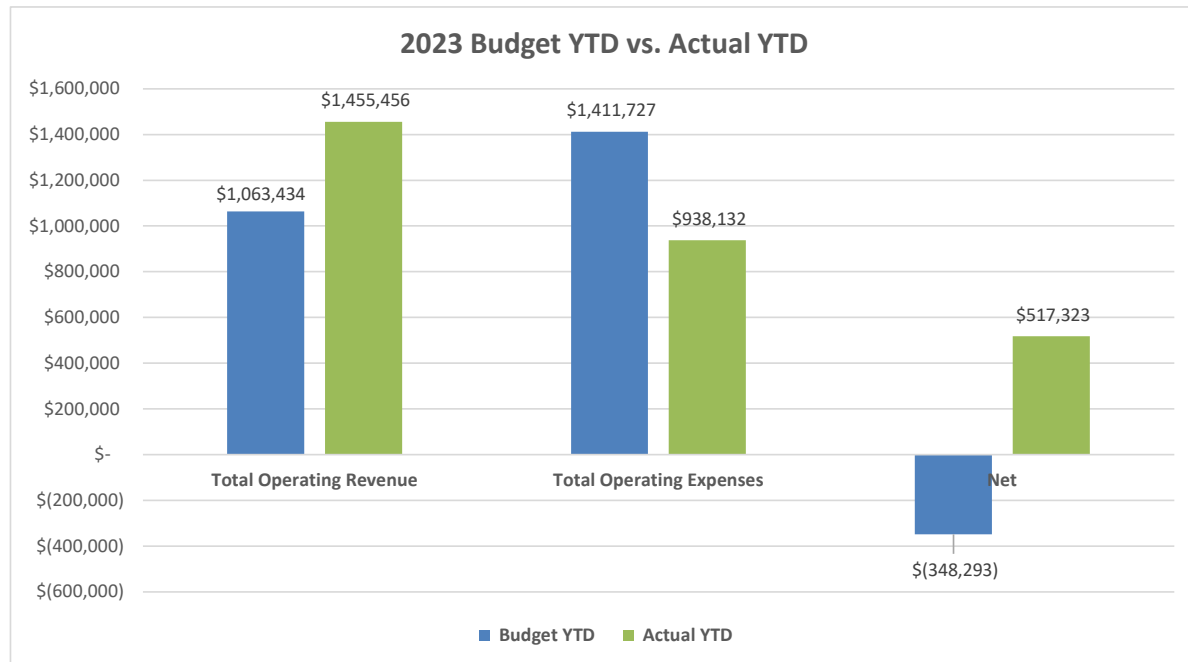
The January Revenue Expense Reports highlights include:

- The following departments and programs have performed better than budget through January:
  - Youth sports leagues and clinics
  - Afterschool programs
  - Special interest programs
  - Nature and adventure programs and camps
  - Performing arts
  - Learn to skate
  - Rink special events
  - Recreational Gymnastics

*Attached: January 2023 Expense/Revenue Report*



## Revenue and Expense Summary Charts - January 2023





<b>Net</b>	\$	81,403	\$	81,403	\$	86,245	\$	82,406	\$	87,354
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# January 2023 Summarized Revenue Expense Report



## PARK DISTRICT of OAK PARK

		January-23	Budget YTD	Actual YTD	Prior YTD
<b><u>Operating Funds</u></b>					
<b>Corporate Fund</b>					
<b>10-00- Administration</b>					
	Revenue	\$139,545	\$46,583	\$139,545	\$59,221
	Expense	(\$134,762)	(\$267,023)	(\$134,762)	(\$170,910)
	Net	\$4,783	(\$220,439)	(\$77,217)	(\$111,690)
<b>10-35- Conservatory</b>					
	Revenue	\$8,383	\$61,000	\$8,383	\$21,625
	Expense	(\$19,734)	(\$31,149)	(\$19,734)	(\$16,293)
	Net	(\$11,351)	\$29,851	(\$11,351)	\$5,331
<b>10-50- Parks and Planning</b>					
	Revenue	\$1,088	\$6,003	\$1,088	\$34,871
	Expense	(\$97,002)	(\$138,039)	(\$97,002)	(\$76,950)
	Net	(\$95,914)	(\$132,036)	(\$95,914)	(\$42,079)
<b>Total Corporate</b>					
	Revenue	\$149,016	\$113,587	\$67,016	\$115,716
	Expense	(\$251,499)	(\$436,211)	(\$251,499)	(\$264,153)
	Net	(\$102,483)	(\$322,624)	(\$184,482)	(\$148,437)
<b>IMRF Fund</b>					
<b>15-00-</b>					
	Revenue	\$0	\$0	\$0	\$0
	Expense	(\$10,562)	(\$17,303)	(\$10,562)	(\$18,411)
	Net	(\$10,562)	(\$17,303)	(\$10,562)	(\$18,411)
<b>Liability Fund</b>					
<b>16-00-</b>					
	Revenue	\$25	\$0	\$25	\$0
	Expense	(\$10,103)	(\$13,525)	(\$10,103)	(\$6,888)
	Net	(\$10,078)	(\$13,525)	(\$10,078)	(\$6,888)
<b>Audit Fund</b>					
<b>17-00-</b>					
	Revenue	\$0	\$0	\$0	\$0
	Expense	\$0	\$0	\$0	\$0
	Net	\$0	\$0	\$0	\$0
<b>Recreation Fund</b>					
<b>20-00- Administration</b>					
	Revenues	\$100	\$2,599	\$100	\$588
	Expense	(\$287,051)	(\$341,936)	(\$287,051)	(\$290,277)
	Net	(\$286,951)	(\$339,336)	(\$286,951)	(\$289,689)

# January 2023 Summarized Revenue Expense Report



## PARK DISTRICT of OAK PARK

	January-23	Budget YTD	Actual YTD	Prior YTD
<b>20-05- Communications</b>				
Revenue	\$3,668	\$19,500	\$3,668	\$14,850
Expense	(\$21,277)	(\$33,237)	(\$21,277)	(\$15,511)
Net	(\$17,609)	(\$13,737)	(\$17,609)	(\$661)
<b>20-51- Customer Service</b>				
Revenues	\$0	\$0	\$0	\$0
Expense	(\$11,320)	(\$15,811)	(\$11,320)	(\$9,943)
Net	(\$11,320)	(\$15,811)	(\$11,320)	(\$9,943)
<b>20-25- Fitness</b>				
Revenue	\$42,977	\$40,151	\$42,977	\$41,798
Expense	(\$1,834)	\$5,417	(\$1,834)	(\$2,736)
Net	\$41,143	\$45,568	\$41,143	\$39,062
<b>20-26- Youth Athletics</b>				
Revenue	\$119,697	\$91,449	\$119,697	\$73,487
Expense	(\$695)	\$7,461	(\$695)	(\$1,955)
Net	\$119,002	\$98,910	\$119,002	\$71,532
<b>20-27- Adult Athletics</b>				
Revenue	\$6,225	\$7,420	\$6,225	\$3,089
Expense	(\$78)	(\$1,275)	(\$78)	(\$93)
Net	\$6,147	\$6,145	\$6,147	\$2,996
<b>20-61- Community Programs</b>				
Revenue	\$280,562	\$183,320	\$280,562	\$194,741
Expense	(\$19,646)	(\$70,122)	(\$19,646)	(\$17,903)
Net	\$260,916	\$113,198	\$260,916	\$176,839
<b>20-62- Fine Arts</b>				
Revenue	\$52,772	\$16,399	\$52,772	\$78,656
Expense	(\$1,815)	(\$17,711)	(\$1,815)	(\$3,298)
Net	\$50,958	(\$1,313)	\$50,958	\$75,358

# January 2023 Summarized Revenue Expense Report



## PARK DISTRICT of OAK PARK

		January-23	Budget YTD	Actual YTD	Prior YTD
<b>20-63- Early Childhood</b>					
	Revenue	\$60,575	\$68,906	\$60,575	\$69,280
	Expense	(\$5,149)	(\$20,501)	(\$5,149)	(\$8,040)
	Net	\$55,426	\$48,405	\$55,426	\$61,240
<b>Total Recreation</b>					
	Revenue	\$566,577	\$429,744	\$566,577	\$476,489
	Expense	(\$348,865)	(\$487,714)	(\$348,865)	(\$349,755)
	Net	\$217,712	(\$57,970)	\$217,712	\$126,733
<b>Museum Fund</b>					
<b>21-00-</b>					
	Revenue	\$0	\$0	\$0	\$0
	Expense	\$0	\$8,675	\$0	(\$489)
	Net	\$0	\$8,675	\$0	(\$489)
<b>Special Recreation Fund</b>					
<b>22-00-</b>					
	Revenue	\$0	\$0	\$0	\$0
	Expense	(\$104,035)	(\$128,347)	(\$104,035)	(\$94,359)
	Net	(\$104,035)	(\$128,347)	(\$104,035)	(\$94,359)
<b>Special Facilities Fund</b>					
<b>25-00- Administration</b>					
	Revenue	\$369	\$496	\$369	\$0
	Expense	(\$32,609)	(\$39,386)	(\$32,609)	(\$15,751)
	Net	(\$32,241)	(\$38,890)	(\$32,241)	(\$15,751)
<b>25-19- Pools</b>					
	Revenue	\$14,666	\$1,958	\$14,666	\$11,387
	Expense	(\$2,843)	(\$3,148)	(\$2,843)	(\$1,884)
	Net	\$11,823	(\$1,190)	\$11,823	\$9,503
<b>25-20- Rink</b>					
	Revenue	\$157,463	\$86,667	\$157,463	\$137,372
	Expense	(\$12,979)	(\$49,789)	(\$12,979)	(\$13,087)
	Net	\$144,485	\$36,878	\$144,485	\$124,284

# January 2023 Summarized Revenue Expense Report



## PARK DISTRICT of OAK PARK

		January-23	Budget YTD	Actual YTD	Prior YTD
<b>25-24- Gymnastics</b>					
	Revenue	\$227,372	\$216,555	\$227,372	\$192,558
	Expense	(\$58,770)	(\$71,832)	(\$58,770)	(\$45,617)
	Net	\$168,602	\$144,723	\$168,602	\$146,940
<b>25-50- Maintenance</b>					
	Revenue	\$310	\$136	\$310	\$310
	Expense	(\$23,188)	(\$24,442)	(\$23,188)	(\$20,045)
	Net	(\$22,878)	(\$24,306)	(\$22,878)	(\$19,735)
<b>Total Special Facilities</b>					
	Revenue	\$400,180	\$305,812	\$400,180	\$341,626
	Expense	(\$130,390)	(\$188,596)	(\$130,390)	(\$96,385)
	Net	\$269,791	\$117,216	\$269,791	\$245,241
<b>Capital Projects Fund</b>					
<b>70-xx-</b>					
	Revenue	\$301,909	\$294,340	\$301,909	\$257,927
	Expense	(\$59,690)	(\$77,500)	(\$59,690)	(\$168)
	Net	\$242,219	\$216,840	\$242,219	\$257,759
<b>Historic Properties Fund</b>					
<b>85-00-</b>					
	Revenue	\$37,748	\$13,550	\$37,748	\$47,299
	Expense	(\$22,989)	(\$28,101)	(\$22,989)	(\$9,227)
	Net	\$14,759	(\$14,551)	\$14,759	\$38,072
<b><u>Non-Operating Funds</u></b>					
<b>Health Insurance Fund</b>					
<b>50-00-</b>					
	Revenue	\$94,893	\$100,395	\$94,893	\$99,841
	Expense	(\$13,490)	(\$14,150)	(\$13,490)	(\$12,487)
	Net	\$81,403	\$86,245	\$81,403	\$87,354



## **Memo**

### ***228-230 Madison Lot Improvements***



# Memo

To: David Wick, Chair, Administration and Finance Committee  
Board of Park Commissioners

From: Chris Lindgren, Superintendent of Parks & Planning

CC: Jan Arnold, Executive Director

Date: February 10, 2023

Re: 228-230 Madison Lot Improvements

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## Statement

The Park District purchased the building at 228-230 Madison in 2019. The condition of building led us to its demolition in the Fall of 2021. Our plans are to provide much needed parking relief for busy times during the Community Recreation Center's (CRC) usage and also provide parking space for our buses and larger parks vehicles.

The lot was fenced off in Spring of 2022 per the Village's request until the project was complete. The Park District engaged Terra Engineering in March for the lot design and engineering as they are also working across the street, on the CRC project.

## Discussion

Due to the loss of the parking area for our buses, parks' lift, and dump trucks, we had an agency need to have parking nearby for program staff to bus children for the many district programs. This lot will also mainly provide overflow parking for the Community Recreation Center.

In our current design, there would be 14 parking stalls along with bike parking for 16 bicycles, native plantings, pavers for drainage, a new approach driveway, privacy wall for PDOP vehicles and future public art, lighting, and our first EV charging stations. PDOP staff will be handling the plantings, EV chargers, and lighting work to save on cost. The current construction market is very high, so forecasting cost is difficult. This project was bid in multiple scopes, in an effort to target smaller firms and also allow for contractors to pick multiple packages to potentially drive cost down.

The District went out to bid on June 27, 2022, with bids coming in over budget, then re-bid on October 28, 2022 with numbers much higher than the first bid. Staff revised the drawings slightly and re-bid on December 21, 2022 with two bids received on January 4, 2023. The low bidder is being reviewed and references will be called prior to a recommendation. The low bidder is Innovation Landscape, Inc. with a bid price of \$485,700. We recommend a 5% contingency for this project. The Park District has worked with Innovation Landscape in the past with positive results.

## Conclusion

The Administration and Finance Committee recommends the Park Board approve the authorization for Executive Director Arnold to sign the contract with Innovation Landscape, Inc. from Oswego, IL for a contract not to exceed \$509,985.



# **Memo**

## *Vehicle Replacement Contract*

# Memo

To: David Wick, Chair, Administration and Finance Committee  
Board of Park Commissioners

From: Chris Lindgren, Superintendent of Parks & Planning

CC: Jan Arnold, Executive Director

Date: February 10, 2023

Re: Vehicle Purchase Update



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## Statement

The Park District has a relatively large fleet of vehicles to maintain for park operations as well as programming transportation. In an effort to keep our vehicles in good working order and condition, the Park District continually plans for our replacement of our trucks, vans, equipment, etc. There are three vehicles in need of replacement in 2023.

## Discussion

When looking at our current fleet, a number of pieces of equipment were identified and budgeted for in the 2023 CIP (\$120,000). These funds will be used for the purchase of two hybrid small trucks and a battery powered mower.

With goals to electrify our fleet and move away from gas fueled combustion, we have pushed out our vehicle purchasing in an effort to have electric trucks available. Due to the slow production and high initial price of fully electric trucks, we are looking to purchase two hybrid trucks that will replace our older Ford Ranger trucks and get over two times the mileage. Unfortunately, with limited supply and large demand there were no vehicles available for local governments. Fortunately, after completing our greenhouse gas inventory, our vehicle impact on carbon emissions is a very small impact overall. We intend to look to local vendors to find our trucks at the most competitive price. The Village of Oak Park has resorted to the same efforts for their fleet.

The vehicles up for purchase are the Hybrid Ford Maverick trucks that are a smaller truck, well suited to work in our urban environment and are a similar size to the current Ford Ranger trucks we are replacing.

## Conclusion

The Administration and Finance Committee recommend allowing the Executive Director to purchase the two Ford Maverick trucks with an amount not to exceed \$84,000.



## **Memo**

### *Taylor Park Court Improvement Contract*



# Memo



To: David Wick, Chair, Administration and Finance Committee  
Board of Park Commissioners

From: Chris Lindgren, Superintendent of Parks & Planning

CC: Jan Arnold, Executive Director

Date: February 9, 2023

Re: Taylor Park Court Restoration

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## Statement

Taylor Park is an 11.75-acre site located at 400 W. Division Street. The park, originally designed by Jens Jensen, includes a soccer field, six tennis courts, play equipment for ages 2 to 5, a sledding hill, a comfort station, a picnic area, benches, drinking fountain and existing mature trees.

In 2011, master plan improvements included: playground replacement, new picnic shelter, tennis court replacements, new walk ways and the development of the fen to take on drainage issues. In 2014, the Park District installed irrigation for the soccer field and in 2017 PDOP partnered with AYSO to install drainage in the upper soccer field to improve play.

The tennis/pickleball courts have reached the end of their useful life and are developing cracks as well as deterioration of the acrylic surfacing.

## Discussion

Due to the deterioration of the surfacing, the District has budgeted \$150,000 for the restoration of the six courts in our Capital Improvement Plan for 2023. This work will include new surfacing and striping of the courts. We will stripe for 6 pickleball courts which will double the play at Taylor Park as there is currently only 3 courts striped.

The project went out to bid on January 18, 2023 on the Demand Star site and two bids were received on February 3, 2023. US Tennis Court Construction Co. was the lowest bidder and the Park District has worked with them multiple times over the years with success.

## Conclusion

The Administration and Finance Committee recommends that the Board approve the authorization for Executive Director Arnold to sign the contract with US Tennis Court Construction Co. from Lockport, IL for an amount not to exceed \$218,100.

*Attachments: Bid Tabulation Sheet*

**Taylor Tennis Restoration Bid Opening 2-04-2023**

[illegible]

[illegible]



## **Memo**

### *Battery Powered Mower Purchase*





# Memo

To: David Wick, Chair, Administration and Finance Committee  
Board of Park Commissioners

From: Chris Lindgren, Superintendent of Parks & Planning

CC: Jan Arnold, Executive Director

Date: February 10, 2023

Re: Battery Powered Mower Purchase Update



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## Statement

With Sustainability as one of our agency's core values, our landscaping team has been switching over towards an all-electric battery powered operation. We started in 2019 with our first battery powered blowers, string trimmers and chainsaws. We are looking to purchase our first battery powered mower to continue this initiative.

## Discussion

When looking at our current fleet, a number of pieces of equipment were identified and budgeted for in the 2023 CIP (\$120,000). These funds will be used for the purchase of two hybrid small trucks and a battery powered mower.

With the success of our battery powered landscaping equipment purchases over the last few years, we are continuing to move away from fossil fuels in an effort to lower our greenhouse gas emissions. We have continued to purchase new battery powered equipment each year and in April of 2022 we added solar panels to our landscaping trailer. We are using the solar on the trailer to charge the batteries of our equipment as we drive through town resulting in no emissions for our blowing, trimming and chainsaws. In 2022, staff did demo three different manufacturers of battery powered mowers to get a feel for how they would work with our operations. Our staff all unanimously agreed that the Gravely EV mower was best suited for our District.

This mower is available via the publicly bid joint purchasing contract and staff will receive this agreement in the next week to review and make a final recommendation.

## Conclusion

The Administration and Finance Committee recommend allowing the Executive Director to purchase a Gravely EV mower with an amount not to exceed \$36,000.



# **Annual Historic Properties Operation Report**

**Park District of Oak Park**

218 Madison Street ▪ Oak Park, Illinois 60302 ▪ ph: (708) 725-2000 ▪ fx: (708) 383-5702 ▪ [www.pdop.org](http://www.pdop.org)



# Memo

To: Chris Wollmuth, Chair, Recreation and Facility Program Committee  
Board of Park Commissioners

From: Susan Crane, Historic Properties & Special Events Manager

CC: Jan Arnold, Executive Director

Date: February 3, 2023

Re: Annual Facility Operations Report for Cheney Mansion and Pleasant Home



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## Statement

A summary of 2022 events, programs and community activities are in the attached Historic Properties Facility Operations Report.

## Discussion

Included in the report are event rental statistics and comparisons to 2021 actuals for combined properties of Cheney Mansion and Pleasant Home.

## Conclusion

Susan Crane, Historic Properties Manager, will be present at the Park District Board Meeting to present a summarized version of the report and to answer any questions the Board may have.

# Historic Properties

## 2022 Annual Facility Report

CHENEY  MANSION

PLEASANT  HOME



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## **INTRODUCTION**

Cheney Mansion was designed and completed between 1911 and 1913 by Charles E. White Jr. The home had three owners before the Park District took possession in 1985. No funding was designated for its support. Over the last thirty-seven years, the home has been the site for weddings, private and corporate events, fundraisers, and film shoots. The Park District also hosts programs and special events at Cheney to provide the community with activities for people of all ages and interests.

Pleasant Home was built in 1897 and designed by architect George W Maher and is one of the earliest examples of Prairie style architecture in the country. Pleasant Home was listed on the National Register of Historic Places in 1972 and in 1996 the National Park Service made Pleasant Home a National Historic Landmark. The 30-room architectural gem is a showcase of 19th-century craftsmanship and artistry, with rich custom woodwork throughout the location, extraordinary art glass windows, a massive fireplace, intricate woodcarvings, and tile work. Pleasant Home is a distinctive venue for weddings, private celebrations, corporate events, fundraisers, and Park District special events.

## **MISSION STATEMENT**

The mission of Cheney Mansion and Pleasant Home is to provide unique venues for private events, cultural arts, recreation programs and events as well as community events for the enjoyment of Oak Park residents and non-residents.

## **STAFFING**

### **DAILY OPERATIONS**

In 2022, Cheney Mansion and Pleasant home is managed with one full-time Manager of Operations, 1 full time Event Coordinator, part- time Event Supervisors and part-time Event Attendants. The Manager, Coordinator and Supervisors book the events and work with the clients and caterers on execution, as well as provide guidance during events for event attendants. They also work programs and events planned within the Recreation Department, give tours, and maintain client communications. We also maintain a staff of part time Event attendants to work events at both properties as well as the large community events for the Park District.

### **EVENT STAFF**

Depending upon the size of an event, the Event Coordinator, Supervisor or Manager is the lead for the event and two to four Event Attendants are scheduled.

- Independent catering staff sets up, breaks down for food and beverage service for private events.
- Historic Properties Staff facilitate and set up for all ceremonies, work with independent caterers, clients and outside vendors on execution of timelines. Historic Properties Staff perform regular custodial and cleaning requirements for the homes, set up, clean and staff additional programs and events through the Recreation Department.



## **CONTRACTUAL**

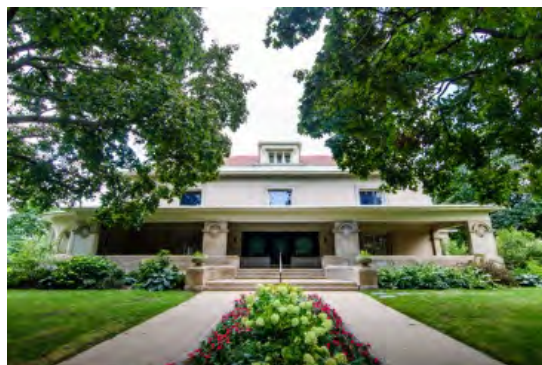
In 2022, we expanded offerings with a contracted chef to conduct adult and teen cooking classes in the Cheney kitchen which continue to be popular. In addition, we contract with preferred caterers and local businesses on programs and events running at both Cheney Mansion and Pleasant Home.

## **GARDENS**

The formal gardens at Cheney and the outdoor grounds around Pleasant Home are overseen by the Director of Horticulture with input from the Historic Properties Supervisor from the Oak Park Conservatory seasonally, March thru November in addition to a core group of F.O.P.C.O.N volunteers working in the Gardens 2-3 days a week.

The Cheney vegetable garden management continues through the Oak Park Conservatory and is maintained by volunteers through F.O.P.C.O.N. With larger numbers of patrons on the grounds, this garden continues to bring more interest from the community as well. All produce from the garden is donated to Beyond Hunger of Oak Park and River Forest.

In 2022 the Conservatory staff managed through staffing shortages to maintain both properties for the all of the events taking place at both. Working with the team for 2023 to keep these properties as showplace locations.



## **2022 HIGHLIGHTS**

- 2022 brought a full return to normalcy for rentals and events at Cheney Mansion and Pleasant Home. Pent up demand brought on by the pandemic, particularly as the year moved on, kept both homes active. The Pleasant Home Foundation continues to operate free tour days weekly as well as private tours and fundraising events for the Foundation in accordance with their mission.
- The installation of a geothermal heating and cooling system at Pleasant Home took longer to finish than planned and given construction throughout the house, made it difficult to book as many wedding rentals as we planned. Many of these rentals are booked months in advance and given the state of the house, we missed early Spring and Summer rental opportunities. We did however see an increase desire later in the year for non-wedding private rentals which helped offset.
- The purchase and installation of the tent on the patio occurred in April of 2022. This has made working with existing booked clients far easier as we have relieved some of the stress of inclement weather and not wanting to move up to the third floor. Adding this feature when working with perspective clients has also been a benefit and has given us an advantage over many locations that also have outdoor space.
- Programs for adults and families continued to increase. We try and fill the gaps in private events with these programs. Pent up demand for people to gather helped to often fill our programs. We continue to try new ideas, often with local vendors to bring newness to our offerings. New activities included a Leprechaun Hunt at Pleasant Home; Jazz music series at Pleasant Home; Seasonal Wreath Making classes at Cheney; Themed Family Tea Parties on the porch at Pleasant Home and Sensory Sensitive Boo Bash at Cheney. All our Holiday programs in December at both locations were fully sold out and we added times and capacity wherever we could.
- Total combined revenue for 2022 was slightly below 2021 levels. We did not have a tenant in the Coach House most of 2022, losing \$20,000 in revenue. On the positive side both locations hosted film shoots bringing in \$40,000 in revenue. These cannot be planned in any given year.
- Oak Park Festival Theater was committed to performances at Pleasant Home until late summer when they lost their office space in a fire. This resulted in lost revenue due to missing opportunities for bookings for the reserved dates in addition to the lost revenue from PDOP's percentage of the ticket sales.



## **REVENUE**

Cheney Mansion and Pleasant Home collect revenue from four sources: rentals, preferred caterer fees, coach house rental at Cheney Mansion, and recreational programs.

### **RENTALS**

The core of Cheney Mansion and Pleasant Home revenue continues to be wedding/private party rentals. In 2022, weddings continue to be the largest share of the revenue base with different packages to fit most budgets. However, non-wedding event rentals are making nice increases to overall rentals and interest in Pleasant Home continues to increase. Capacity for weddings at Cheney Mansion are 150-170 for indoor seated meal. Capacity for weddings at Pleasant Home is 100 guests. Both locations provide many amenities as part of our fee which many of our competitors add on as extras. In 2022, Cheney Mansion purchased a tent for the outdoor patio which added great benefits for rentals and inclement weather.

Cheney Mansion and Pleasant Home adhere strictly to hours of operation, ending all events no later than 11pm, ensuring all staff and caterers are off the premises by midnight. Both locations allow outdoor music on the patio at Cheney and the front porch at Pleasant Home on Friday and Saturday evenings only, restricting the volume, type and end time while digitally monitoring and tracking sound every 30 minutes. Non- amplified music is allowed until 9pm on Sundays and weeknights.

### **PROGRAMMING AND EVENTS**

Recreation programs for families, children and adults returned to popularity at Cheney. 2022 continued with new planning and execution of adult and family programs at Pleasant Home. Collaboration continues between Recreation Program Supervisors and the Operations Manager at Cheney and Pleasant Home to have events that also highlight agency wide offerings. We have found that participants enjoy attending programs and events at both locations and continue to offer a varied assortment to cater to many interests.

### **CATERERS**

Cheney Mansion and Pleasant Home provide a list of approved caterers to clients. Caterers are reviewed continuously and approved annually. The annual fee in 2022 for caterers to be listed with both locations was \$2,000 which was a \$300 increase over 2021. We do allow non-preferred caterers for a fee of \$700 per event along with all licensing, insurance and VOP liquor license. The additional revenue in catering fees is a result of non-preferred caterers at Cheney for 2022. We maintain copies of all current licensing and insurance for preferred caterers on a regular basis. In addition to the catering fee, all caterers are required to purchase Special Event liquor licenses (\$50 per event or \$400 yearly) from the Village of Oak Park.

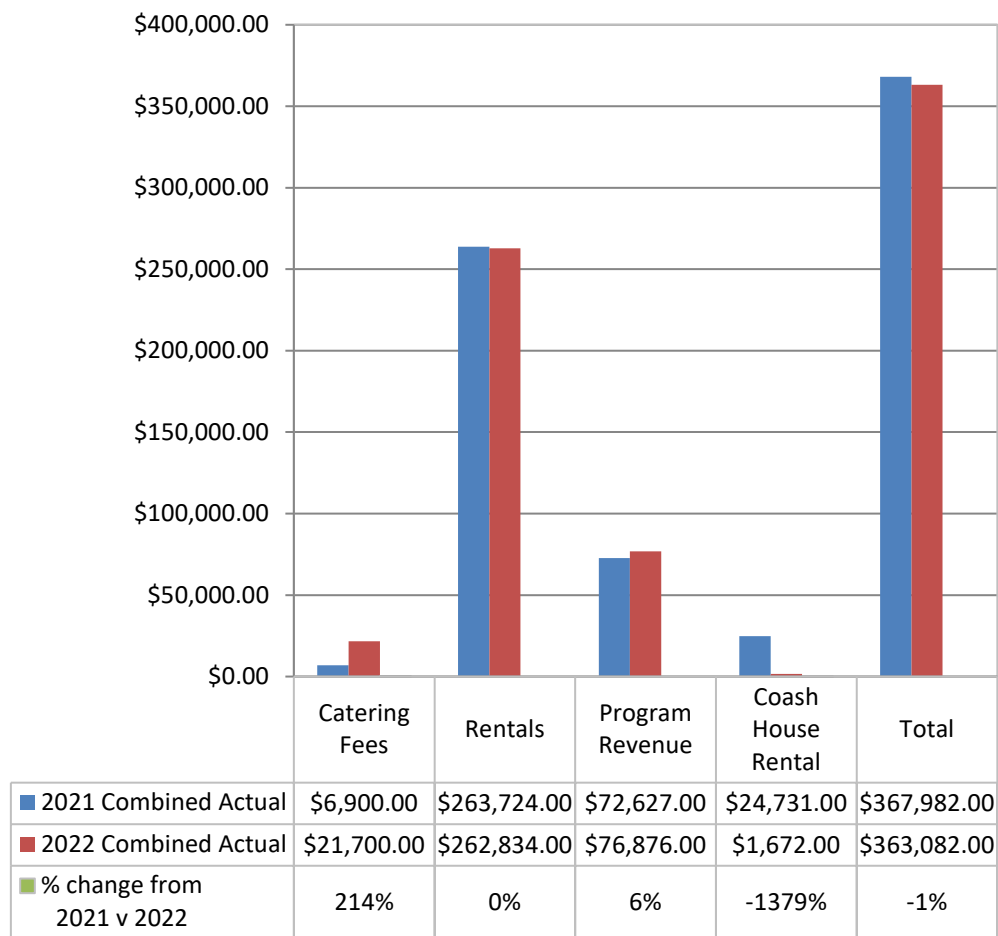
### **COACH HOUSE**

The coach house is leased on a yearly basis and managed by Oak Park Residence Corporation. The rent for 2022, we released the tenant from the lease in March and was not able to rent it until an agreement with Housing Forward was executed in November. The rent remains \$2050 per month to Housing Forward and they will manage the tenants along with Oak Park Residence Corporation; (after fees are deducted from Oak Park Residence Corporation for management).

## **2022 REVENUE COMPARISON**

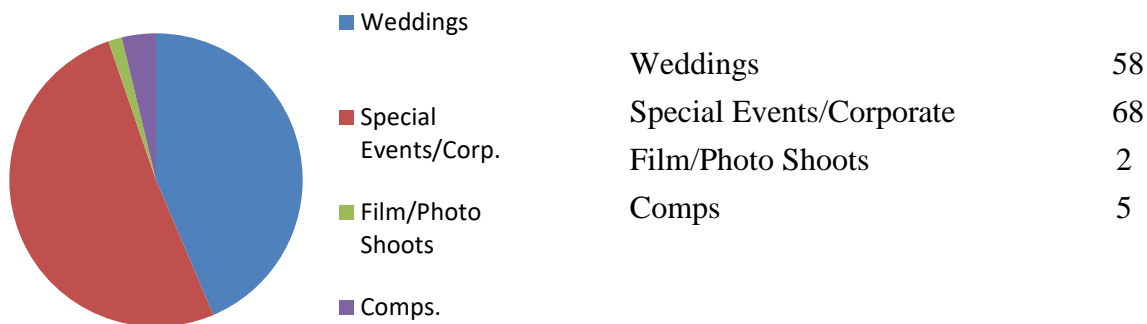
### **EVENT RENTAL STATISTICS – 2022**

Overall rentals for 2022 for both locations were down slightly from 2021 driven primarily from not having the coach house at Cheney rented until November.



- We hosted more weddings at Cheney this year than ever before. Special events at both locations made nice increases over 2021, particularly as we moved into 3<sup>rd</sup> and 4<sup>th</sup> quarter. Given that in 2021 we took in \$40,000 in television filming, which is unpredictable, our private event rentals showed a nice increase if removing filming dollars.
- Catering fees were higher than budget and last year. We had planned that 1 of our caterers would not renew but were happy when they ended up renewing. We had 8 non-preferred catered events at both locations We hosted more weddings at Cheney this year than ever before. Special events at both locations made nice increases over 2021, particularly as we moved into 3<sup>rd</sup> and 4<sup>th</sup> quarter.

**2022 COMBINED REVENUE  
BREAKDOWN**



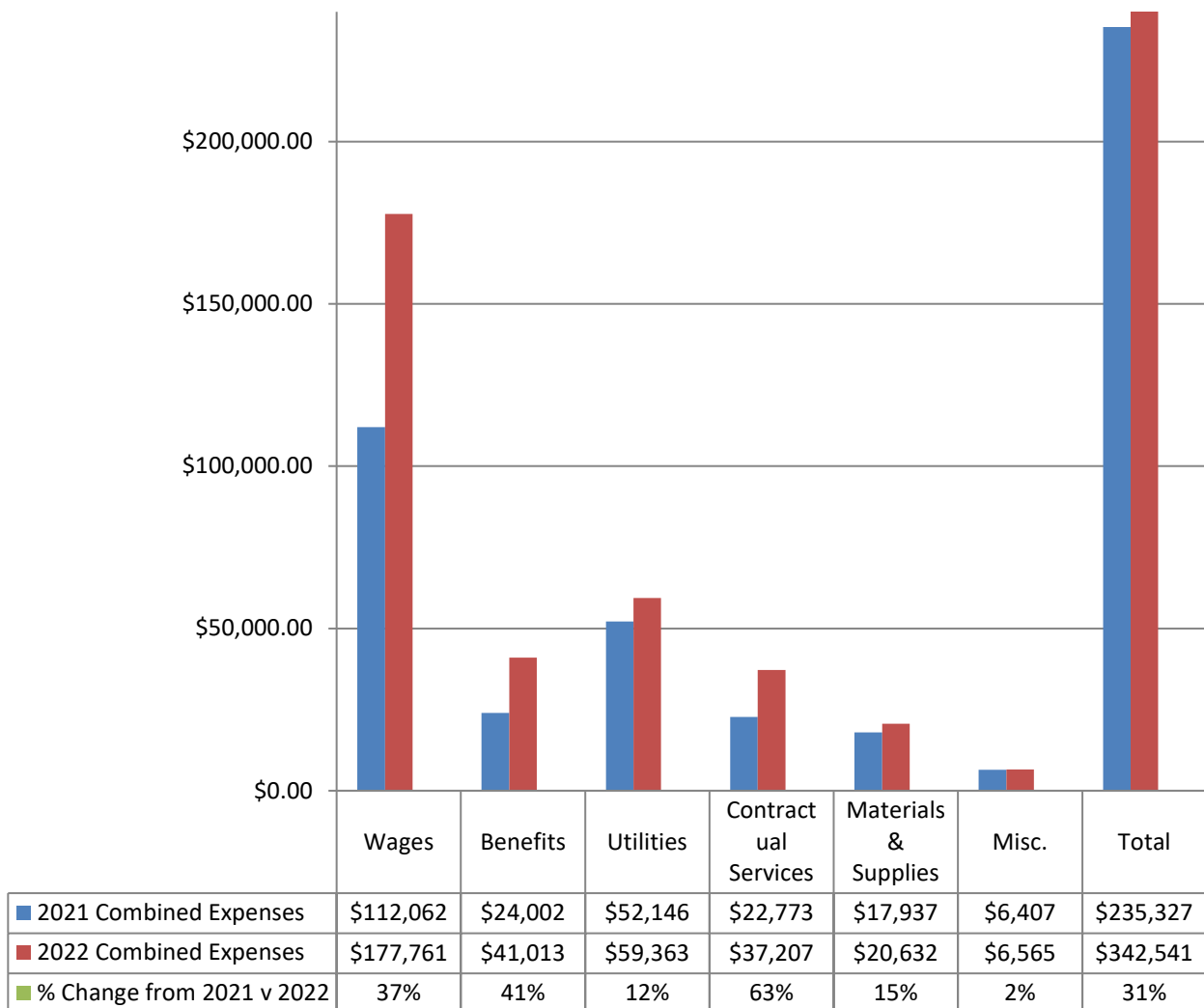
- In 2022 weddings at Cheney Mansion were at their highest levels and once all construction around the geothermal was completed, continued to open wedding rental opportunities at Pleasant Home. Oak Park Festival Theater had committed to hosting performances at Pleasant throughout October and November and then ended up pulling out in early summer and limiting our ability to rent Pleasant for weddings in 3<sup>rd</sup> and 4<sup>th</sup> quarter.
- Combined Special Events and Corporate events for 2022 at both locations were very strong and booked particularly we moved into 3<sup>rd</sup> and 4<sup>th</sup> quarter. Corporate rentals will be the opportunity for 2023 with a reinvigorated marketing plan targeted to the use of both homes for corporate events.
- The West Suburban School District Art Show returned in April along with the WSSRA Summer Camp at Cheney and WSSRA’s annual Falling for Our Stars.



## **2022 COMBINED EXPENSE COMPARISON**

### **EXPENSES**

Total expenses for 2022 increased reflecting a full year of a full time Event Coordinator salary and benefits. Additionally, as demanded increased with Covid restrictions lifting, we hired an additional 3 part time Event Supervisors. Costs for hosting internal events increased along with general increases in food and supplies and events that had increased attendance.



## **PROGRAMS & SPECIAL EVENTS**

The Recreation Department continued to utilize Cheney and Pleasant Home in 2022. Cheney was a site for the return of some key rec programs and Pleasant Home was a site for a Legos camp throughout the summer due to limitations on space for summer camps. The Village Health Department also partnered with PDOP and utilized Cheney Mansion as a COVID-19 vaccination location from April thru November.

We continued to offer a wide variety of family and adult events throughout the year. Starting with Valentines events, St. Patrick's Day, Easter, and Mother's Day. We continue to utilize both locations for music and cultural events and have both Cheney and Pleasant Home be destinations for these events.



## **PARK DISTRICT AND COMMUNITY PARTNERS**

In 2022 Cheney Mansion and Pleasant Home were consistently being used by other Park District of Oak Park departments for programs, classes, and events. Our community partners such as WSSRA, WSCAE, OPRFHS, The Village of Oak Park Health Department, D97, and Animal Care League, Oak Park River Forest Chamber of Commerce all utilized both facilities for fundraisers, shows and meetings.

The Pleasant Home Foundation continued their fundraising events throughout the year, such as Silent Movies on the Porch, Music Machine event and a Holiday Concert. The return of their free Thursdays was very welcome by the community. They have added additional paid tour days on Sundays as it fits within PDOP's event calendar. We continue to partner with the Foundation to coordinate their events in conjunction with Park District programs and private event rentals in 2023.

Below are the partnerships and programs we were offered in 2022

- Pleasant Home Foundation
- Outdoor Yoga
- The Symphony of Oak Park and River Forest
- Oak Park River Forest Garden Club
- Oak Park River Forest Chamber of Commerce
- Animal Care League
- Multiple Holiday Events throughout the year





## **WHAT'S AHEAD FOR 2023?**

- Demand for rentals continues to be strong as we enter 2023. Bookings for weddings are already withing striking distance of budgetary plans. We are adding an additional tier of ceremony only options to continue to offer options to fit many budgets.
- Early in 2023, we are hosting an Event Expo at Pleasant Home to highlight Pleasant Home as an option for private rentals. Great planning and marketing are going into the execution and to date, we have 90 guests pre-registered to attend.
- The development of a focused marketing plan to increase corporate rentals in both locations. Opportunities exist with hybrid or full remote companies to still come together in person for meetings without having to own office space.
- Expanding the focus of programs and events to highlight both locations as cultural destinations for music, dance, food, comedy and continued creative collaborations highlighting our local business partners.
- Oak Park Festival Theater will be using the third floor at Cheney Mansion as office space starting in early 2023. They are also looking to return to Pleasant Home for a Fall production in October and November. Having them in our buildings will also allow for collaborations for events/programs to offer at both locations.
- Collaboration with Pleasant Home Foundation, The Symphony of Oak Park and River Forest, WSSRA, The West Suburban Consortium for Art Education, the return of the OPRFHS Panache Art Show in March. Cheney Mansion and Pleasant Home continue to offer complimentary rentals to our inner government partners annually.
- Continue to work with the Parks and Planning team for regular and preventative maintenance activities at Cheney and Pleasant Home to meet the needs for private rental revenue and programs.



# **Annual Recreation Report**

**Park District of Oak Park**

218 Madison Street ▪ Oak Park, Illinois 60302 ▪ ph: (708) 725-2000 ▪ fx: (708) 383-5702 ▪ [www.pdop.org](http://www.pdop.org)





# PARK DISTRICT OF OAK PARK 2022 Recreation Report



218 Madison St  
Oak Park, IL 60302  
(708) 725-2000  
[www.pdop.org](http://www.pdop.org)

# INTRODUCTION

The Program Participation Report was introduced in 2005. The report is developed and produced by administration and program staff.

The Park District's mission, vision, and values lay the foundation and set the direction of the agency. The Recreation Department, with the mission in mind, work to develop program opportunities that are accessible to the community and integrated into the Oak Park living experience. Doing so requires that programs are relevant, innovative, quality based and focused on enhancing the participant's recreational experience.

The data provided in this report is consistent with what is being tracked in the MPower system as performance measures.

This report:

- Identifies program strengths and weaknesses, providing an understanding of where there is a need for program improvements;
- Provides data used to identify trends and creates a framework for improved program decision making;
- Creates a historical record for ease of reference; and
- Improves staff accountability and provides a benchmark for performance.

## PROGRAM OVERVIEW

The programs offered by the Recreation Department include; fitness, adult and youth sports, day camps, afterschool, early childhood, special events, adult, senior, and teen programs. Some of these programs typically receive tax subsidies and are expected to generate revenues, which at a minimum cover direct costs of programs.



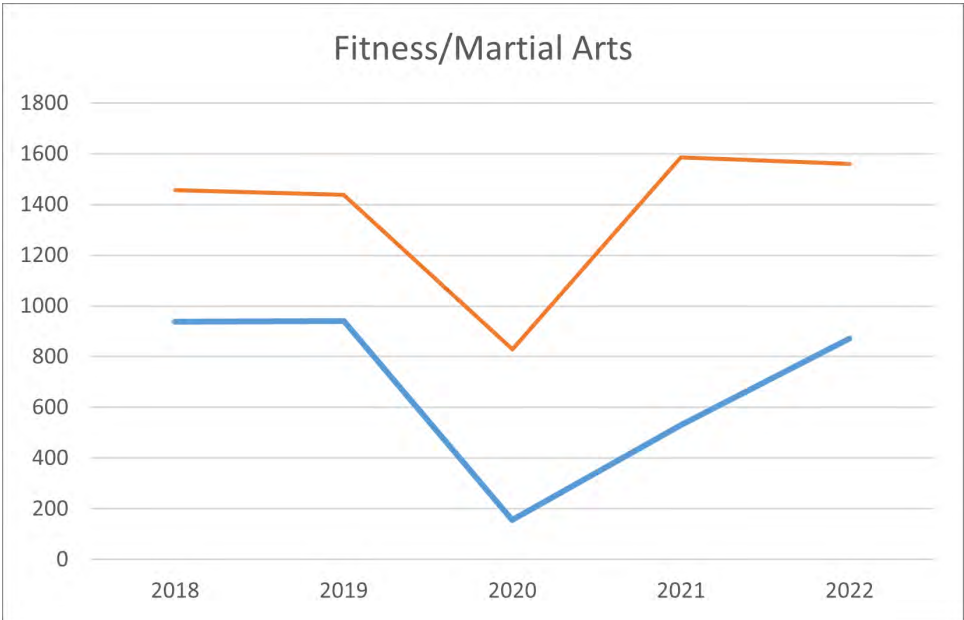
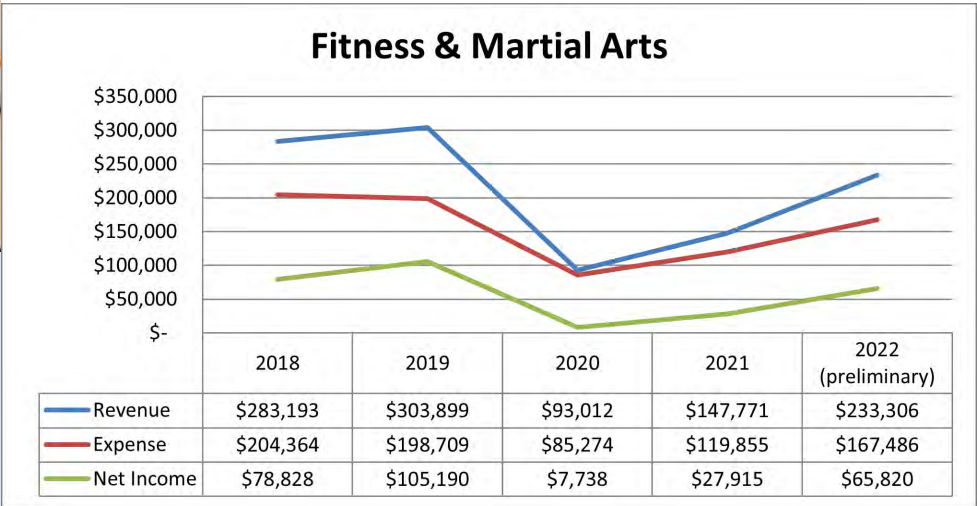


# WELLNESS & MARTIAL ARTS



**Wellness...**In 2022 we saw a 109% increase in online fitness bookings in mind body from 2021. In addition, we saw a 67% increase in revenue in fitness in 2022 from 2021. We continue to try and build back up fitness post-COVID with many class offerings and engaging instructors. The CRC opening will also be another avenue to promote fitness and assist in building back up the program.

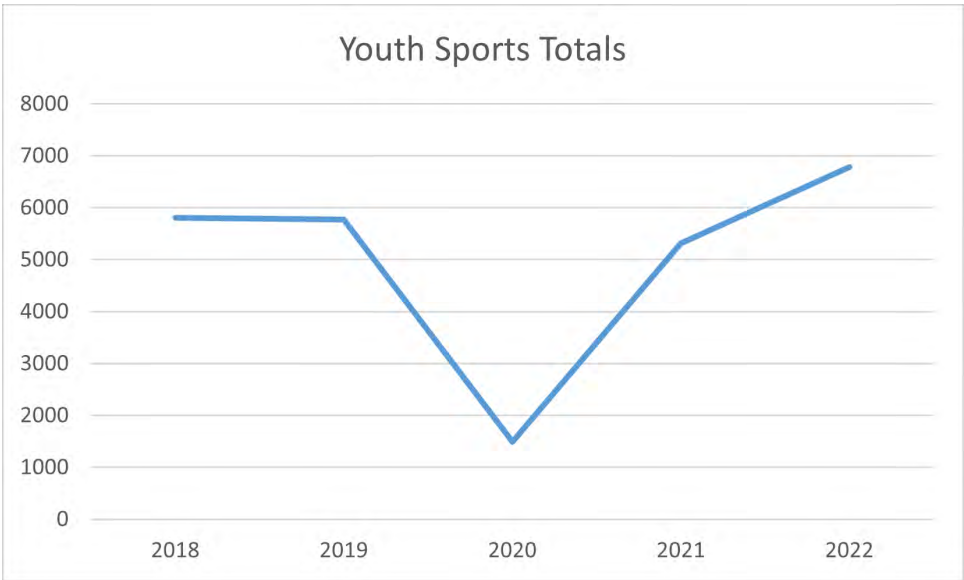
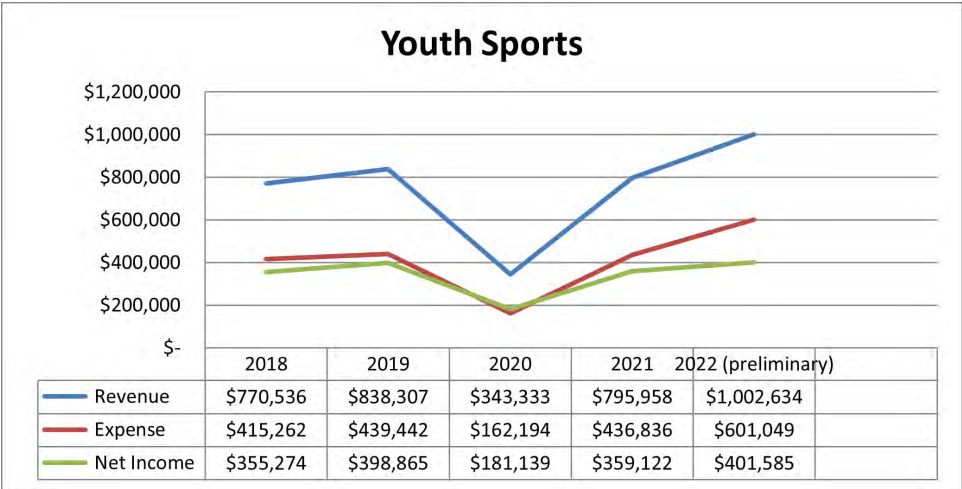
Martial arts programming showed a 42% increase in revenue in 2022 from 2021. In 2022 all martial arts programming moved to Stevenson Center. This move was made to give martial arts a dedicated space and not conflict with other programming at other centers. In 2023, we will be offering a new program which is Modern Arnis Filipino Martial Arts. That program will join the existing offered programs Karate, Taekwondo, Aikido, and Tai-chi.



# YOUTH SPORTS



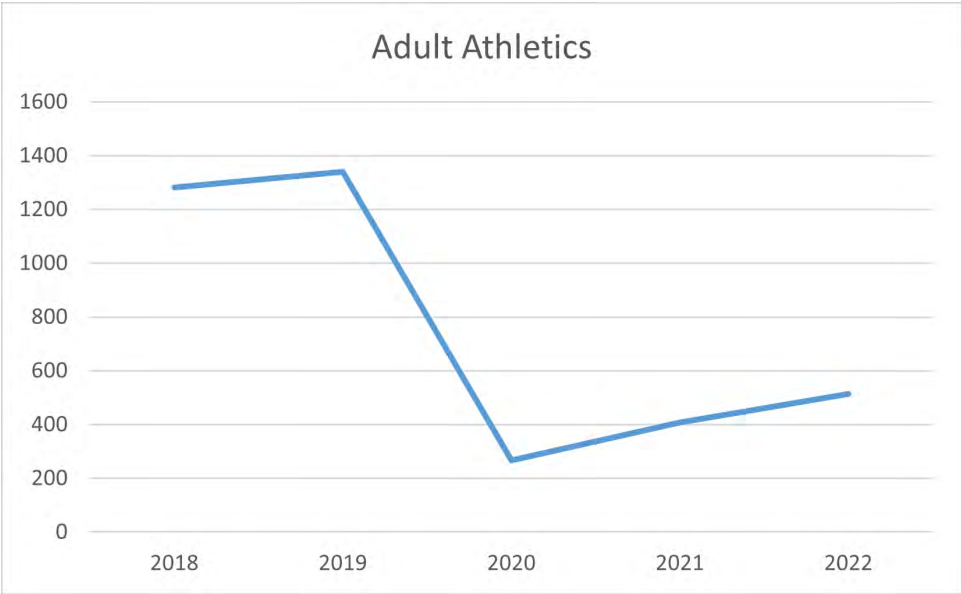
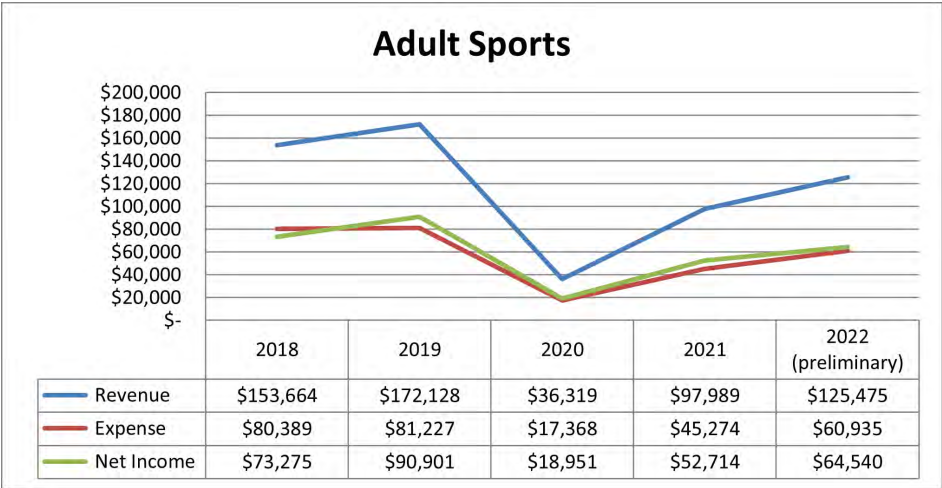
**Youth Sports...** In 2022 we continue to see the continued growth in this program area. In fact both participation and revenue numbers exceeded pre-COVID 2019 numbers. Youth sports revenue surpassed \$900,000 dollars in revenue. Youth sports partnership revenue accounted for \$570,000 of that \$900,000. We had a total of 6,793 youth participate in our programs which was a 29% increase from 2021. Our 2022-23 youth basketball league for grade 3-8 surpassed expected amount of participants by over 100 with a total of 436 participants. These numbers should continue to climb in 2023 when we are able to start up grades 1-2 basketball league at the CRC in the fall. In house leagues, classes and camps as a whole showed growth in 2022. Leagues were especially popular in 2022 which includes basketball, t-ball and soccer. We hope to add a volleyball league to the portfolio with the addition of the CRC. Partnership programming showed continued growth with expanded programming as well as a few new partners being Oak Park Windmills (girls softball) and Chicago Union League (ultimate frisbee). In 2023 we added Chicago Red Stars (girls soccer).



# ADULT SPORTS



**Adult Sports...**Program participation in this area saw an increase from 2022. League participation showed growth in 2022 from 2021. Please note that in 2019 all league participants were accounted for. Since 2020 one team equals one participant which is the captain that registers the team. In general a softball team equals 18 participants, a soccer team equals 22 participants and a volleyball team equals 12 participants. In 2022 we offered a new summer sand volleyball league. Adult pickleball had great participation in 2022. We hope to expand upon pickleball in an indoor setting when the CRC opens. We hope to offer an adult ultimate frisbee program in 2023. In 2022 we were able to bring back our men's basketball program. In addition we also offered a women's basketball program. Both programs successfully ran in the fall of 2022.

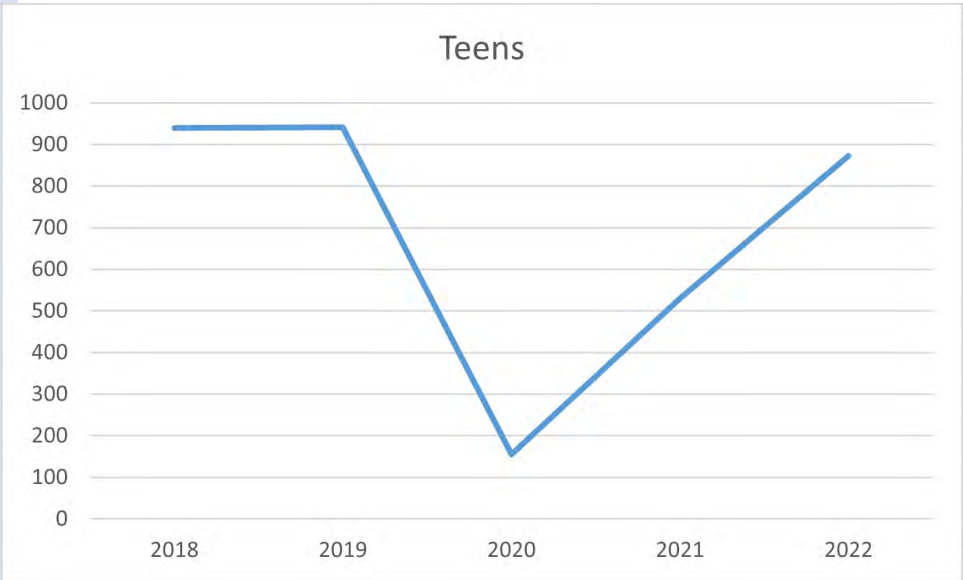
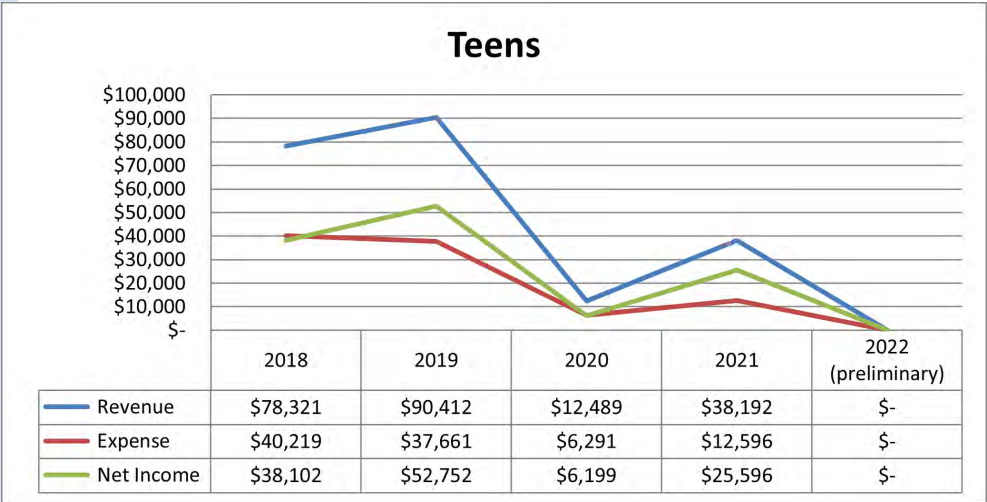


# TEENS



**Teens...**Teen programming is provided for youth between the ages of 11 and 18. Activities include camps, trips, events, and classes. In 2022 we added another session of our D&D program due to the high demand, hosted a 3 day mini-camp due the growing interest. and brought back Teen Trips! We also had a lot of success with our Teen Camps this past summer, our Counselor In Training program was brought back serving over 30 Teens. Overall we expanded E-sports offerings, including hiring an E-sports Coordinator, in 2022 and offered more diverse programming to attract more teen participants.

In 2023 we are excited to offer an Intro to E-Sports program starting in April, an E-sports mini-camp and more D&D mini camps during the summer.

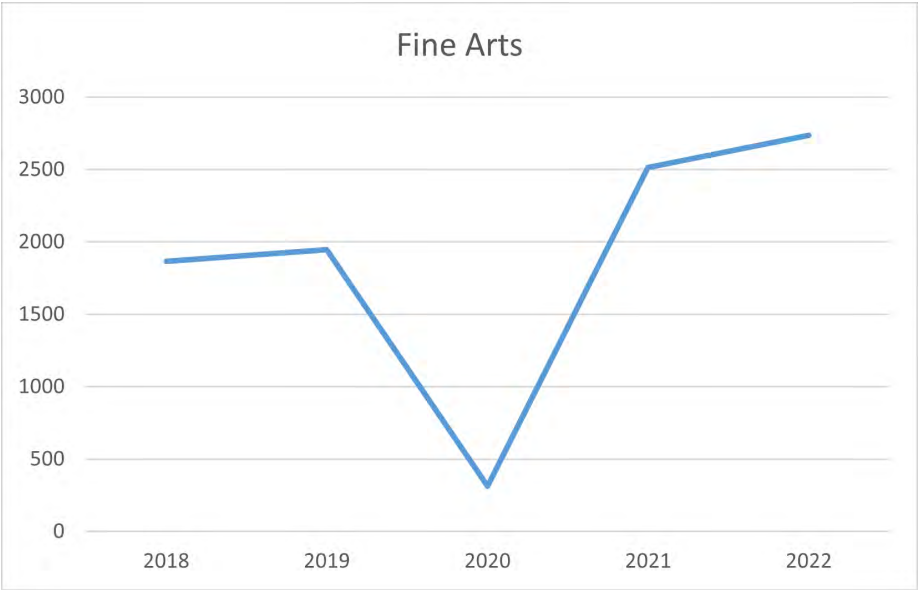
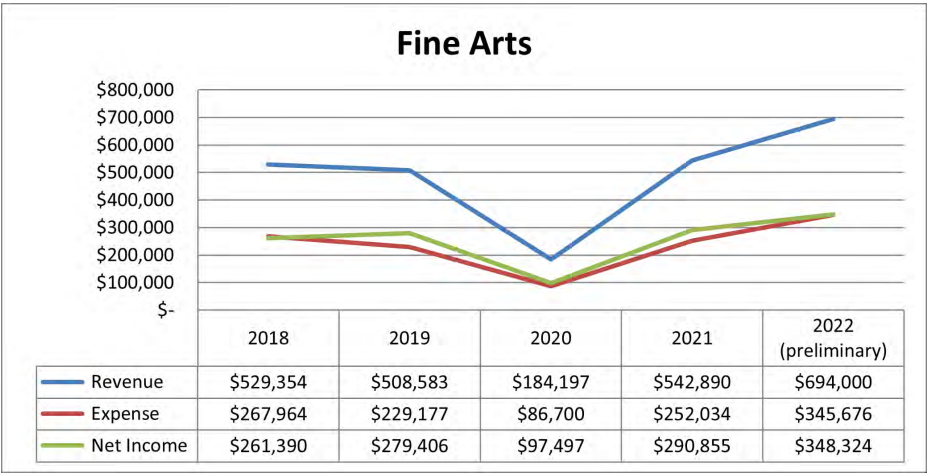




# FINE ARTS



**Fine Arts...** Both the Arts & Crafts and Performing Arts programs welcomed new classes, staff, and higher participation numbers in 2022. We added new ceramics classes, soldering, sensory art, and one day workshops every weekend in Arts & Crafts. Performing Arts increased revenue by 95% adding Theater, Cultural Dance, Drop-In options, Baby and Me, and music classes to its schedule. programming participation saw an increase in 2022. We held our annual spring dance recital at Fenwick again and added some theater performances to our winter recital. We held our 3rd musical, Shrek Jr., at its new home, Andersen Center, in July. We also held our second summer dance camp. With its success, we will be offering longer days in 2023. Dole Center continues to serve as a perfect location for our art/performance studios. The multipurpose room successfully ran camps and several one-day workshops using our Glowforge, 3D Printer and Cricut. We have found a new instructor to build series classes using the new technology and look forward to growing that area on 2023.

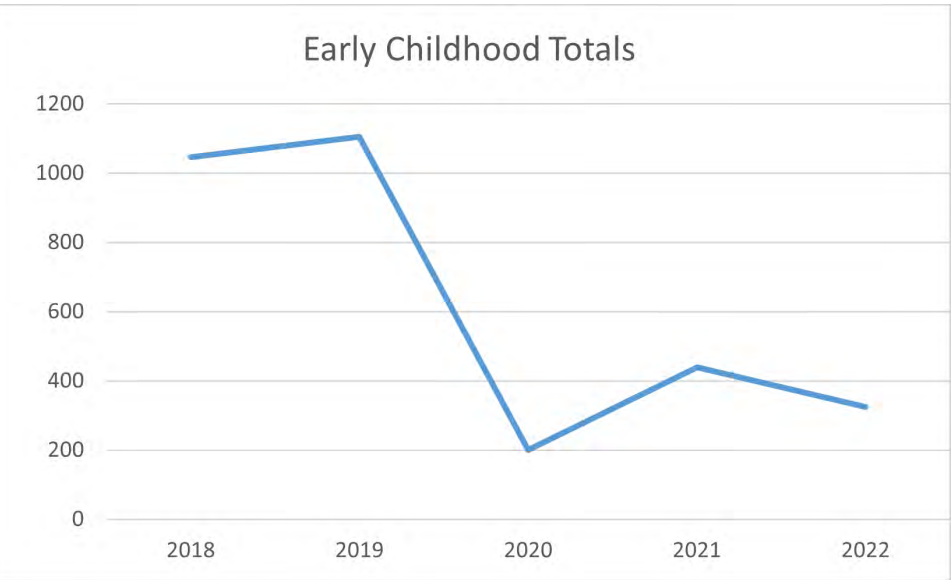
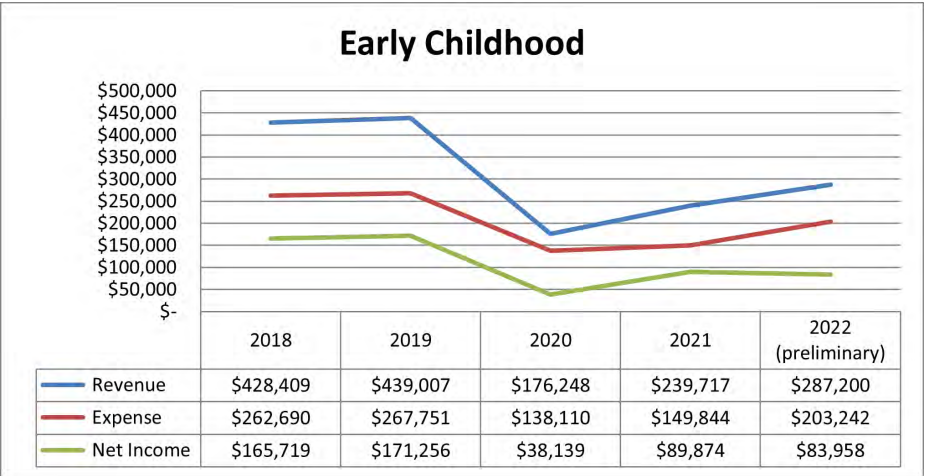


# EARLY CHILDHOOD

**Early Childhood...**Early Childhood Enrichment programs are geared towards children ages three months through five years of age, with parental participation included in various socialization, conceptual and movement classes. Playschool, Preschool, and Pre-Kindergarten classes educate two to five-year-olds and focus on social, emotional, motor and cognitive development, as well as kindergarten-readiness skills.

In 2022 we were able to offer 5 preschool, playschool, pre-k classrooms at Carroll Center, Austin Gardens, and Longfellow. Austin Gardens Nature Preschool continues to be extremely popular with the community. We did not see the turnout we expected from Spanish Preschool this year and are reworking our offerings for 2023.

The Cubhouse Indoor playground opened for the first time in 2022 since early 2020. It started its return strong with over 130 members. In 2023 we look forward to the indoor playground continuing its resurgence and hope to expand offerings for enrichment programs in Stevenson.



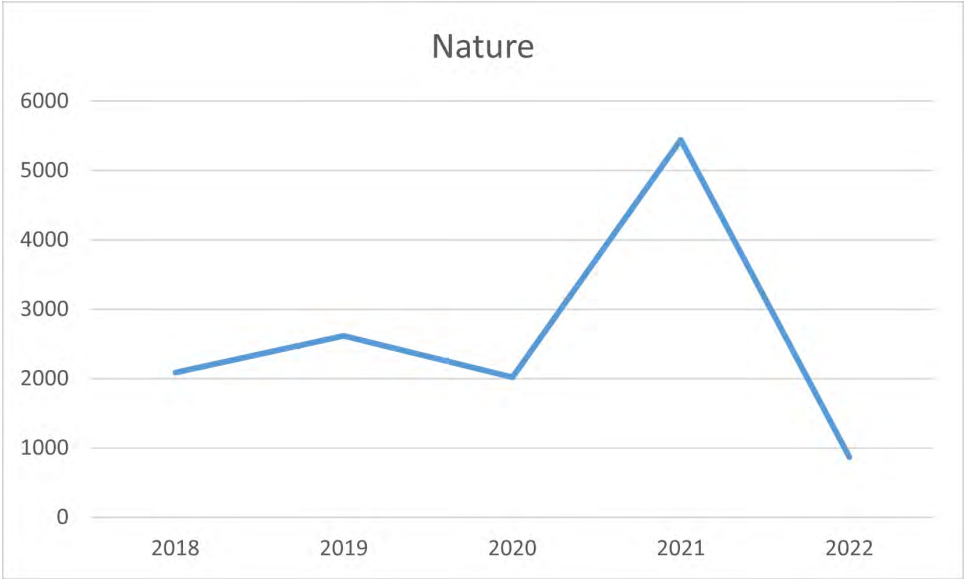


# NATURE & ENVIRONMENT



**Nature & Environmental...** Nature and Environmental programming is provided for early childhood, youth, families and adults, at the Oak Park Conservatory, Austin Gardens Environmental Education Center, Fox Center and Cheney Mansion. Programming typically includes camps, lectures, classes and events. Fortunately, we were able to bring back our Outdoor Explorers Camp and Outdoor Adventurers camp in full force this year at Mann School. Our youth and adult archery classes continued to fill consistently. And brought the program in house resulting in a higher profit margin. Program registration more than doubled 2019’s numbers in 2022 with 2019 registration numbers reaching 2,618 registrations and 2022 reaching 6,517 registrations. In 2023 we look forward to continuing this growth by offering a new camp for curious minds.

**\*Revenue and Expense for this area is split in Community Programs, Day Camps and the Conservatory.**



# COMMUNITY PROGRAMS & EVENTS

## Community Programs & Events...Community Programs & Events

includes events such as: A Day in our Village, Frank Lloyd Wright Races, Fall Fest etc., as well as programs such as the Clubhouse afterschool program, Day Camps, and Active Adult programming.

Despite frigid temperatures, people were happy to be out enjoying winter fun in Austin Gardens as well as great winter nature crafts indoors by the Nature and Adventure team in conjunction with their sustainable Saturdays. April brought a return to Maple Park for our annual Dash and Scramble with a separate hunt for the doggies at the Dog Park. Animal Care League, The Collaboration for Early Childhood and the Free Church through donations, volunteering and activities all made this a great welcome of the warmer weather. Day in Our Village returned again to Mills Park and Pleasant Home for 2022. Crowds returned to pre-pandemic levels with picnics and dancing in Scoville Park throughout! The Park District also hosted Illinois Unplugged Day in Scoville Park in collaboration with the Illinois Parks and Recreation Association in an effort to get people out to the parks and tuned into nature. Our theme for 2022 was focused on wellness. The Conservatory also runs the Fall Mum Sale in conjunction with Fall Fest and we have great activities throughout Rehm.

The Clubhouse afterschool program was back in full force for the 2022-2023 school year after a few years of remote E-Learning and hybrid learning which included returning to PDOP provided snack for participants. We ended the year serving 282 unique individuals in the program.

Day Camps returned to normal operations with capacities being fully utilized. Field trips were brought back for both summer camp and Passport Program. With the return of larger capacities also came the return of larger enrollment numbers.

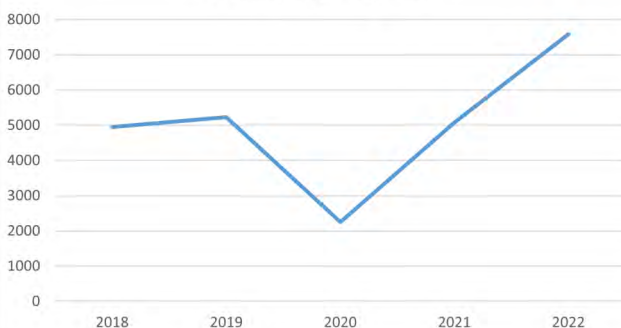
The Active Adults membership hit a record high of 320 members in 2022! Several programs were added in 2022 including more Spanish classes, health days, additional Basic Fitness, Dance, Genealogy, photography, Tai Chi, and yoga for healthy aging. The SSCOPRF continues to support our programs financially and are working on scheduling some special events/speakers for us in 2023.

Special Interest programming grew in many ways in 2022. While growing our Lego contractual camp offerings, we also added a new coding class and a new Safe@Home class which teaches participants 8-10 years old how to stay home alone safely.

FLW races returned to in person from a 2 year layoff due to the pandemic. The races included a total of 2,100 runners/walkers. Runners and walkers were very happy to be back in person! The race date for the 2023 race is Sunday, October 15<sup>th</sup>.



Community Programs



### **3 Year PACT Field Utilization**

The PACT program has been established to effectively manage and protect the Park District facilities while maximizing the benefits to Oak Park residents. The Park District places organizations accepted into one of four categories. The four categories that make up the acronym “PACT” are Partner, Associate Companion, and Tenant. Organizations that do not meet the requirements into the program will still have the ability to request use of Park District facilities, but will be required to follow the same procedures, policies, and fees as set for the general public.

<b><u>PACT Group</u></b>	<b><u>2020 Hours</u></b>	<b><u>2020 Participants</u></b>	<b><u>2021 Hours</u></b>	<b><u>2021 Participants</u></b>	<b><u>2022 Hours</u></b>	<b><u>2022 Participants</u></b>
AYSO	1,040	490	4,563	2,200	3,899	1,302
Chicago Edge East Ave Lacrosse	981	667	1,887	1,136	1,698	1,050
OPRF Alliance	137	204	264	200	121	130
OPRFYF/Cheer	964	440	976	440	892	215
OPRFYU	0	0	40	82	51	190
OPYBS	0	0	180	Clinics	325	250
Pony	4,433	1,352	6,365	2,182	6,488	2,042
Windmills*	130	90	757	215	726	219
	414	270	638	270	230	125

#### **2020 Hourly**

##### **Rate**

Associate (AYSO, OPYBS) = \$5/Hour

Companion (All other PACT Groups) = \$8/Hour

#### **2021 Hourly**

##### **Rate**

Associate (AYSO, OPYBS) = \$6/Hour

Companion (All other PACT Groups) = \$9/Hour

#### **2022 Hourly**

##### **Rate**

Associate (AYSO, OPYBS) = \$7/Hour

Companion (All other PACT Groups except Windmills) = \$10/Hour

\*Windmills became a Tenant in 2022 due to total participants were less then 50% Oak Park residents. Windmills pays \$46/Hour rate, the standard hourly rate for field rental.

**Summary...** The year 2021 was challenging for the recreation team. Staff did a great job adjusting programs for all the changes that occurred with each phase of COVID. In addition, staff struggled with hiring qualified staff for programs. Both full-time and part-time staff were difficult to recruit and hire. This is not unique to the Park District, but did put an extra strain on staff and our ability to deliver programs to our residents.

When programs were able to be held, the registration numbers looked good in many areas. PDOP was able to provide childcare for working parents through the year and we were thrilled to provide that valuable service to our families. Our senior programs saw great participation and helped isolated senior have social interactions with their peers. We were not able to do many indoor sports. However, outdoor sports as well as the few we could get space for were well attended. While we had to pivot to a virtual FLWR, we were able to offer Fall Fest, concerts and movies in the park for our residents to enjoy.

The 2022 year is off to a challenging start, but staff are confident that we will continue to offer high quality programming and events for the residents of Oak Park. We are also excited to developing our program plan for CRC programming that will begin in Spring of 2023.



**PARK DISTRICT**  
**of OAK PARK**





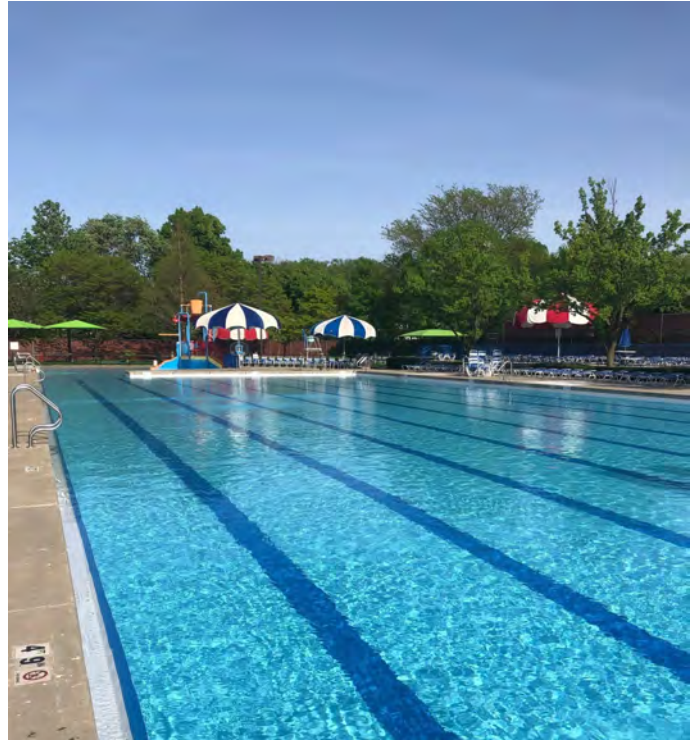
# **Annual Special Facilities Report**

**Park District of Oak Park**

218 Madison Street ▪ Oak Park, Illinois 60302 ▪ ph: (708) 725-2000 ▪ fx: (708) 383-5702 ▪ [www.pdop.org](http://www.pdop.org)

# PARK DISTRICT OF OAK PARK

## Annual Special Facilities Report—2022



# SPECIAL FACILITIES OVERVIEW

## **Introduction**

The Special Facilities Department of the Park District of Oak Park is pleased to present the Special Facilities Annual Report. The report encompasses the 2022 calendar year for the Pool, Ice Arena, Gymnastics, Customer Service and Dog Park operations. Participation data is presented for all major areas of Special Facilities operations including financial data.

The Park District's mission, vision, and values lay the foundation and set the direction of the agency. The Special Facilities Department, with these in mind, offer quality programs that are accessible to the community, based in facilities that are well maintained, safe and clean. Staff relies on an innovative and standards based approach, with the focus on the customer and their experience, to provide quality programs, customer experiences and facilities.

The data provided in this report is primarily taken from the performance measures tracked in the M-Power I-Dashboards System and Amilia Recreation Software.

## **Overview**

Special Facilities is responsible for operating and maintaining the Ridgeland Common Recreation Complex, the Gymnastics and Recreation Center, Rehm Pool, and the Ridgeland Common and Maple Park Dog Parks. Special Facilities staff is also responsible for developing and maintaining the many programs that are offered within these facilities, including drop-in programs such as public swim, public skate, Pre-School Playtime, along with multitude of classes, camps, rentals, special events and competitive teams.

At the start of 2022, the Park District was operating under the Vaccine Mandate Guidance of the Oak Park and Cook County Departments of Public Health. This created some difficulties for our Travel Hockey, the Fenwick and Oak Park Hockey programs as visiting teams decided they would not follow the local mandate, declining to play games at RCRC. As a result Fenwick only held practices at Ridgeland Common, Oak Park High School cancelled some games and staff relocated our travel program games to other facilities in order to complete the season. The Ice Show came back for the first time since 2019 in a modified format. Public Skate participation was better than expected. Gymnastics program demand and participation rebounded to nearly pre-pandemic levels. Participation was only held back by the lack of sufficient staff levels throughout the year. Pool pass sales, gate admission, and attendance were stronger than expected.

Revenues in each of the program areas, Gymnastics, Aquatics and Ice Arena exceeded budget projections. Staff built on the strong participation and revenue growth of 2022 by developing the 2023 budget with further growth in mind.

New full-time staff were hired during 2022. The positions hired included, RCRC Program Supervisor, RCRC Operations Supervisor, and a GRC full-time Coach. A newly created full-time position was added at RCRC, Operations Coordinator, reporting to the Operations Supervisor. This position was created to help ease the impact of part-time supervisor shortages that have been on-going for numerous years. Part-time staff levels continued to be a struggle for much of 2022, especially for gymnastic coaches and lifeguards. Despite this fact, Manager, Jamie Lapke, and Program Supervisor, Keith Kerrigan, were able to grow gymnastics program participation throughout the year, by bringing in younger coaches, focusing on new staff training and spending many hours coaching on the gym floor themselves.

# Pool Summary

## **About the Pools**

The Park District of Oak Park operates and maintains two outdoor neighborhood pools within the community. Rehm Pool, located at 515 Garfield, is the larger of the two pools with a capacity of 775 swimmers. Rehm Pool features, three bodies of water including a diving well, main pool and wading pool. Features include: two drop slides, a spray play feature, and a zero entry pool attached to a traditional 50 meter pool. There is also a play area with rubberized surface, shade structure, teeter tauter, spinning toy and a small interactive water feature all added in 2019. Ridgeland Common, centrally located at 415 Lake St, has a capacity of 525 swimmers and features a 50-meter pool with an attached diving well, separate wading pool with a small penguin slide and interactive play features. Ridgeland Common pool opened as an extensively renovated and rebuilt facility in 2014. Rehm Pool, built in 1966, was renovated in 1997, with numerous improvements being made since, including the addition of a new filter system, play feature, climbing wall and family changing rooms.

The pools are an important community asset providing the opportunity for daily recreation, fitness, and the ability to learn valuable lifesaving skills. The pool facilities also provide approximately 150 swim team members the daily opportunity to train in 50 meter pools.

## **Executive Summary**

Staff planned for 2022 pool operations to be nearer pre-pandemic operations. While we had fewer guards at the start of the season than was intended, more were hired in June after an additional certification training was scheduled. June featured above average temperatures, attendance was high, with staff implementing the One In/One Out procedure for maximum capacity days. With high attendance, came some patron behavioral issues that staff worked through to resolve. By July and August, operations were smooth.

We continued to rely on vending machines for snacks, since the Park District no longer operates concessions. While there were a few complaints it does not appear concessions are significantly missed by patrons. A benefit is that trash generation has been greatly reduced. Staff worked to arrange local restaurants to provide food service on some weekend days. Taco Mucho, an Oak Park eatery, treated patrons to tacos, nacho's and hotdogs on 2 weekends. Staff is planning to expand this opportunity in 2023 for more Oak Park food vendors, a Taste of Oak Park of sorts.

Staff made the strategic decision to reduce the number of slots for swim lessons in 2022, due to poor quality issues in 2021. Under our new Program Supervisor, Abby Sacks and new Program Coordinator, Cameron Bayer, instructor training, lesson plans and patron communication were much improved. The program quality and swimmers skill development were noticeably better .

TOPS decided not to resume the Annual Swim Meet at Ridgeland Common in 2022, but is planning a return in 2023.



# Lifeguards

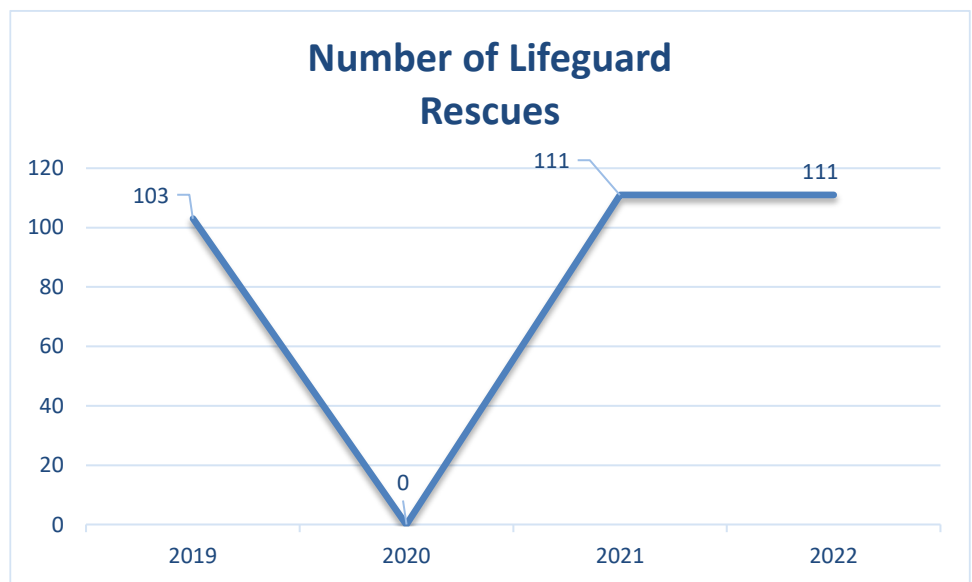
## Lifeguards

Training guards this summer was a scramble from the beginning. With only about 60% of our guards having applied in time to be able to train before the pools opened, we had to run multiple additional classes through June to onboard the final new guards by July. Having limited staff to begin the summer, in addition to the Chicago pools being closed, stretched the staff thin with increased hours. This led to a physically and mentally exhausting start to the summer for many.

This summer 3 staff, including our learn to swim coordinator, became lifeguard instructors which was a huge help when attempting to train so many staff in June.

PDOP was represented at IPRA Guard Games for the first time this year in Gurnee. Two teams attended and one brought home 2nd Place! Following Guard Games, we hosted our first Guard Olympics where teams competed for the Gold, about half of the staff participated. It was a fun and uplifting way to end the summer.

Understandably, Ellis Audits had a bit of a rough start in June with so many staff freshly licensed, but the July and August audits both achieved perfect scores. The aquatic staff ended the summer with a Gold Rating from Jeff Ellis and Associates placing them in the top 20% of operations internationally.



# Pool Passes and Public Swim

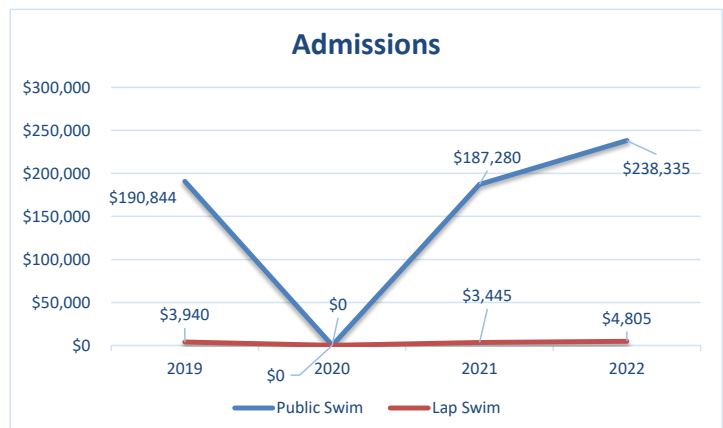
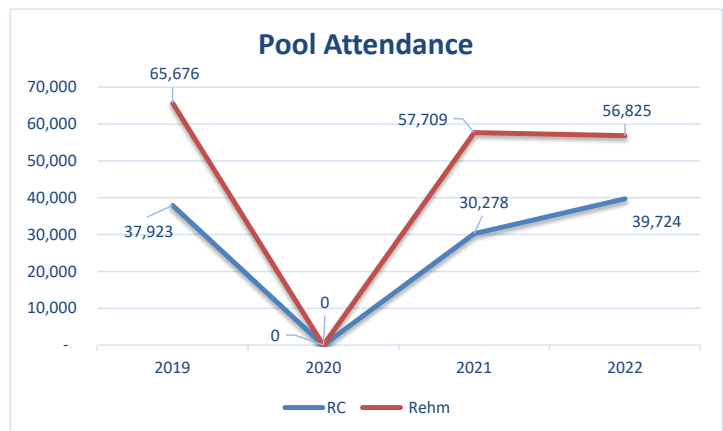
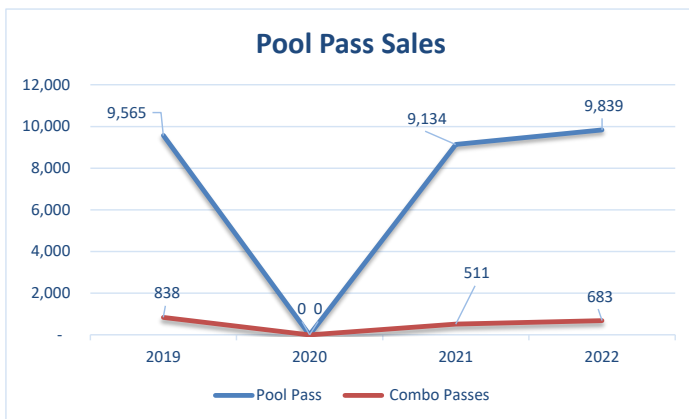
## Pool Passes

Pool pass prices for 2022 were increased by \$5 a pass for “Polar Bear Sale” and “Regular Season” sale periods. Pass sales were strong through the “Polar Bear Sale” period. In-season sales were strong, due to the hot weather experienced in June. The “Pass Holder Only Swims” also encouraged pool goers to buy passes. Total Pass sales for the pool, including those sold as a Combination Pass, was 10,522, slightly ahead of sales for 2019, the year before the pandemic. Most patrons choose to use the Amelia App on their phones for pool admittance.

## Attendance/Admission

Attendance was relatively flat when compared to 2021 but significantly down from 2019. Hepzibah returned for limited pool visits in 2022 and Park District camp visits remained about the same as in 2021. Admissions were increased over 2021 due to a greater number of individuals paying the daily fee in a hot June and July. Each of these months generated greater than \$90,000 in gate admission. A first for two months of the summer.

For 2023 Pool Pass and Combo Pass Prices have been increased by \$5 for residents, for example the Polar Bear Pool Pass will be going from \$55 to \$60. Non-Resident Pass prices will be approximately double that of the Resident Pass price. Gate admission has been raised from \$10 to \$15. This has been the first daily fee increase in many years. Fees have been raised to keep up with the rising costs including wages, equipment, supplies and utilities brought on by a tight jobs market and high inflation.

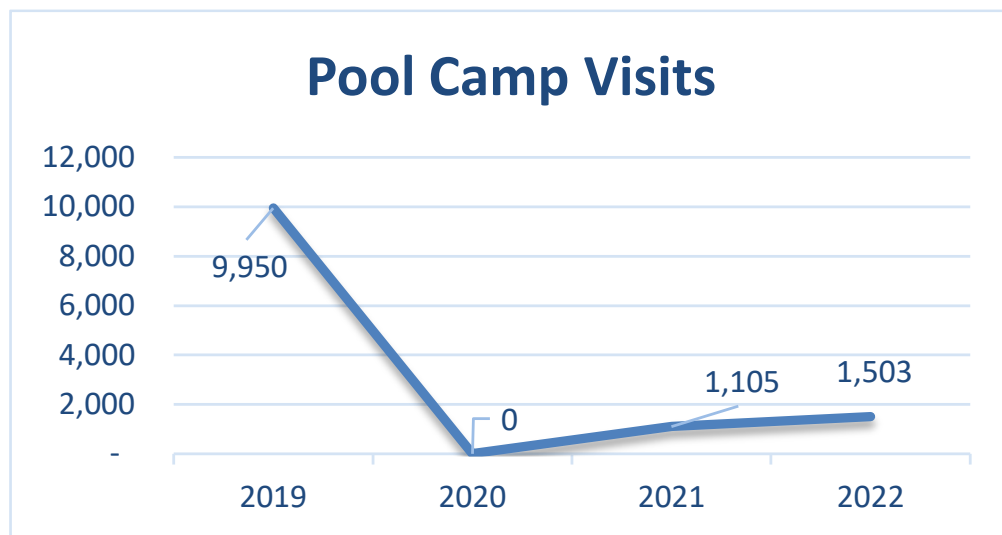


# Pool Camps

## Camp Visits

This summer we were challenged to come up with a new opportunity to train camps. Rather than putting all of the knowledge in the counselors' hands, we designed "Water Safety Days". These days taught campers important behaviors to exhibit when around water to stay safe, including swimming with a buddy, understanding pool rules, what to do if they see an emergency, and lifejacket safety. One "Water Safety Days" activity helped campers understand how the increasing depth of the pool could pose risk and what they could do to remain safe by gauging water depth should they be restricted to certain areas of the pool.

Continuing to follow the schedule we set during 2021, camps only swam during a dedicated morning camp time at Rehm, or afternoon hours at Ridgeland. Camps did not swim in the afternoon public swim at Rehm which helped to reduce demand that was already high in the afternoons.



# Ridgeland Camps

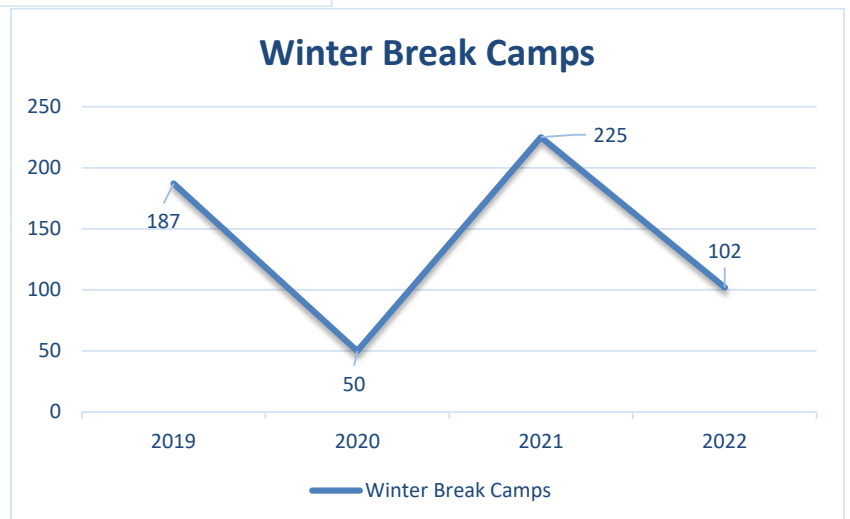
## Ridgeland Common Camps

Summer 2022 returned Skate and Swim Camp to Ridgeland for the first time since 2019. This camp was filled almost every week with campers interested in the opportunity to both skate and swim every day of the week.

Figure Skating Specialty Camp continued to gain steam this summer. All the skaters had a great time learning and also creating their own routines to perform for friends and family on Fridays where the campers would dress up and play characters in keeping with the theme of the week.

Winter break camp had fewer participants than last year. Camp Before New Year's had fewer attendees. After New Year's, the participation went up significantly. In 2021 with some Covid restrictions in place, it is likely fewer people went away over the holidays and boosted our camp participation.

We are looking forward to the new and improved Camp Splash Summer 2023, as well as addition of Jr Lifeguarding Camp to our portfolio.



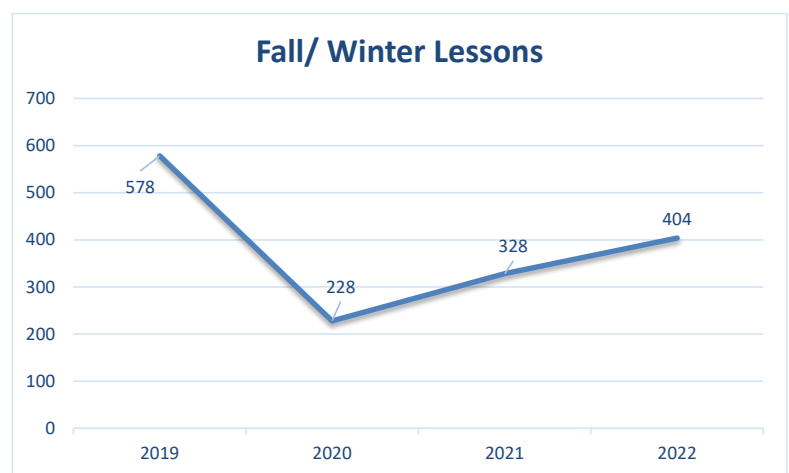
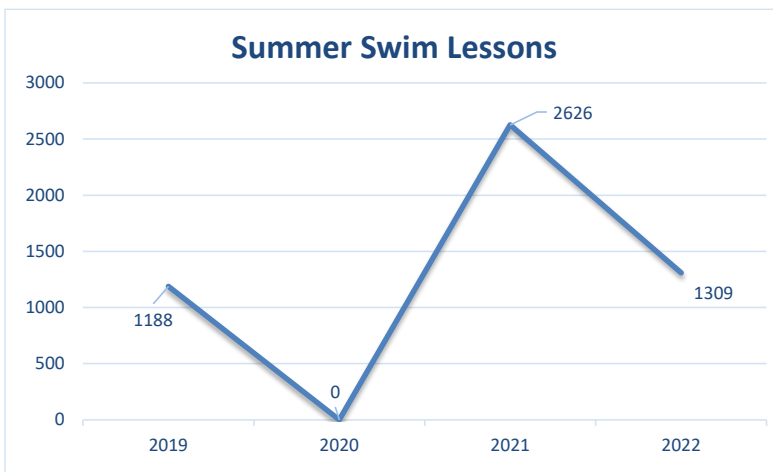
# Swim Academy

## Learn to Swim

While not a big year as far as registration due to staffing shortages, summer 2022 swim lessons ran extremely well which was reflected in both positive comments and online surveys from parents. Swim instructors were trained and certified in house using Starfish Aquatics' training process.

Winter 2022 lessons were eventful to say the least with last minute cancellations due to the vaccine mandate in the early part of the year, last minute cancellations due to high number of school events and facility equipment failures. Fortunately a majority of swimmers stuck it out and enjoyed the lessons we were able to provide.

Fall 2022 was a breath of fresh air with more than enough instructors wanting to work. We credit this to the leadership of the swim instructors and how well the program is now organized.



# Paul Hruby Ice Arena Summary

## **About the Paul Hruby Ice Arena**

The Paul Hruby Ice Arena, part of the LEED Platinum Certified Ridgeland Common Recreation Complex, was extensively renovated in 2013 and 2014. The ice arena is operated year-round and features an NHL sized ice surface, five hockey locker rooms including a women's locker room, bleacher seating for 500, a skate shop with over 300 rental skates, a full view lobby and activity rooms available for programs, parties and rentals.

In a typical year the ice arena hosts many programs, including figure skating for all ages, developmental youth hockey, adult hockey and travel hockey. Special events include the annual Ice Show, a Holiday Skating Exhibition and numerous special events. The ice arena is available on a rental basis for groups and individuals and is currently serving the Oak Park and River Forest and Fenwick Hockey Clubs. The community also enjoys the rink through a number of drop-in programs such as Public Skate, All Ages Stick and Puck and Freestyle Practice Ice.

## **Executive Summary**

At the beginning of 2022, the Village of Oak Park Vaccination Mandate was in place, this impacted our ability to host hockey games for visiting teams at the high school and youth hockey levels. The mandate was eventually rescinded and programs were able to carry on. In March, the rink hosted the ice show for the first time since 2019. While the show was of a smaller scale than in the past, the participants and staff were glad that it was back. Staff is planning for a 2023 ice show on par with pre-pandemic shows. Participation for most programs at the rink were greater than anticipated. Rink pass sales and admission for Public Skate exceeded budget expectations. Youth Hockey, Travel Hockey and Figure Skating programs all had stronger than expected participation rates. In the fall, Fenwick and Oak Park High School Hockey programs and the Park District's Travel program were back operating with no covid mitigations for the first time since early 2020.

In June, due to power surges at the Ridgeland Common, the compressor controllers failed, causing the interruption of programs for 3 days until a repair could be made. Staff worked to keep the ice frozen, by keeping lights off and doors closed. Staff managed to save the ice, but some of the painted lines ran, requiring the ice to be replaced in August. After a temporary repair got the facility operating through December, new controllers were installed before year's end.

The ice arena program area had a very solid year including participation, revenue generation and cost containment. Staff is looking forward to carrying that momentum into the 2023 program year.

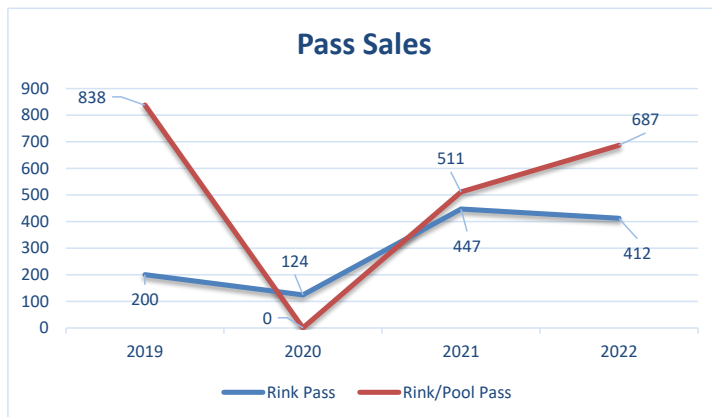
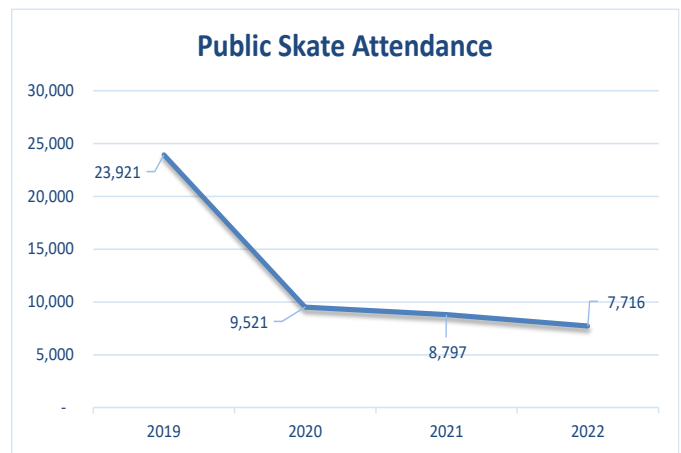
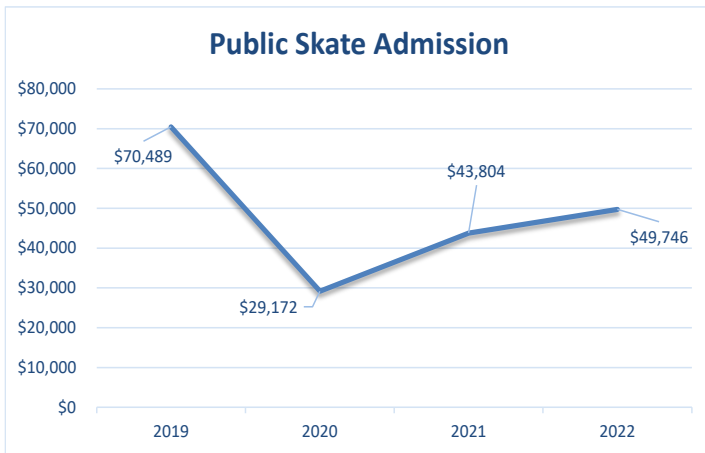
# Public Skate

## Public Skate

Public Skate attendance was down slightly from last year. Most of the down turn came from attendance during the summer months. The Spooky Skate help immediately after Trunk or Treat for Halloween had over 500 participants. Participation began to steadily increase in November and particularly after Thanksgiving. Public Skate sessions over the holidays were well attended.

## Pass Sales/Admission

Pass sales for 2022 exceeded expectations. Rink/Pool Combination passes did very well during the Polar Bear Sale in the spring. Pass sales were also helped out when passes were featured as a Black Friday Sale item after Thanksgiving. Total pass sales were 1099, 141 over 2021. Admissions also climbed in 2022, reaching \$49,000 in revenue generated from gate admission.





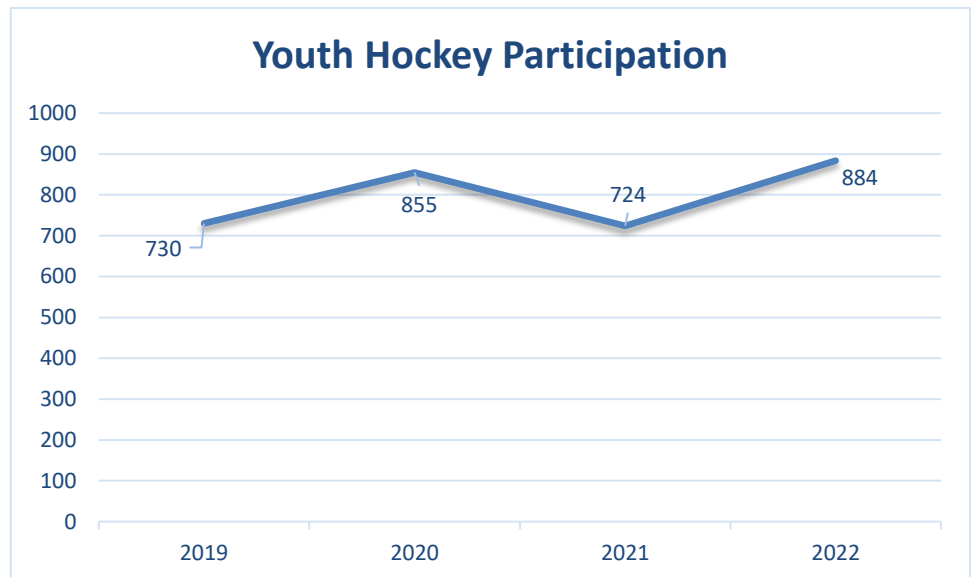
# Hockey Academy

## Hockey Academy - Learn to Play

Hockey Academy is starting to make a resurgence in registrations, building at the young ages. In 2022 we added Saturday morning options for preschool aged participants so they can get their class in before afternoon nap. We also combined the Mighty Cub 3 and 4 classes with the Ice Bears Prep league so players participate in both practice and game play each week. We have also been working with the Marketing Department in publicizing clear steps for how a player can work through the program to become an Ice Bear.

This year we gained an integral partnership with Goodman Elite. Goodman Elite is directed by Paul Goodman, 3 Time Stanley Cup Champion and NHL Head Strength & Conditioning Coach. The trainers working with our program come to Ridgeland Common and are all Masters or Doctoral students in strength and conditioning who have personally played hockey at elite levels. Goodman is known for training the Blackhawks and AAA programs.

With Goodman Elite, we ran multiple clinics over winter break, as well as fall drop-in programs. Clinic topics included stride mechanics, strength and conditioning and body contact. We hope these offerings will encourage players to stay right here at Ridgeland Common, rather than looking elsewhere.



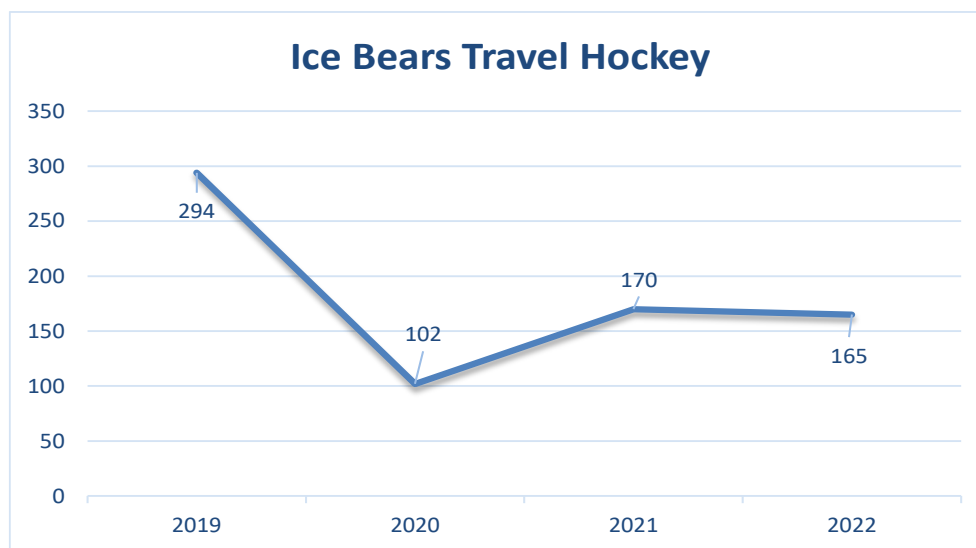


# Travel House Youth Hockey– Ice Bears

## Ice Bears Youth Travel Program

2022 continued the stress of Covid for the Ice Bears. The vaccination mandate forced about 8 players to leave the program, majority never returned. Then all game play was suspended in Oak Park with 2 months of games yet to be played. We were extremely fortunate that majority of our visiting teams were willing to turn around and host the game and the few games this did not work out for, we were able to rent ice in Hoffman. This stress left many parents frustrated and concerned about their child's future playing hockey in Oak Park. As a result fall registration was low, but we are hoping with the help we have received from marketing that we will be able to grow the program back to where we left in 2019.

Fall 2022 we hosted a parent meeting and parents expressed the desire to have more elite training at the Northwest Level. We were not getting anywhere with private contractors when finally it was suggested we try Goodman Elite. Goodman has been one of the most rewarding and motivational programs we have brought into Ridgeland for both the players and management. They have gone above and beyond to help us grow and keep our players in Oak Park. In November, they also made a point to talk to us about how special and unique our girls program is and began to help us create offerings to foster our dedicated team.



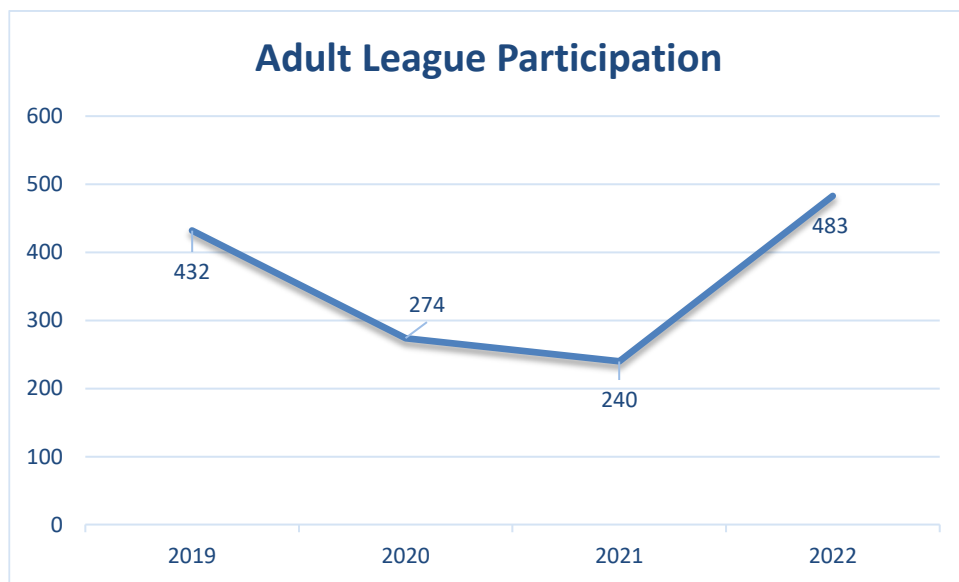
# Adult Hockey Program

## Adult League

One area Covid affected, but still had a positive result is adult hockey. While our Adult Level 2 program is a third of what it used to be, the removal of official referees brought more fun and enjoyment to the game, removing the high stakes stress. Adult Level 1 continues to maintain it's consistent numbers. Adult Beginner has grown significantly and is going very well.

Paul Hruby started a program for players over 60 back in 2020 on early Tuesday afternoon. Paul's recruitment efforts were effective and the program became more popular. Paul expanded the program for younger players on Friday morning. This program is averaging about 30 players twice a week and has added a adult opportunity that we didn't have prior to the pandemic. There is even talk of expanding to a 3rd ice slot. Paul moderates the program, communicates with the players and make sure that there are 2 goalies every week.

We have a dedicated ice slot for women's hockey. There are a participants who come consistently and we are working to increase participation and look at other ice slot options.



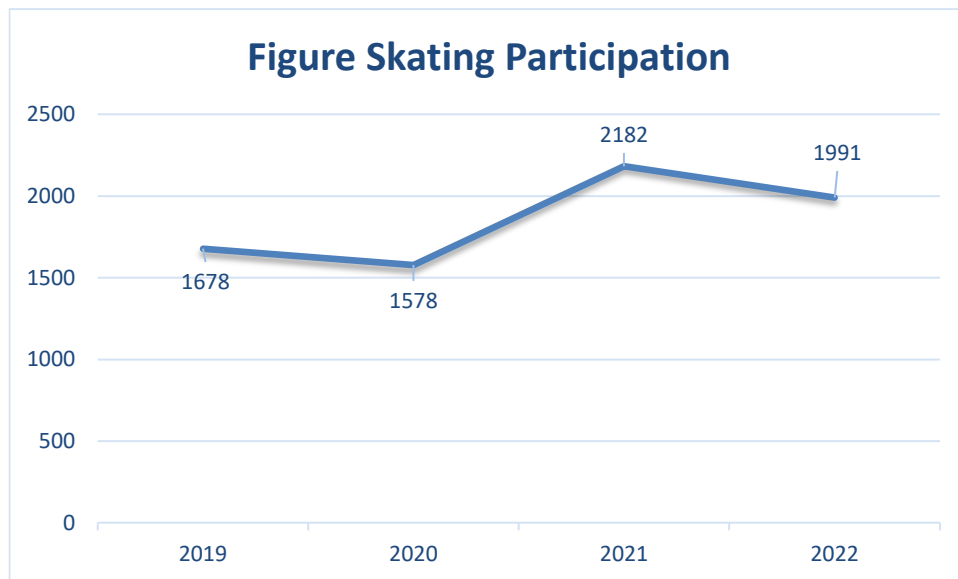
# Skate Academy

## Skate Academy - Learn to Skate

The Skate Academy continues to do well, unfortunately participation was slightly lower this year due to the inability to recruit new coaches for 2 years and reduced availability of some current coaches.

The adult skating program continues to grow and is now attracting additional high level skaters. New skaters also continue to join the adults, many sticking with it and moving up in levels.

This year we hosted our first synchronized skating competition. Teams from all over the Chicagoland area competed in 3 different level brackets. Our own team, Infinite Style, competed and many parents volunteered to help with the competition. It was a great experience overall and we are looking forward to hosting again next year.

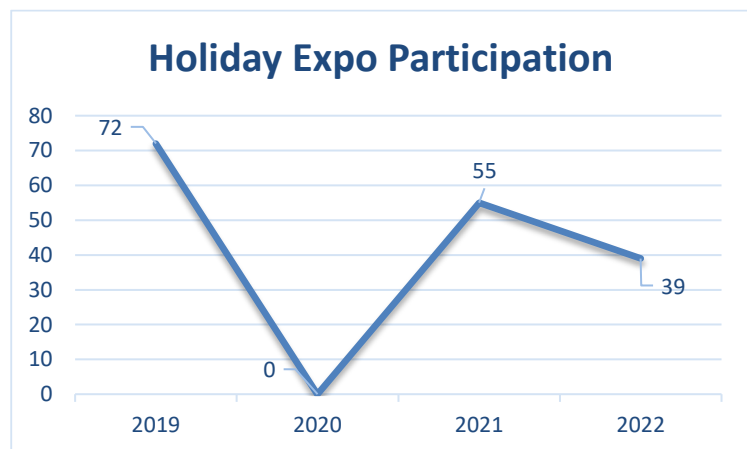
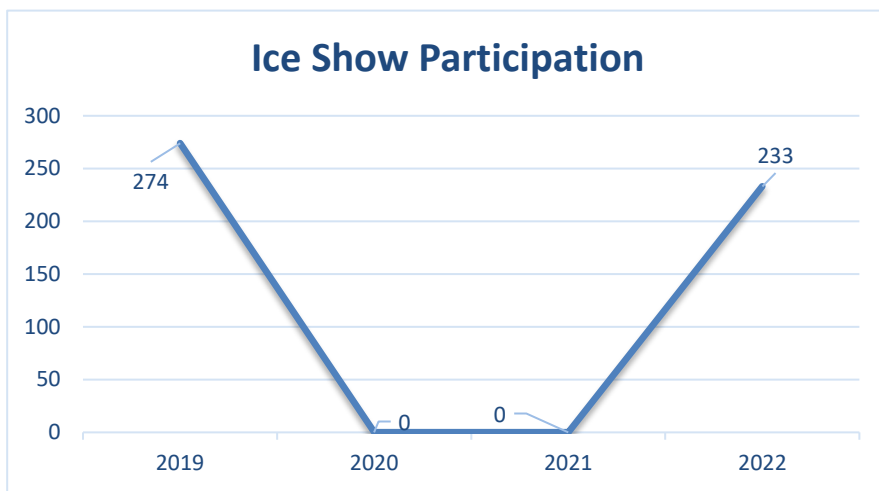


# Ice Show & Special Events

## Ice Show

The Holiday Skating Exhibition was a great event for all of the skaters. They skated to various holiday songs performing duets, trios and solos. Participants both youth and adults performed and the audience was full of friends and family.

We were excited to host our first ice show since 2019 this year. Due to all the Covid mitigations we were not sure how large of a show we would be able to put on until February. We ran a smaller, less frills show, and the skaters were just excited we were able to make it happen. A component of the show was also a small Saturday matinee where any skater was able to perform a solo for their friends and family.

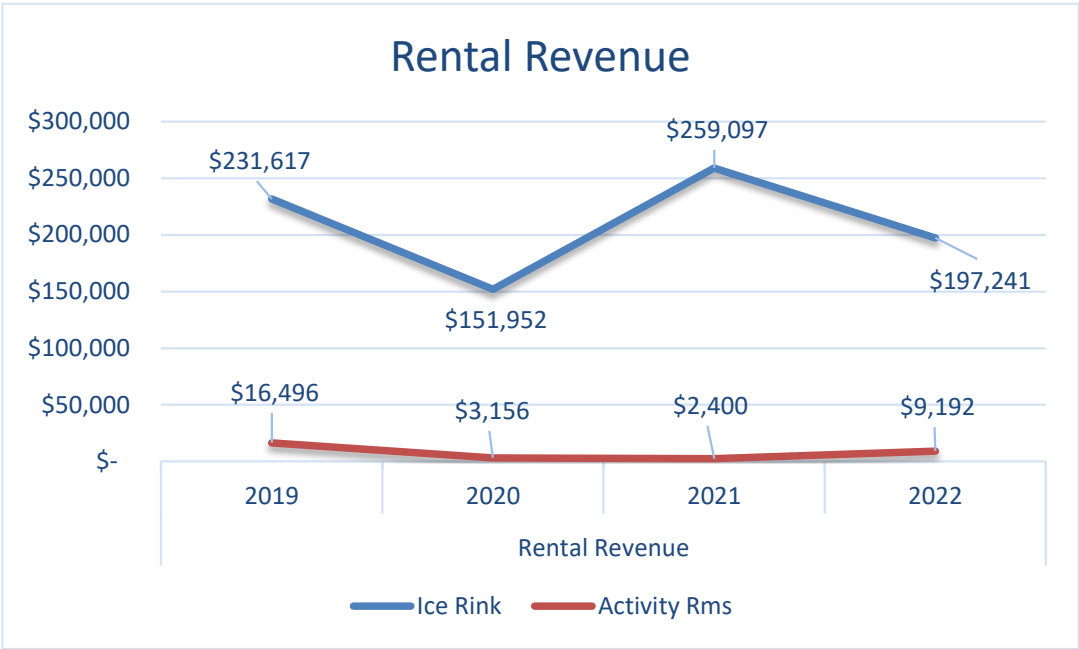


# Room and Ice Rentals

## Rentals

Ice rentals for 2022 are down slightly from the 2022 budget projection. Many Fenwick and OPRF Hockey game rental slots were cancelled at the start of 2022 due to the Village of Oak Park and Cook County’s Vaccine Mandate. Both schools had to relocate games as a result. Fortunately they were able to resume spring games. Additionally, in the fall, Fenwick, could no longer use their past early morning practice sessions, some additional rentals were available in the evening due to a smaller Ice Bears program. Overall, Fenwick, rented less ice. Rentals are significantly lower than 2021 due more ice being available for Fenwick and Oak Park in 2021 due to other program demand being lower as we came out of Covid.

We were finally able to accommodate room rentals for the first time since March 2020 in October. Once rentals became available, they quickly booked having at least one or two every weekend.



# Gymnastics and Recreation Center

## **About the Gymnastics and Recreation Center**

The Gymnastics and Recreation Center (GRC) opened in October of 2013. This is an approximately 18,000 square foot facility featuring: two studio rooms, a pre-school gymnastics area, a 10,000 square foot main gym floor, two spring floors, two foam pits, a trampoline and a variety of gymnastics apparatus necessary to provide the participants with a well-rounded gymnastics experience.

The GRC primarily serves the needs of the recreational to competitive gymnastics participant. Year-round instructional programs provide students of all ages the opportunity to enjoy gymnastics as well as experience the healthful fitness benefits that gymnastics provides. For the competitive gymnastics participant, there is a seasonal Boys GIJO team offered from October through April/May. The popular Girls XCEL team has been year-round for over a year. The year-round USAG JO Boys and Girls have been part of the program portfolio since the gymnastics center was established in 1988.

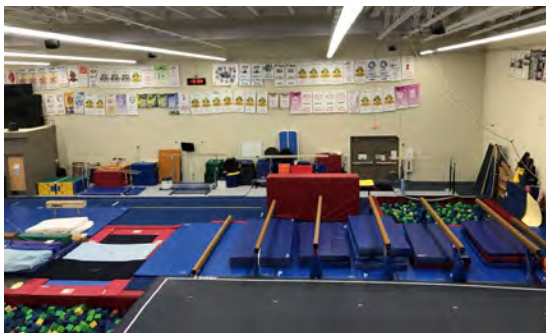
In addition to these traditional gymnastics programs, the community is able to enjoy the facility through camps and drop-in programs such as pre-school playtime, family open gym, open gym, Ninja Challenge days and birthday parties. Special programs like sleep-overs/sleep-UNDERS, boys team camp, parents nights out, haven't been programmed since 2019 due to lack of staff to run extra program offerings like these. WSSRA brought their spring gymnastics classes offerings back in 2022.

Additional Recreational Department programs held at the GRC in 2022 include dance camps and dance classes, for all ages including adults. These programs are held in the second floor studio room 5 days a week.

Along with the programs, highly trained staff is critical to our gymnastics operations. Staff earns professional memberships from USAG by completing either on-line or face-to-face course work and passing exams. The Safety course is required to be retaken every four years and is a compilation of various components and safety factors specific to the sport of gymnastics. A complete Safe Sport course is taken every other year with a refresher course between years. This certification allows coaches to accompany the gymnasts to all USAG sanctioned competitions. Every year, USA Gymnastics includes new courses required to be a member and to renew expired certifications. GIJO coaches are not required to hold these certifications and fall under the umbrella of AAU.

## **Executive Summary**

In 2022, participation in every program area was up as well as revenues when compared to 2021. As we tried to make an effort to return to pre-covid participation numbers in all programs, we are still down in staff in order to run more classes and special programming. Manager and Supervisor level staff have taught classes regularly to make up the coaching gap. Looking back to early 2022, on January 10th the vaccination mandate/negative covid test went into effect. On February 28th both the vaccination mandate/negative covid test were lifted.





# Gymnastics Programs

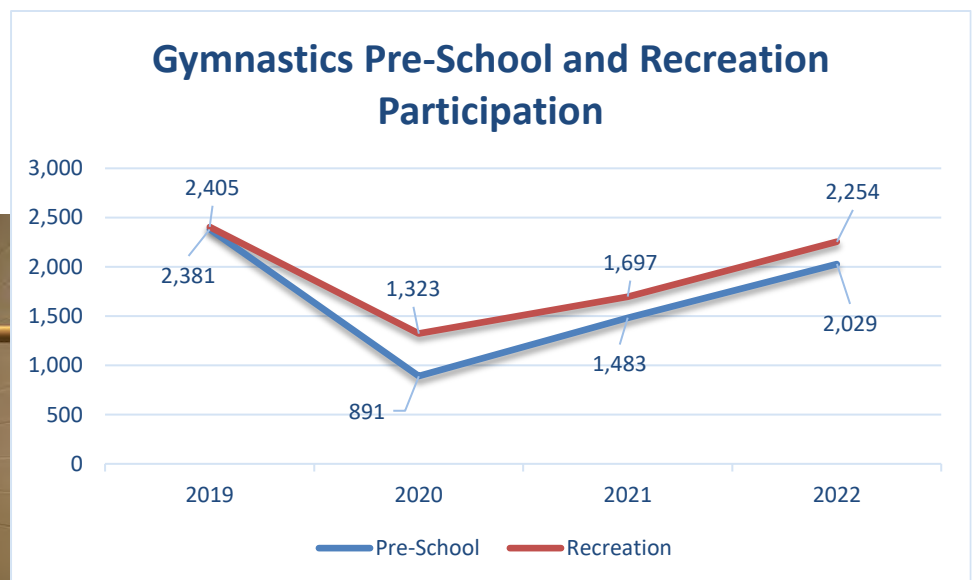
## Preschool and Recreation

The preschool program is made up of Tots and Gym Kids 1, 2 & 3. The ages range from two through five years of age. Tots classes include participation by a parent or guardian with each child, and is designed for parent-child interaction. The Gym Kids track is based on fun, strength development, coordination, and self-confidence. Gym Kids participants are introduced to basic gymnastics positions/skills and taught some of the formal terminology. However, Gym Kids 3 is by invitation only for the student that needs to be further challenged, but is too young for the beginner level.

Oak Park Gymnastics follows the guidelines of the USAG Developmental Program. Students learn the fundamentals of the sport with an emphasis on safety and progressions. Student progress is documented as they continue through the program. Students start this track when they are six years old. These classes range from Beginner, Advanced Beginner, Intermediate and Advanced levels.

Tumbling & Trampoline and Adult Gymnastics are a part of the program mix.

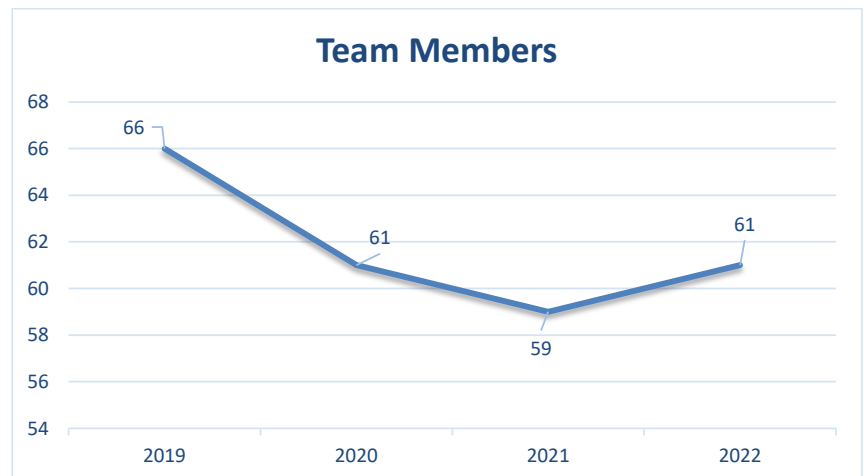
Overall participation was up from 2021, as expected for both recreational students age 6+ and the preschool 2-5yr olds, but still down compared to before the pandemic primarily due to the lack of gymnastics staff as well as more experienced staff. When comparing 2021 to 2022, the preschool program was up 37% , and the recreational program was up 33% in participation. These totals are very close to 2019 participation numbers with 352 less in preschool programming and 151 less in recreational programming.



# Team Gymnastics

## GIJO Boys , XCEL Girls & USAG JO Girls and Boys Competitive Teams

Team programming wasn't a highlight in last year's participation report because of the uncertainty of the pandemic and staffing losses which took its toll bringing team participation from 59 at the highest to 14 at the lowest. With hard work and dedication to bring back this part of programming, team is definitely on the increase with rebuilding on the girls side starting early on in 2022. After 8 long months, the return of the boys team program began in June with the hiring of a new boys team coach for all programs with an emphasis on being able to coach a higher level boys team. In the fall of 2022, the GIJO Boys Team was combined with the USAG JO Boys Team. Combining programs has proven to be a good move by lessening additional coaching hours to run both stand alone programs. The USAG XCEL Team numbers have remained steady over the past handful of years. The girls and boys overall have been more successful at competitions bringing home 9 team banners so far this 2022-2023 competitive season compared to only 5 all last season.



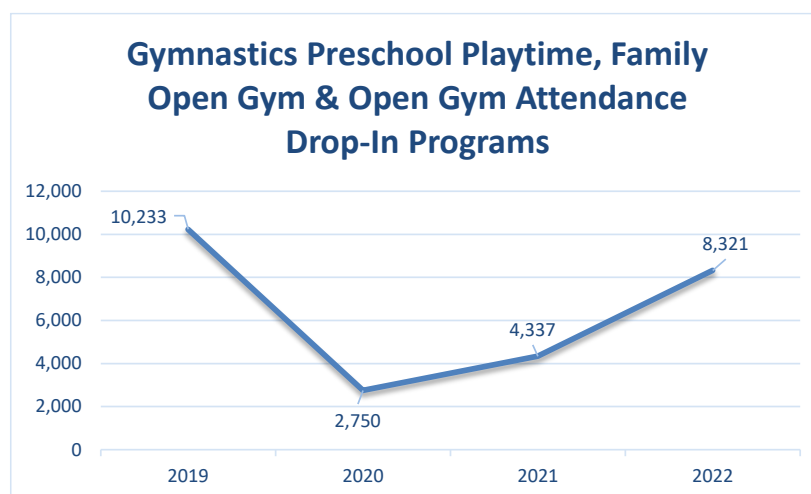


# Drop-In Programs

## Pre-School Playtime and Open Gym

Preschool Playtime (ages 1-6 years) and Open Gym (ages 6 years through adult) are offered weekly. Patrons are able to purchase passes at a reduced rate for both programs, saving them \$1 per visit. The cost for a 10-visit pass increased from \$50 to \$60 in 2022 for Preschool Playtime and a daily visit fee increased from \$6 to \$7. The cost for a 5-visit pass increased from \$55 to \$60 in 2022 for Open Gym and a daily visit fee increased from \$12 to \$13. In 2022, a total of 207 Preschool Playtime passes and 50 Open Gym passes were sold. Playtimes and Open Gyms were offered at a reduced maximum capacity in 2022. Max capacity ranged from 40-60 pre-registrations allowed based on continued COVID-19 concerns, compared to pre-pandemic maximum registrations of 80 for Preschool Playtime and 50 for Open Gym.

Additional Preschool Playtime, Open Gym and Family Open Gym sessions were successfully held during the holidays and between class sessions. Family Open Gym provides an opportunity for families with children of all ages to participate. Offering Family Open Gym continues to be very much appreciated by families with very young and older children.



# Special Programs

## **Birthday Parties**

Birthday parties continue to be extremely popular. The simplified party package and party structure has been a good change in 2022. The only thing that hasn't changed, in a great way, is the fun factor parties bring to a child that chooses to spend their very special day at the GRC celebrating with family and friends. In 2022, 86 parties booked out of 101 offerings. Oak Park residents are able to book parties 120 days in advance, while non-residents have only 90 days in advance. Currently 38 parties are already booked in 2023. The next available day open to book a party is Saturday June 3rd from 5-7pm.

## **Winter Gymnastics Camp**

Winter gymnastics camp offered individual registration for each day, giving parents flexibility for attending. It was held for four days from December 27-30 running 8am-3pm daily. This camp offered four hours of jam packed gymnastics instruction including strength, conditioning, flexibility, all Olympic events, and open gym in the morning. After lunch the kids participated in more of a traditional camp that included board games, group activities, daily crafts, bingo and more. The camp served 97 campers over the four day period. Camp was also held for four days in early 2023 from January 3-6. Since D97 schools didn't return until January 9th we knew we had to offer another camp after the holiday was basically over for those working parents heading back to the office. This four day camp offering served 170 participants.

## **Summer Camp**

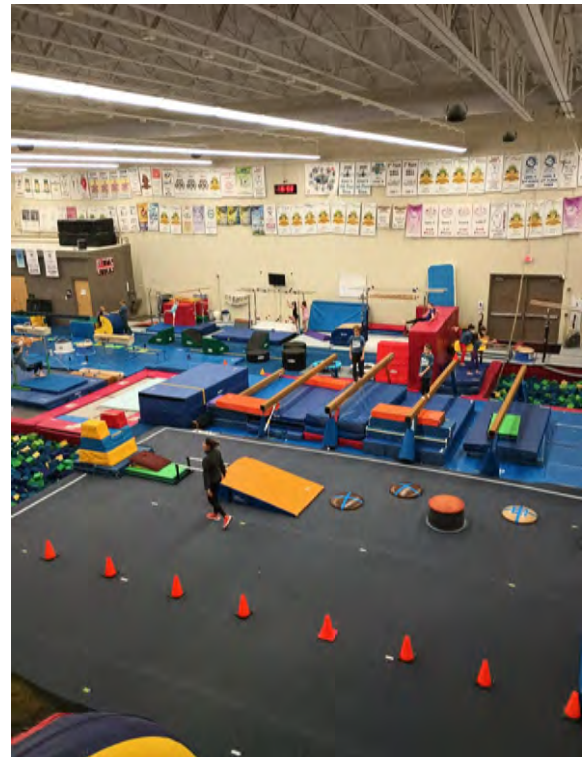
Camp 1 and 2 were offered Monday through Friday, August 8-12 and August 15-19 from 8:00am-3:00pm. Extended camp was offered from 3-6pm for those parents who needed extended care for their children while they were at work. Max enrollment for these camps is 80, but due to our continued staff shortage we were only able to accommodate 70 campers in each camp and up to 30 in extended. Our actual enrollment was 69 campers in Camp 1 with 19 enrolled in extended and 70 campers in Camp 2 with 24 enrolled in extended. Both camps had waitlists we weren't able to accommodate. Since we run a full load of eight weeks of summer classes, only two weeks of gymnastics camp are offered. Gymnastics camp is purposefully scheduled two weeks before school resumes to accommodate those participants that need all-day activities after most other camps have ended for the season.



# Continued: Special Programs

## Ninja Course Challenge

The always popular Ninja Course Challenge continues to be a big hit at the GRC. Again this offering was expanded to meet more of the demand for the aspiring ninjas in the community. Since the addition of the warped wall in 2019, this obstacle is always a show stopper when one of the participants reaches the top and pulls themselves up to stand proudly on the top. In 2021, a slack line of hanging obstacles was added to challenge our very strong ninjas to get across without falling into the pit just below. Two challenges were held on June 10th, for ages 7+ which was close to the max of 80 with 74 participants. Two mini-challenges were held on June 11th, for ages 4-6 filling with 40 participants in each session. Two challenges were held on December 20th, for ages 6+ filling with 39 participants in each. All participants were given a certificate & t-shirt as a participation award of completion. The winter Ninja Challenges took place January 6-7 2023 due to D97's extended winter break. A total of 182 participants were up for a ninja challenge as their winter break was winding down. Stay tuned for what's new in the next challenge.



# Customer Service

## **Customer Service**

In 2022 Customer Service hours were finalized for both GRC and RCRC. The team has learned the PDOP portfolio extremely well in order to assist and guide inquiries. Customer Service is also very adaptable working in two facilities with slightly different roles, as well as working at the Check in Table and Skate Shop at RCRC. Utilizing this staff in different areas has promoted a very friendly and welcoming environment. The team also works extremely well together to solve problems or assist each other.

This year training for Customer Service was also updated, streamlining and simplifying their training process. Meetings with programmers around brochure launches has also given Customer Service opportunity to learn about the programs and get to know programmers.

We are looking forward to doubling our team size as Customer Service moves into the CRC in the early summer.

The Customer Service Budget was managed well with actual expenses coming in at approximately \$243,000 with the Budget Estimate to \$259,988 or an approximate 6% reduction in expense.



# Dog Parks

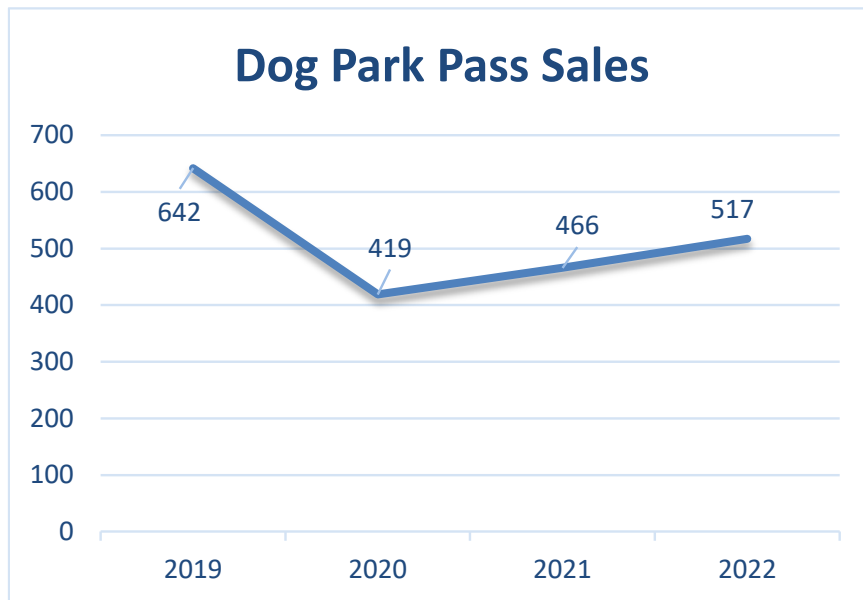
## Program Overview

Special Facilities Revenue operates and maintains the dog parks at Maple Park and Ridgeland Common. Ridgeland Common Dog Park was opened in 2014, as part of the Ridgeland Common renovation. Maple Park was opened in 2011, as part of the overall Maple Park Master Plan. The dog parks provide residents and a limited number of non-residents with pets an opportunity to socialize and exercise with their dogs off-leash. Both parks are accessed by a proximity card system. Staff maintains both facilities, performing maintenance and repair twice a week, removing snow and making repairs as necessary.

## Membership

Dog Park membership is good for one year from date of purchase. Membership is free to Oak Park Residents and there is a \$20 fee for non-residents. Owners must keep their dogs vaccinations updated on an annual basis. Pass sales for 2022 were consistent through out the year with similar number of passes be purchased for the first time or renewed monthly. Pass sales increased to 517, about a 10% increase over last year. Staff added 18 tons of crushed granite at the RCRC dog park. They have also done regular grading of the surface to provide a well kept look.

For 2023, staff will continue to provide weekly and quarterly maintenance and planning to provide compostable dog bags.



# Improvements and Repairs

## Pools

A number of repairs and improvements took place at Rehm Pool in 2022 that addressed some nagging issues. In November, the Park District bid 2 projects. The first was the “Rehm Pool Main Drain Replacement and Gutter Repair Project”. This project included replacing the 2 drains in the main pool, with VGB Act (Virginia Graeme Baker Act) compliant drain boxes and covers. Existing drain boxes were deteriorating and developing holes. The Project also included repairing 65 feet of diving well gutter in various failing locations and crack repair in the pool walls. During demolition it became evident that more gutter would need to be replaced. Eventually, 165 feet, 3 sides of pool gutters, were replaced. Total cost of the project was approximately \$93,000. The 2nd project, “Rehm Diving Well Brush Blasting and Painting Project”, included brush blasting the entire diving well surface and providing 2 coats of epoxy paint. Total cost was \$43,000, with both projects being funded from Rehm Pool Capital.

In the fall the play feature, located in the Zero Edge of Rehm’s main pool was cleaned, prepped and painted by an industrial painting contractor. The 7 supply jets located on the floor of the zero edge were replaced and 15 feet of main pool gutter was replaced. Total cost for these projects were approximately \$35,000

Staff prepped and painted the bottom of the Rehm main pool, prepped and painted the Rehm wading pool, prepped and painted the Ridgeland diving well and wading pool.

At Ridgeland Common 5 return valves for the main and wading pool, a 10 inch and four 6 inch valves were replaced with stainless steel butterfly valves.

The gutter drain grates at Ridgeland Common have been losing the anti-skid surface over the last few years. Staff researched how to correct the situation, sanded, cleaned and resurfaced 100 feet of the worst sections. Resurfacing the grates will be a routine task for staff moving forward.

A timer and a solenoid valve were added to the Rehm wading pool for make up water.

A new style auto vacuum was purchased for Rehm Pool. While we have had auto vacuums in the past, the latest version has many improvements over older versions, including improved filter and remote control feature for staff to drive it in and out of the pool. The same model will be purchased for Ridgeland for 2023.

## Ice Arena/Gym

The 2 refrigeration compressor controllers were replaced in December with the latest technology. These are surge protected and eliminate the possibility of future damage to these components.

Staff painted 2 hockey locker rooms in Ice Bears Colors (PDOP Travel Program) to enhance team spirit in their home rink.

Annual roof inspections took place at Ridgeland Common and the Gymnastics and Recreation Center, with routine repairs identified and corrected.

New mats were purchased for a number of apparatus in the gym replacing worn equipment. Staff budget for mat and equipment replacement on a rotating basis.

# Revenue Facilities Combined Budget

## Revenue Facilities Budget

The combined Special Facilities Budget performed better than expected in 2022. While the Administration and Maintenance Budgets were over by approximately 4 and 5 percent respectively. Most of the increase maintenance expenses came from Rink Property Repair overage related to the summer power outage compressor repairs, higher electric expense at the rink and higher gas costs at the pools, ice arena and the gymnastics facilities. The additional expense was more than made up for by increased program revenues and decreased program expenses in the pool, rink and gymnastics operations. The Ice Arena program area generated approximately \$823,000 in positive net revenue, approximately \$122,000 more than anticipated. The Gymnastics program area generated approximately \$330,500 in positive net revenue, approximately \$145,000 in positive net revenue. Overall, approximately \$266,000 in positive net Revenue was generated for the department, compared to the expected net revenue of approximately negative \$82,000

Financial data presented here are estimates for end of year 2022. These will not be solidified until the Annual Audit.

