



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

Thursday, December 21, 2023 at 7:30pm

Minutes

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

I. ROLL CALL

Present: Commissioner Lentz, Wick, Wollmuth, and President Porreca.

Absent: Commissioner Worley-Hood

Park District Staff Present: Jan Arnold, Executive Director; Mitch Bowlin, Director of Finance; Chris Lindgren, Superintendent of Parks & Planning; and Maureen McCarthy, Superintendent of Recreation.

II. APPROVAL OF AGENDA

Commissioner Wick approved the agenda and Commissioner Lentz seconded. **The motion was passed by a roll call vote of 4:0.**

III. VISITOR/PUBLIC COMMENTS – None

IV. CONSENT AGENDA

A motion was made by Commissioner Wick, and seconded by Commissioner Lentz to approve the Consent Agenda which included the Cash and Investment Summary, and Warrants and Bills for the month of November 2023; approval of the minutes from the Committee of the Whole Meeting for November 3, 2023; and Regular Board Meeting from November 16, 2023; approval of the 2024 Board Action Calendar; approval of the Appointment of Representatives to WSSRA; approval to continue to hold the identified closed session minutes and release the June 26, 2023, and July 20, 2023, closed session minutes; approval of the PACT Agreements (Fenwick High School; SEOPCO; Troop 20; Ascension; St. Giles; and Windmills); approval on Longfellow Park Master Plan update; approval of Fox Park Master Plan update; approval of PDOP/Township bus IGA; and approval of PDOP/D97 shared facilities IGA. **The motion was passed by a roll call vote of 4:0.**

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 staff are wrapping up holiday events. Staff had their Staff Holiday Party at Circle Lanes and it was a great event. Wished everyone Happy Holidays.
- 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. 2023 Annual Highlights - At their place setting there was a summary of the Districts accomplishments for 2023. Another busy year serving the residents with the opening on the CRC being the highlight.
2. Senior Center of Oak Park and River Forest Update – Abby Schmelling the President of the Foundation provide highlights of 2023. Their 70th year will be 2024. Love all the programs that PDOP is able to provide the members. The Ulyesses Dinner is their largest fundraising to help cover the cost of NR fees and program supplies. The Board thanked them for their partnership and shared their excitement for the future.

B. Administration and Finance Committee –

1. 5 Year Strategic Comprehensive Master Plan Professional Services - Executive Director Arnold reminded the Board of the Comprehensive Master Plan history for the Park District and of the current Comprehensive Plan and the PDOP Strategic Plan both expire in December 2024. Thus, staff are recommending a 5-year plan to run from 2025-2029. Two RFPs were received. Staff met with Commissioner Worley-Hood and 110%, Inc. was unanimously selected based on their team, their approach and how those align with the needs of PDOP. **The motion was passed by a roll call vote of 4:0.**
2. IT Contractual Services Agreement - The Board was reminded that in 2020 PDOP moved to an outsourced its IT services and support. Staff shared the new contract with fees that will be fixed for the next three years. PDOP has added staff as well as facilities, including the CRC, since the last agreement. Staff shared their high level of satisfaction with Noventech. **The motion was passed by a roll call vote of 4:0.**
3. Strategic Plan Updates – Director Arnold shared a summary of the completion of all the 2023 Strategic Plan goals. The Board was pleased with the progress and results.
4. Paid Time Off Policy – Director Arnold presented a revised policy based on an Ordinance passed by Cook County that required Park District to provide time-off benefits to all part-time and seasonal employees. The Board asked for financial impact and a tentative amount of \$8,000. **The motion was passed by a roll call vote of 4:0.**

C. Parks and Planning Committee

1. Tree Removal and Pruning Contract - The PDOP went out with VOP on August 9, 2023, and opened the three bids received on September 1, 2023. The lowest and responsible bidder was Davis Tree Care. which the Park District has worked with before and had good experience. The bid is for pruning five parks in 2024 as well as for pricing for tree removals. The contract is for three years with a \$24,640 cost for pruning. **The motion was passed by a roll call vote of 4:0.**
2. Voltpost Electric Vehicle Charger Contract - Staff shared that the new technology allows EV charging stations to use existing light posts in parking lots. PDOP would be the first in ComEd's service area and we would replace the two carpool spots at RCRC with the EV charging locations. There is a \$5,000 annual fee that PDOP would recoup with the cost of vehicle

charging like what we have at our 228-230 Madison lot. **The motion was passed by a roll call vote of 4:0.**

3. Sustainability Report Update – Chris Lindgren provided the Board with an overview of the sustainable efforts the Park District has done to its facilities. The District has a savings of \$245,000 savings annually. We have 10,000 solar panels and save over 1.25M gallons of water annually. We added two hybrid and one EV vehicle to our fleet in 2023. We are focusing on replacing gas heat with heat pumps and geothermal over the next few years to help make a real impact in our reduction of Green House gases. The Park District has also received recognition for their sustainability efforts and projects. The Board had a discussion on the sustainability efforts the Park District has made to their facilities and thanked staff for their ongoing efforts.

VII. NEW BUSINESS –None

VIII. COMMISSIONER’S COMMENTS

Commissioner Wick: Happy Holidays to everyone.

Commissioner Lentz: Attended I-Gov meeting. Wished Happy Holidays to all.

Commissioner Wollmuth: None

President Porreca: Noted that 2023 was a tough year. Shared hope for 2024 to be a great year for all.

IX. CLOSED SESSION – None

X. ADJOURNMENT


At 8:20pm, the Regular Board Meeting was adjourned. **The motion was passed with a roll call vote of 4:0.**



Secretary
Board of Park Commissioners

January 18, 2024

Date



President
Board of Park Commissioners

January 18, 2024

Date