



PARK DISTRICT
of OAK PARK

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

Thursday, March 7, 2024

Minutes

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

I. ROLL CALL

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

Absent: Commissioner Wollmuth

Park District Staff Present: Jan Arnold, Executive Director; Mitch Bowlin, Director of Finance; Maureen McCarthy, Superintendent of Recreation; Patti Staley, Director of Horticulture & Conservatory Operations; Nelson Acevedo, Parks & Facilities Manager; and Edith Wood, Executive Assistant

Others: Sue Boyer with FOPCON

II. PUBLIC COMMENTS – None

III. ADMINISTRATION AND FINANCE COMMITTEE

- A. FOPCON Annual Update – Sue Boyer, President of FOPCON provided the Board with an annual update. FOPCON had a great year in 2023 financially and in their programs with volunteer numbers. The former Operations Manager did unexpectedly leave and reorganization of staff needed to be done. Financially, by the end of December 2023, FOPCON was able to raise \$4,000 over their goal, this included the success of their annual plant sale. The Garden Walk program had the largest attendance at approximately 850 people in 2023. Uncorked events have been very successful in the summer and have also sold out. Tours at the Conservatory have been much busier in 2023 and are looking to include a new Historical Building tour as a children’s program. Toddler exploration programs continue to be great. Face to Face programs like the Seed Swap have brought in over 100 people. Volunteer hours have gone up to 20% in 2023. FOPCON currently has 627 memberships, which is an 8% increase. The memberships include various perks including early access to plant sales and free admission to the botanical garden. The board was very pleased to hear all the updates given from Sue. **No action is needed by the Board on this item.**
- B. Oak Park Conservatory Annual Report – Patti Staley provided the Board with an annual update on the Conservatory. This year marks the 95th Birthday of the Conservatory. 2023 has been a great year for the Conservatory as they have seen a decrease in expenditures and an increase in revenue. Around mid-February, the Conservatory did lose two full-time employees but were able to promote two employees into these roles for a quick transition. Staff focused on trainings in 2023 including tree pruning training to part-time staff. Last year, staff also pivoted to outsource the shading of the greenhouse to a local greenhouse company. FOPCON also provided support for the

tropical room at the Conservatory. George the parrot also passed away last year. In addition, the Conservatory brought back the plant help desk for the public. In addition, staff have seen how the Conservatory also helps provide mental health to people by connecting people with nature. The board was pleased to head the updates given. **No action is needed by the Board on this item.**

IV. PARK AND PLANNING COMMITTEE

- A. Cheney Mansion Tuckpointing Contract Update – Executive Director Arnold noted that tuckpointing at Cheney Mansion was identified as a need in the 2024 CIP with work needed on all sides of the home. Staff went out to bid on January 30, 2024, with a non-mandatory pre-bid meeting held on February 8 and 9. Five bids were received on February 23. Staff are in the process of reviewing references on the lower responsive and responsible bidder and will bring a recommendation to the Board for approval at the March 21 Regular Board meeting. **This item will be brought before the Board at the regular agenda at the March Regular Board Meeting.**
- B. Dole Center Window Replacement Contract Update – Executive Director Arnold noted that the windows at Dole Center would need to be replaced as identified in the 2024 CIP. Staff went out to bid on January 31, 2024, with a pre-bid meeting held on February 13. One bid was received on February 22 by McCann Windows. Nelson Acevedo noted that McCann also manufactures the windows on-site as well. Staff are also working on checking on references for McCann. **This item will be brought before the Board at the regular agenda at the March Regular Board Meeting.**
- C. Conservatory Historic Vestibule Restoration Contract Update – Executive Director Arnold noted that the north historic vestibule at the Conservatory is due for repairs. Staff went out to bid on January 30, 2024, with a pre-bid meeting held on February 13. One bid was by Prospiant, Inc. whom the park district has had great success in the past. **This item will be brought before the Board at the regular agenda at the March Regular Board Meeting.**

V. RECREATION AND FACILITY PROGRAM COMMITTEE – None

VI. NEW BUSINESS – None

VII. CLOSED SESSION

At 8:06pm, a motion was made by Commissioner Wick and seconded by Commissioner Lentz to convene into closed session for the discussion of performance of a specific employee of the Park District. **The motion was passed with a roll call vote of 4:0.**

At 8:36pm, a motion was made by Commissioner Wick and seconded by Commissioner Lentz to adjourn the Closed Session and to resume the Regular Board Meeting. **The motion was passed by a voice vote of 4:0.**

VIII. ADJOURNMENT

At 8:36pm, the Committee of the Whole meeting was adjourned. **The motion was passed with a voice vote of 4:0.**


Secretary
Board of Park Commissioners

April 18, 2024
Date


President
Board of Park Commissioners

April 18, 2024
Date