



**PARK DISTRICT**  
of OAK PARK

**PARK DISTRICT OF OAK PARK**  
**Regular Park Board Meeting**  
**Hedges Administrative Center**  
**218 Madison Street, Oak Park, Illinois 60302**

**Thursday, April 18, 2024**

**Minutes**

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

**I. ROLL CALL**

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

**Absent:** President Porreca

**Park District Staff Present:** Jan Arnold, Executive Director; Maureen McCarthy, Superintendent of Recreation; Mitch Bowlin, Director of Finance; Patti Staley, Director of Horticulture & Conservatory Operations; Bill Hamilton, Superintendent of Special Facilities & Customer Service; Kayla Lindgren, Program & Operations Manager; Megan Ulczak, Program Supervisor; Susan Crane, Cheney Operations & Special Events Manager; Keith Kerrigan, Program & Operations Manager; Chris Lindgren, Superintendent of Parks & Planning; Chad Drufke, Program Manager; and Edith Wood, Executive Assistant

**Others Present:** Cathi Knickrehm with Environmental Sustainability Advisory Committee (ESAC)

**II. APPROVAL OF AGENDA**

The motion was passed by a roll call vote of 4:0

**III. VISITOR/PUBLIC** – None

**IV. CONSENT AGENDA**

A motion was made by Commissioner Wick and seconded by Commissioner Lentz to approved the Cash and Investment Summary and Warrants and Bills for the month of March 2024; approval of the Minutes from the Committee of the Whole Meeting for March 7, 2024, Closed Session Meeting for March 7, 2024, and Regular Board Meeting for March 21, 2024; and approval of Disposal Ordinance 2024-04-12. **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 noted pool season is approaching and lifeguards have all been hired. CRC is still going strong though number have slightly gone down due to the nice weather recently. Invites to the Comprehensive Master Plan focus groups have been sent out and in addition, a community meeting will also be held which has been marketed on the Wednesday Journal. Submissions for the Field Center Design Competition are still going until Friday, in which a sneak peek of the designs will be done for the media on



## **PARK DISTRICT of OAK PARK**

the following Thursday with the boards being displayed next Friday at the CRC. Barrie Park Ribbon cutting will take place on April 27<sup>th</sup>.

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

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

### **VI. OLD BUSINESS**

#### **A. Parks and Planning Committee**

1. Environmental Sustainability Advisory Committee (ESAC) Update – Cathi Knickrehm provided the Board with a recap of 2023. The ESAC has been conducting remote meetings during the winter months with in-person meetings occurring in the warmer months. There have been some changes in their committee members with some turnovers but were able to add three new members. The ESAC continues to review the MWRD EQ Biosolids data in which products used by the Park District were identified to be safe EPA levels. As such, ESAC recommends to move forward with the application at Lindberg Park and monitor any public response. The Landscape Management Task Force organized a work group as part of the “adopt a park” planter bed program to help with weeding at Taylor Park. The Zero Waste Task Force is working on a plan for waste sorting at the Summer Concerns in the Park events. ESAC is recommending to provide 1 or 2 sorting stations as well as signage. ESAC continues to encourage the Park District of use social media to get the word out on event as a sustainable effort. ESAC continues to provide on-going, first-hand observation of current conditions and use of the parks. Cathi also provided the board with planned activities for the next year which include encouraging the task forces to meet on a more regular basis. An added focus on native plantings and continue to monitor natural plantings and trees. Investigate possible grants for electrification. Lastly, to continue to make recommendation for additional zero waste efforts at all Park District events. The Board was pleased to hear the updates that were provided by Cathi.

#### **B. Administration and Finance Committee**

1. 2024 Performance Measure – 1<sup>st</sup> Quarter Review – Mitch Bowlin provided the board with a quarter update for 2024. For the first quarter, the Park District has started or completed 42% of its strategic goals, and 52% of its budget goals. It was also noted that 80% of registrations come from 20% of the Park District’s program portfolio (which includes camps and afterschool programs). Service satisfaction scores have dropped, however, that is due to different surveys conducted in the past, fewer survey received, and the current survey is long which has a low completion rate. In addition, there has been an increase trend in adults, seniors, and teens in being served in our programs. This is due to the opening of the CRC and adjustment to the census numbers in 2023. The Board was pleased to hear the information that was provided.
2. D97/PDOP IGA for Summer Camp Approval – Executive Director Arnold and Maureen McCarthy noted that the Park District and the School District are partnering on a summer camp initiative for families of children in grades 1-5 who receive free and reduced lunch. Staff from both districts have met to review the IGA and believe that the program will assist some of the most vulnerable families with needed summer camp programs. The Board had questions on how many kids this program is open to and appreciated this collaboration. A motion was made by Commissioner Wick and seconded by Commissioner



## PARK DISTRICT of OAK PARK

Lentz to approve the D97/PDOP Intergovernmental Agreement for summer camp services for summer 2024. **The motion was passed by a roll call vote of 4:0.**

3. Bond Rating Policy Approval – Mitch Bowlin noted that as part of best practices for the Park District, a Bond Rating Policy was created. The policy will also act as an addition to the Park District's policy manual prior to the next accreditation review. No questions were asked by the Board. A motion was made by Commissioner Wick and seconded by Commissioner Wollmuth to approve the Bond Rating Policy. **The motion was passed by a roll call vote of 4:0.**

### C. Recreation and Facility Program Committee

1. Approval of Settlement Agreement and General Release between the Pleasant Home Foundation and the Park District of Oak Park – Executive Director Arnold provided the Board with an overview of the terms of the agreement. The Board has a discussion on some questions that they had on the settlement agreement and thanked staff for their efforts. A motion was made Commissioner Lentz and seconded by Commissioner Wick to approve the Settlement Agreement and General Release between the Pleasant Home Foundation and the Park District of Oak Park. **A motion was passed by a roll call vote of 4:0.**
2. Annual Historic Properties Operations Report – Susan Crane provided the Board with an overview of 2023. Program revenue has been successful in 2023 at the Historic Properties in which the biggest success has been family theme events. The coach house at Pleasant Home has been leased to a new family that recently moved in. 2023 was a successful year at programming has been able to contribute to the CIP. For 2024 there is a focus for rentals and petite ceremonies. The Symphony of Oak Park will also be present at Pleasant Home. Tours on historic properties will be conducted along with the Conservatory. A docent program will happen at least one Sunday a month. In addition, the Cheney project is planned to happen after the wedding season. The Board was impressed to hear all the updates given.
3. Annual Recreation Report – Maureen McCarthy, Chad Drufke, and Megan Ulczak provided the Board with an overview for 2023. The sports programs continue to be successful, bringing in \$1million in revenue. The CRC opened a lot of door for programming which includes new volleyball programs and indoor soccer. Youth sports continue to remain steady. Martial Arts programming has seen a 15% increase in revenue. For Adult Sports, with the opening of the CRC, new programming has been developed which includes a women's volleyball league and adult pickleball. Staff will start working on preparing for the Frank Lloyd Wright race which will happen in October 20. 2023 also continues to be a strong year for treen programming (like e-sports at the CRC). Other programming that have also seen success in 2023 include afterschool and early childhood, nature & adventure programs, active adults, and performing adults. The Board was happy to heard the updates given by staff.
4. Annual Special Facilities Report – Bill Hamilton, Kayla Lindgren, and Keith Kerrigan provided the Board with an update for 2023. In 2023, for aquatics, the wage rates for lifeguards have increased and in addition, daily admission rates have increased. Staff are focused on getting platinum ratings in their audits for the next year. In addition, for the ice rink, there has been an increase in camp programs. Staff are working on improving their



**PARK DISTRICT  
of OAK PARK**

special events at the ice rink. Staff have seen a decrease in their hockey programs, however, birthday packages have doubled. Customer service has doubled in staff which includes interns from Christ the King school. The GRC also celebrated its 10<sup>th</sup> anniversary. For gymnastics, program participation numbers continue to increase. Winter programs have maxed out for gymnastics. Staff are looking to rebuild their teen programming. Summer camps continue to be popular. Ninja programs have expanded due to popularity. For maintenance, improvements include a safety valve at Ridgeland pools, a new communication system has been added to communicate with CRC, and improvements on HVAC. The Board was thankful for the updates given by staff.

**VII. NEW BUSINESS** – None

**VIII. COMMISSIONER’S COMMENTS**

**Commissioner Wick:** Attended the egg hunt event and it was fun to see the community. Will be looking for volunteers for ESAC for outdoor events.

**Commissioner Worley-Hood:** Gave his thanks to staff for their updates and showed his appreciation.

**Commissioner Lentz:** Was delighted to hear the positive reports from staff. Also noted that Festival Theater will turn 50 years next year and has enjoyed the growth and relationship between Festival Theater and the Park District.

**Commissioner Wollmuth:** Gives thanks to staff for their presentation and their knowledge. Liked to hear the changes and the thought process through these reports which shows why the Park District is successful. Reminded everyone of the FOPCON Plant Sale.

**IX. CLOSED SESSION**

**X. ADJOURNMENT**

At 9:18pm, the Regular Board Meeting was adjourned. **The motion was passed by a voice vote of 4:0.**

  
\_\_\_\_\_  
**Secretary**  
**Board of Park Commissioners**

\_\_\_\_\_  
May 16, 2024  
**Date**

  
\_\_\_\_\_  
**President**  
**Board of Park Commissioners**

\_\_\_\_\_  
May 16, 2024  
**Date**