



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, September 11, 2025, 7:30pm

AGENDA

- I. **Call to Order/Roll Call**
- II. **Approval of Agenda**
- III. **Visitor/Public Comment**
Each person is limited to three minutes. The Board sets a limit of 30 minutes for public comments.
- IV. **Consent Agenda**
 - A. **Cash and Investment Summary****
 - B. **Warrants and Bills****
 - C. **Minutes***
 - D. **Disposal Ordinance 2025-09-11***
 - E. **Board of Commissioners General Practices Manual Approval***
- V. **Staff Reports**
 - A. **Executive Director's Report***
 - B. **Updates and Information***
 - C. **Revenue/Expense Status Reports****
- VI. **Old Business**
 - A. **Recreation and Facility Program Committee – Commissioner Lentz**
 1. NRPA Update
 - B. **Administration and Finance Committee – Commissioner Wollmuth**
 - C. **Parks and Planning Committee – Commissioner Worley-Hood**
- VII. **New Business**
- VIII. **Commissioner's Comments**
Commissioner Worley-Hood
Commissioner Onayemi
Commissioner Wollmuth
Commissioner Lentz
President Porreca
- IX. **Closed Session**
- X. **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 karen.gruszka@pdop.org.

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



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

Thursday, August 21, 2025

Minutes

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

I. ROLL CALL

Present: Commissioners Lentz, Onayemi, Worley-Hood, and President Porreca. Commissioner Wollmuth was absent.

Park District Staff Present: Jan Arnold, Executive Director; Mitch Bowlin, Director of Finance; Maureen McCarthy, Superintendent of Recreation; Bill Hamilton, Superintendent of Properties & Planning; Nelson Acevedo, Director of Properties and Planning; Ann Marie Buczek, Director of Marketing & Community Engagement; Roger Oney, Properties and Planning, and Karen Gruszka, Executive Assistant.

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 Worley-Hood and seconded by Commissioner Lentz to approve the Cash and Investment Summary and Warrants and Bills for the month of July 2025; approval of the Minutes from the Regular Board Meeting from July 24, 2025; and Disposal Ordinance 2025-08-21. **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's Report (which is included in the Board Packet), Executive Director Arnold noted the lifeguards received their third exceeds for the season for the Ellis evaluation, the pools are now open for reduced hours and will be finishing up on September 1. Staff have been working with IDPH to get licenses for the RCRC and Rehm pools. We'd like to get the large water body licensed at RCRC so it can then be drained; they would need to come back for the Rehm license due to the Rehm pool construction going until mid-to-late September. There are two movies in the park left, Ferris Bueller's Day Off on August 22, and Wicked scheduled on September 19. There is one concert left for the 2025 concert series scheduled this Sunday, and the tent will be taken down on Monday. The Frank Lloyd Wright Races early bird registration just opened, and we are at 25% of last year's participants, and once again, we are looking for volunteers. The Field Center fencing is going up. The contractor is waiting for the building permit, as they need all of the subs before they release that and Kevin is still working on solidifying the roofer. Trees are being removed Monday at Field. The project is waiting for the MWRD permit. Terra

Engineering has responded to questions. We need the permit before earth work can begin. On site team meetings will begin on Monday, August 25.

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

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

VI. OLD BUSINESS

A. Administration and Finance Committee – None

B. Parks and Planning Committee – None

C. Recreation and Facility Program Committee

1. Capital Improvement Plan (CIP) for 2026-2030 Approval – Executive Director Arnold reminded the Board of the presentation of the Capital Improvement Plan 2026-2030 at the July Regular Board Meeting and noted that for best practices, the Park District reviews its CIP at the beginning of its annual budget process. As we presented to you in the month of July, the CIP uses 50% of increased taxes from the referendum to go directly to support the CIP for general maintenance. We have some grants and donations which we are using the last of the donations on CRC. Rehm pool's bath house, Stevenson Center's elevator, turf at Percy Julian Middle School and Gwendolyn Brooks Middle School have all been identified for focus in 2026. Staff will bring the CIP back to the Board next summer for looking at the next five years. Appreciation for the work that goes into the CIP was expressed by the Board. **The motion was passed by a roll call vote of 4:0.**

VIII. NEW BUSINESS – None

IX. COMMISSIONER'S COMMENTS

Commissioner Wollmuth: Absent.

Commissioner Worley-Hood: Attended a FOPCON meeting. The agreement negotiation has yet to begin, and he shared with the board that it will require time similar to the last agreement. He also had a good conversation with the AYSO Board President who asked for help on their pricing. AYSO indicated that they will apply a \$10-15 field improvement fee as part of all registration, similar to past practices. They also had a brief conversation regarding lights at Field versus at Beye and Jake was told that if they spent money, it would be at Beye.

Commissioner Onayemi: Attended IGOV on Saturday and said there were a lot of people on the boards present. The D97 Superintendent resigned, and their Board will need to do a nationwide search to replace that position. The group also discussed the possibility of entities changing the dates that they met to allow other entities more availability to attend. This was just a discussion for representatives to go back to the respective groups to discuss. IGOV is still working on the document for prospective candidates running for office to help with glitches that they may encounter or general questions to help them in their quest to become an active Oak Park Board Member; with a completion date towards the end of September. Other entities are starting on their budgets, and discussion took place on ways to work together on them. They also talked about the Senate Bill 2504 at the meeting.

Commissioner Lentz: Was excited to see the new play equipment at Andersen and that things are moving along well. She has been attending the Plan It Green core team for the past 7 years and she was happy to see representatives at both D97 and Trinity getting started on a number of sustainable projects with their new leadership. Festival Theatre was rained out, but she went on to say it has just been a wonderful 50th season and they continue to thank the PDOP for their support.

President Porreca: Commented she loves the new program guide and that her neighbor had purchased a sponsorship ad in the guide.

X. CLOSED SESSION – None

XI. ADJOURNMENT

At 7:50pm, the Regular Board Meeting was adjourned. **The motion was passed by a voice vote of 5:0.**

Secretary
Board of Park Commissioners

September 11, 2025
Date

President
Board of Park Commissioners

September 11, 2025
Date

PARK DISTRICT OF OAK PARK

ORDINANCE NO. 2025-09-11

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 11th day of September 2025

AYES:

NAYS:

ABSENT:

APPROVED this 11th day of September 2025.

By: _____
Kassie Porreca, Park Board President

ATTEST:

Sandy Lentz, Secretary

(See Other Side)

DESCRIPTION OF SURPLUS PROPERTY

1 - Imperial Range, Pleasant Home



Memo

To: Chris Wolmuth, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Jan Arnold, Executive Director

Date: September 5, 2025

Re: Board of Commissioner's General Practices Manual Update



Statement

The Park District of Oak Park's elected Board of Commissioners use the General Practices Manual (Manual) in their day-to-day workings with the Park District. The Manual is meant to be used as a guide throughout their tenure.

Discussion

The Manual was last approved in September 2024. Since the last approval, the only updates were regarding existing groups that the PDOP has existing liaison relationships and the addition of holding no Committee of the Whole Meetings during July and August.

Conclusion

The Administration and Finance Committee recommends the Board approve the updates to the Board of Commissioner's General Practice Manual.

Attachment: Board of Commissioner's General Practices Manual



PARK DISTRICT
of OAK PARK

Board of Commissioner's General Practices Manual

Revised on August 2024

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APPENDIX – Guidelines for Commissioners in their Role as Liaisons

Article 1 – Purpose of Manual; Biennial Review

1.1 Purpose

This General Practices Manual, adopted unanimously by the Board of Commissioners of the Park District of Oak Park (the “District”), sets forth many basic policies and tenets to guide the Board of Commissioner (the “Board”) as it governs the District. This Manual is not intended to be comprehensive in nature; the Board maintains policies, rules, regulations, and guidelines in addition to those set forth in this Manual. Nor is this Manual intended to be rigid and binding on all matters addressed in it. Rather, the provisions of this Manual are a manifestation of the Board’s desire to establish basic standards for appropriate decision-making, protocol, and conduct in the service of the residents of the District. Through the use of this Manual, the Board hopes to ensure good, honest, and accountable representation of its constituents.

1.2 Biennial Review

It is the intention of the Board to review this Manual biennially for consistency with applicable law and the practices of the Board. This Manual may be revised in writing by majority vote of the Board.

Article 2 – Statement of Mission, Vision, and Values

This is the mission of the District: “In partnership with the community, we enrich lives by providing meaningful experiences through program, parks, and facilities.”

The District’s parks and other facilities provide quality open space and recreation opportunities for all District residents, and the Board will work persistently to maintain the availability of the District’s parks, other facilities, and programs for generations to come. The Board strives to provide an excellent parks and recreation system that is deeply integrated into the distinctive Oak Park living experience. The Board believes that the system is a major contributor to the enhanced quality of life that exists in Oak Park. The Board values and respects the history of Oak Park and of the District, the District’s civic involvement, and the District’s tradition of innovation, and the Board strongly considers these factors as it plans for the future.

The Board believes strongly in the value of citizen participation in the Board’s governance of the District. The Board thus will conduct the business of the District in an open and communicative fashion, seeking feedback and advice whenever possible. The Board will reach out to all residents of the District to ensure that all are served equally to the fullest extent possible with the resources of the District.

The Board believes that one key to maintaining an excellent park and recreation system is to sustain partnerships with other agencies throughout the community who can contribute to the services provided by the District. These valuable partnerships may be with agencies within the District’s boundaries or outside of them. The Board is committed to seeking out these partnerships.

In addition, the Board is committed to preserving the open spaces it owns even while offering innovative, high-quality programs.

In striving for excellence, the District is committed to:

Effective Communication: The Board will be attentive to the District's residents by routinely soliciting public feedback and by welcoming ideas and advice. The Board's processes and procedures will facilitate and reflect open and effective communication.

Inclusion: The Board recognizes the community's diverse population and will strive to provide parks and recreation opportunities to all, regardless of economic means, disabilities, or other challenges.

Funding: The Board will aggressively pursue economic stability through sound fiscal management and efficient use of resources.

Partnerships: The Board is committed to working effectively with others, establishing and strengthening bonds with governmental agencies as well as other community organizations and user groups, for the betterment of the community.

Customer Service and Professional Conduct: The Board will demonstrate the highest standards of ethical conduct, treating everyone with courtesy and respect and recognizing diverse opinions and needs. The Board will listen carefully and will respond to requests in a prompt and respectful manner.

Planning: The Board will design long-term strategies and set measurable goals while proactively seeking positive solutions to problems and challenges.

Evaluation: The Board will maintain an on-going process of evaluating its performance and effectiveness and will measure the success of implemented policies and strategies.

Safety: The Board will actively implement sound safety practices in our facilities and in all aspects of the work of the District, striving to provide a safe environment for users and employees of the parks system.

The Board will value each contact with residents and pursue each contact as an opportunity to demonstrate these highly regarded values.

Article 3 – Board Responsibilities and Guidelines Generally

3.1 Board of Commissioners; Term of Office

The District is governed by a Board of Commissioners comprised of five elected members, each of whom serves a four-year term. The Board believes that a five-member board is

appropriate for the size of the District and that a term of service to the District of four years is in the best interests of the District.

3.2 No Compensation

The members of the Board shall serve without salary or other compensation except reimbursement of expenses as provided in this Manual.

3.3 Board Authority Pursuant to State Law

The Board functions under the authority of the Illinois Park District Code, 65 ILCS 1205/1-1 et seq. and within the framework of applicable State of Illinois and federal laws.

3.4 Actions Taken in Representative Capacity

Board members, collectively and individually, act as representatives of the residents of the District in maintaining and promoting the District's parks, other facilities, and programs. Through careful evaluation of needs, resources, and other factors, Board members make decisions that determines the best way to serve the community as a whole.

3.5 Collective Decision-Making

In the discharge of their duties, Board members act collectively as a Board and not as individuals. Board members always should abide by the majority vote of the Board and support the determination of that majority. Also, an individual Board member should not speak for the Board unless authorized to do so by the Board. It would be improper and ill-advised for an individual Board member to make a public pronouncement or engage in conjecture about a Board matter that has not yet been decided, an action of the Board or any matter that has been discussed in an executive session of the Board.

3.6 Policymaking is Primary Role

The Board concerns itself primarily with questions of policy rather than with administrative matters. The District's Executive Director is charged with the administrative responsibility of implementing the Board's policies.

3.7 Formulation of Policies, Rules, Regulations

The Board shall enact and maintain appropriate policies, rules, and regulations related to the operations of the District and the District's facilities, and the Board shall see that such policies, rules, and regulations are administered effectively.

3.8 Board Retreat and Goal-Setting

The Board recognizes that it is important to evaluate itself and establish goals for the Board from time to time. The Board shall conduct an annual retreat at which the Board shall undertake a self-evaluation and formulate goals for itself. All Board members are very strongly encouraged to attend the retreat.

3.9 Executive Director is Primary Board Resource

Board members should respect the Board's commitment to implement its policies through the Executive Director and to rely on the Executive Director to handle the administrative functions of the District. Board members should request desired information from the

Executive Director rather than from other employees of the District. Board members also should refer inquiries, information, complaints, and other communications made to them by residents about District matters to the Executive Director. Board members also should support the actions of the Executive Director when those actions have been directed, ratified, or otherwise supported by the Board.

3.10 Outside Influences

Because each action taken by a Board member in the course of his or her duties should be motivated by the District's best interests, a Board member should be free of undue outside influences and of self-interest. Board members shall abide by State laws related to conflicts of interests, financial or otherwise. A Board member should advise the Executive Director of all memberships and financial interests that Board member has in companies or organizations that are doing business with the District.

3.11 Political Advocacy

Many of the activities of the District are funded with money from County, State, and federal agencies. In addition, many of the activities of the District are affected by the laws of County, State, and federal agencies. For that reason, it is useful that the Board stay informed about pending legislation that is of interest to the District. When appropriate, the Board shall encourage its members to contact County, State, and federal elected representatives to advocate the best interests of the District.

3.12 Media Relations

The designated spokespersons for the District are the Board President and the Executive Director. Requests by the media for comments should be referred to those representatives. Under some circumstances it may be appropriate for a Board member other than the President to speak to a media representative about a matter with which that Board member has particular experience or expertise. It is never appropriate, however, for a Board member to speak to a media representative without first knowing all of the facts and circumstances about the matter of inquiry. If a Board member speaks for himself or herself, then that Board member first should be fully informed about the matter at hand and should clearly state that his or her comments are being made as a private resident and not as a representative of the District. Even then, a Board member should remember that comments made as a private resident are likely to be attributed to the District.

3.13 Fiscal Responsibilities

The Board shall establish a budget, appropriate funds, and levy taxes annually for the various operations of the District, in accordance with State law. See Article 8 of this Manual related to fiscal responsibilities.

3.14 Planning Responsibilities

The Board shall provide for the planning, improvement, financing, construction, and maintenance of the parks and other facilities, equipment, and property of the District. Among other things, the Board shall undertake the following:

- (a) Master Plans. The Board shall maintain a master plan that includes provisions for each of the District's parks and other key facilities. The Board shall endeavor to keep the master plan current and shall undertake a thorough review of the master plan at least as often as every 10 years.
- (b) Capital Projects Plan. The Board shall maintain a 5-Year Capital Projects Plan that forecasts the District's capital project needs. The Plan should include provisions related to proposed capital improvements; park and facility maintenance and repairs; equipment replacement, maintenance, and repairs; vehicle needs; estimated costs; potential funding sources; and similar matters. The Plan should be reviewed not less often than biennially.

3.15 Intergovernmental and Civic Cooperation

The Board encourages cooperation with other agencies in the community, including governmental, public, private, and voluntary organizations that enhance the services provided to District and act consistently with the best interests and well-being of the District. The Board has created many beneficial relationships with organizations that undertake activities consistent with the best interests of the District. The Board supports the following policies:

- (a) Promotion of Cooperation. The Board encourages Board members and the Executive Director to promote intergovernmental and civic cooperation through appropriate relationships between District officials and staff and the officials and staff of other agencies.
- (b) Relationships with Particular Groups; Liaisons. The Board desires to maintain its valuable relationships with the Friends of the Oak Park Conservatory, Festival Theater, Parks Foundation of Oak Park, and various sports and civic groups. Board members may be appointed to serve as liaisons between the District and some of these organizations.
- (c) School Districts 97 and 200. The Board encourages cooperation between the District and the Oak Park School Districts 97 and 200 in the development and use of facilities and equipment, when such cooperation results in efficient and effective programming that is beneficial to the District, the school district, and residents. Such cooperation may be memorialized in letters of agreement between the District and a school district.
- (d) West Suburban Special Recreation Association. The Board is committed to helping provide for the recreation needs of special populations within the District, including senior citizens and individuals with special needs or disabilities. In furtherance of that commitment, the District shall remain an active member of the West Suburban Special Recreation Association.

- (e) Council of Governments. The Executive Director and at least one Board member should attend the meetings of the Oak Park Council of Governments.

3.16 Board Committees, Task Forces

Currently there are four standing committees of the Board. See Article 6 of this Manual regarding the standing committees and other committees and task forces of the Board.

3.17 Recruiting and Training

The Board recognizes that, as good leaders, the members of the Board should be actively involved in seeking out qualified residents of the District to run for a position on the Board. In addition, Board members should take an active role training newly elected Board members. Staff share and prepare an information packet containing essential information to be available to perspective candidates. Additionally, at least one informational session with the Executive Director and Department Heads must take place.

3.18 New Board Member Orientation

The Board shall assist with the orientation of new Board members by:

- (a) Providing assistance to the Executive Director with preparation of written materials, which shall include, among other materials, the following:
 - (1) This Manual
 - (2) The Illinois Park District Code
 - (3) The Commissioner Resource Pamphlet
 - (4) The Park District Personnel Handbook
 - (5) The Rules and Regulations Governing the Use of Park Facilities
- (b) Arranging the opportunity for new Board members to attend the IAPD new commissioner orientation.
- (c) Providing a tour of the District's parks and other facilities.
- (d) Arranging meetings with the Board President, the Executive Director, the Deputy Directors, the Superintendents or Directors, and other staff as determined by the Executive Director, for the purpose of explaining the District's organizational structure and the planning, financial, and budget procedures of the Board.

3.19 Nepotism Prohibited

No member of a Commissioners' immediate family shall be eligible to become a paid employee of the District.

3.20 Vacancies in Office

The Board shall declare vacant the office of any Commissioner who dies, resigns, ceases to be a resident within the District, or otherwise is rendered by law as unqualified to serve

as a Commissioner. A vacancy shall be filled by appointment of the Board President with the consent of the Board. Applications for appointments shall be solicited by the Board directly and by advertisement in a local newspaper of general circulation. The Board shall establish a process for review of candidates determined by the Board to be best qualified for appointment. The appointed Commissioner shall serve until his or her replacement has been elected and qualified for office in the manner provided by law.

Article 4 – Board Officers

4.1 President

The Board President shall be the chief executive officer of the Board. The President shall be the presiding officer at meetings of the Board. The President shall appoint, annually, the members and chairpersons of the standing committees of the Board. The President, with the consent of the Board, shall appoint the members of special committees created by the Board. The President shall appoint a Secretary pro tempore of the Board to serve in the absence of the Secretary. The President shall sign all ordinances passed by the Board and all such other documents and papers of the District that by law require a signature. The President shall see that policies of the Board are enforced and that orders of the Board are faithfully executed. The President's vote shall be called for on all matters before the Board in the normal voting rotation with the other Commissioners.

4.2 Vice-President

The Board Vice-President shall perform the duties of the President in the President's absence or refusal or inability to act.

4.3 Secretary

The Board Secretary shall oversee the taking, completion, and recording of all minutes, ordinances, orders, and resolutions of the Board. The Secretary shall be responsible for all official correspondence of the Board. If the President and Vice-President both are absent from a meeting at which a quorum of Commissioners is present, then the Secretary shall call the meeting to order and call for selection of a President pro tempore for that meeting by a majority vote of the Commissioners present. The Secretary shall be present at all meetings of the Board.

4.4 Treasurer

The Board Treasurer, in conjunction with the Executive Director and the Director of Business Operations, report to the Board monthly all receipts and disbursements of the District and shall submit such financial statements and detailed information as may be required by the Board.

Article 5 – Board Meetings

5.1 Regular Monthly Board Meetings

The regular meetings of the Board are held on the third Thursday of the month at 7:30 p.m. at the John Hedges Administrative Center, 218 Madison Street, except otherwise posted by the Board in accordance with the Illinois Open Meetings Act.

5.2 Special Meetings

Special meetings of the Board may be called by the Board President or by any two members of the Board. Notice of such meetings stating the time and place of the meeting and the agenda for the meeting shall be provided to Board members and shall be delivered and posted as required by the Illinois Open Meetings Act.

5.3 Annual Meeting

The official “Annual Meeting” of the Board will be held on the first Thursday of May or as soon thereafter as practicable and shall include the election of the Board officers, including the President, Vice-President, Secretary, and Treasurer. See Article 4 of this Manual related to Board officers.

5.4 Meeting Attendance

Although it likely is not possible for each Board member to attend every Board meeting, Board members should strive to do so. A reoccurring pattern of missed meetings is unfair to other Board members and to the District.

5.5 Preparation of Meeting Agendas

The Executive Director, in consultation with the Board President, is responsible for preparing the agendas for all Board meetings and Board committee meetings. The Executive Director shall cause the Board and the District’s General Counsel to receive appropriate agenda materials no less than three days before each meeting including such items as the meeting agenda, explanatory materials related to items on the agenda, a schedule of accounts payable set for approval, an account of the District’s income and expenditures, and monthly staff reports as appropriate. The agenda for regular meetings of the Board generally shall be structured as follows; provided that the Executive Director, with the concurrence of the Board President, may revise the agenda from time to time as appropriate depending on the current business of the Board: (1) Call to Order and Roll Call; (2) Approval of Agenda; (3) Visitors Comments; (4) Consent Agenda; (5) Staff Reports; (6) Old Business; (7) New Business; (8) Commissioners’ Comments; (9) Executive Session (if necessary); (10) Adjournment.

5.6 Executive Director’s Attendance at Meetings

The Executive Director, or if the Executive Director is unable to attend then his or her designee, shall be present at all meetings of the Board.

5.7 Quorum

The Board is comprised of five Commissioners. Three Commissioners constitute a quorum of the Board.

5.8 Voting

For purposes of voting on matters that come before the Board, the roll shall be called for all matters involving the expenditure of District funds, creating a penalty or fine, creating a liability for the District, or as otherwise provided by law. In a roll call vote, the ayes, nays, and absence of the Commissioners shall be recorded. The roll shall be called in rotating order such that the voting order is different for successive roll calls votes. The initiation and seconding of motions also shall be recorded.

5.9 Roberts Rules of Order

To the extent not otherwise provided in this Manual or other rules or procedures of the District, the Board may rely on the parliamentary procedures set forth in Robert's Rules of Order to resolve questions of procedure.

5.10 Open Meetings

All regular, special, and continued meetings of the Board and any committees and other Board-appointed task forces and commissions shall be noticed and conducted in accordance with the Illinois Open Meetings Act. All meetings shall be open to the public except when an executive session is called in accordance with that act.

5.11 Executive Sessions

The Board may call executive sessions at such times and places as may be required for private discussion of personnel matters; pending, probable, or imminent litigation; land acquisition; and other matters as provided by the Illinois Open Meetings Act.

5.12 Effective Meetings

The Board recognizes that the most effective, accessible meetings are those at which items of business are handled efficiently, with the necessary and appropriate amount of discussion but without unduly lengthy or repetitive debate or prolonged speechmaking by Board members or members of public. Detailed discussions among Board members of matters coming before the Board generally should take place during the meetings of the Committee of the Whole or other standing committee. Board members should prepare themselves for meetings by reading the materials provided to them and making appropriate inquiries of the Executive Director prior to the meetings.

5.13 Public Comment

Members of the public will be allowed to speak during the "Public Comments" portion of a regular meeting of the Board, unless the business or circumstances of the Board at a particular meeting precludes public comment. The general rule shall be that an individual shall not have more than three minutes to make his or her comments and that repetitive comments are discouraged. The Board also sets a limit of 30 minutes for public comment

to facilitate the proper and orderly conduct of the meeting and the completion of the Board's business.

5.14 Effective Communications

Processes and procedures of the District will be designed to facilitate effective communication of the Board's policies and business decisions.

Article 6 – Board Committees

6.1 Board Authority to Establish Standing Committees

The Board, by majority vote, may designate standing committees of the Board from time to time, and in so doing the Board shall establish the purpose and scope of authority of such committees. The Board also may establish meeting times and places for its standing committees from time to time. The Board currently maintains four standing committees – the Committee of the Whole, the Administration and Finance Committee, the Recreation and Facility Programming Committee, and the Parks and Planning Committee.

6.2 Committee of the Whole

The Committee of the Whole of the Board, comprised of all five Board members, meets at 7:30 p.m. on the first Thursday of each month at the John Hedges Administrative Center, 218 Madison Street. The meeting time and place may be changed by the Board from time to time, provided that notice of such change shall be given in accordance with the Illinois Open Meetings Act. The Board President shall be the presiding officer of the Committee of the Whole. The agendas for meetings of the Committee of the Whole shall be prepared by the Executive Director in consultation with the Board President.

6.3 Other Standing Committees Generally

The other standing committees of the Board shall meet and discuss their business during the meetings of the Committee of the Whole. A committee may determine to meet at a separate time, provided that notice of such change shall be given in accordance with the Illinois Open Meetings Act. A committee shall be advisory to the Board only and shall not be authorized to take any final action on any matter of Board business. A committee shall make its recommendations to the Board in writing, whether by a committee report, by memorandum of the Executive Director, or by some other suitable format. The committee chairman may appoint non-Board members to serve as members of the committee. The President of the Board shall serve as an ex-officio member of all committees.

6.4 Administration and Finance Committee

The Administration and Finance Committee shall be chaired by the Board Treasurer. This committee is charged with the consideration of and recommendations to the Board regarding issues relating to budgets, finance, strategic planning, policy, computer technology, personnel, insurance, and related matters.

6.5 Recreation and Facility Programming Committee

The Recreation and Facility Programming Committee shall be chaired by the Board Secretary. This committee is charged with consideration of and recommendations to the Board regarding all relating to facility usage, recreational programming, communications, marketing, and related matters.

6.6 Parks and Planning Committee

The Parks and Planning Committee shall be chaired by the Board Vice-President. This committee is charged with consideration of and recommendations to the Board regarding park properties, land acquisition and development, buildings and grounds maintenance, grants, historic preservation, capital projects, and related matters.

Article 7 – Personnel Policies

7.1 Board Responsibility to Establish Personnel Policies

The Board shall have the responsibility of establishing policies governing District Employees. The Board may adopt and maintain a personnel handbook that establishes the terms, rules, and policies related to employment with the District.

7.2 Employment of Executive Director

The Board shall employ a properly educated and trained professional to serve as Executive Director, the chief administrative officer of the District. The duties and terms and conditions of employment of the Executive Director may be set forth by written contract between the Board and the Executive Director for a specific term. The Executive Director shall serve at the will of the Board and shall be subject to the policies and direction of the Board. The Board shall evaluate the performance of the Executive Director annually.

7.3 Executive Director Responsibilities

The Executive Director shall be the chief administrative officer of the District. The Executive Director shall be responsible for the hiring, management, discipline, termination, and other matters related to District employees. The Executive Director also shall be responsible for the efficient operation of the District consistent with Board-established policies. The Executive Director also shall serve as advisor to the Board on matters of policy formation. The Executive Director shall be charged with overseeing the preparation of the annual working budget detailing sources and amounts of revenues and expenditures for each fund levied by the District.

7.4 Qualified Employees

The Board recognizes that the District competes both with private entities and other public agencies for well-qualified, high-quality employees. The Board understands the importance of encouraging and supporting the Executive Director's ability to maintain, within reasonable financial constraints, a policy of providing a suitable salary and benefits program for the employees of the District.

7.5 Employees' Performance of Duties

No Board member shall inhibit, obstruct, or otherwise interfere with any District employee in the performance of his or her assigned duties. All inquiries relating to a District employee should be directed only to the Executive Director.

Article 8 – Fiscal Responsibilities

8.1 General

The Board shall exercise prudent financial judgment and practices so that the District remains financially sound. The Board shall review and approve the proposed annual budget for the District. The Board also shall regularly review reports regarding the District's financial status, including accounts payable, current status of each of the funds of the District, and similar reports.

8.2 Fiscal Year

The fiscal year of the District commences on January 1 and ends on the following December 31.

8.3 Annual Budget, Appropriation Ordinance

The Board shall review and approve an annual budget after review and recommendation of the Administration and Finance Committee. The presentation of the budget shall include a written description of the significant changes to the prior year's budget as well as review of the budgeted and projected revenues and expenditures for each fund in prior fiscal year, the results of significant organizational, operational, or accounting changes, and the timetable for review, revision, public display, and adoption of the budget and appropriation ordinance, the annual tax levy ordinance, and the Truth-in-Taxation hearing (if one is necessary). The Executive Director shall supervise the preparation of the proposed budget and appropriation ordinance in consultation with the Director of Business Operations and the District's General Counsel. The proposed budget and appropriation ordinance shall be released for public inspection in the manner provided by law. The Board will hold a public hearing on the proposed budget and appropriation ordinance. The Board shall approve a budget at a Board meeting prior to the beginning of the District's fiscal year, usually at the regular meeting of the Board in December.

8.4 Annual Tax Levy

The Board shall consider and approve a tax levy ordinance annually in accordance with the schedule established by law. The annual tax levy ordinance shall be approved by the Board no later than the regular meeting of the Board in December and filed with the Cook County Clerk within the deadline for filing established by law.

8.5 Annual Audit

The Board shall conduct an annual audit using an independent auditing firm. The Board's policy is for full disclosure of pertinent financial reports. The District's accounting procedures shall conform to all applicable standards, including accepted principles and

standards of the Governmental Financial Officers Association, the National Committee on Government Accounting, and the Governmental Accounting Standards Board.

8.6 Program Fees

The Board shall maintain a revenue policy that recognizes the various costs related to the District's facilities and programs, including without limitation facilities operations costs, facilities maintenance costs, program costs, and administrative costs. That revenue policy also shall recognize the various types of programs provided by the District and the scope of those programs, including without limitation community-wide programs (for example special events) that benefit the community as a whole, community-based special interest programs (for example swimming lessons and teen programs) that benefit both participants and the community as a whole, and revenue programs (for example gymnastics and summer camps) that principally benefit the participants. Program fees should be established and adjusted based both on costs and expenses and program type.

8.7 Debt Service Principles and Procedures

Inappropriate levels of debt can create financial difficulty. For example, short-term borrowing to cover routine costs can be expensive and may be a sign that the District is becoming financially overextended. Further, an unduly high level of debt may place an undue financial burden on the taxpayers and thereby adversely affect the health of the local business community. Reasonable levels of debt, however, may provide a mechanism to reduce costs for the District by allowing funding of projects or equipment purchases sooner than possible if those projects or equipment purchases were paid with current funds, thus reducing or negating cost increases due to inflation. Issuing debt also is a mechanism for spreading the costs of capital improvements equitably among current users and future users of the improvements. The Board also recognizes that the condition of the District's facilities, equipment, and programs are an important component in maintaining the desirability of the area and local property. For this reason, too, it may be desirable to issue debt to secure the funds necessary for maintenance and improvement of the District's facilities, equipment, and programs. The Board thus intends to adhere to the following general debt policies:

- (a) The Board will endeavor to achieve and maintain the highest possible bond rating for the District.
- (b) Except under extraordinary circumstances, average annual bond maturities shall not exceed 20 years.
- (c) The District will endeavor to maintain minimum reserves in the Debt Service Fund at least equal to the next required principal and interest payments on outstanding debt.
- (d) Except in emergencies or other extraordinary circumstances, borrowing shall be undertaken only to fund capital improvements included in the District's 5-Year Capital Projects Plan.

- (e) Because the District's authority to issue bonds is restricted by the Illinois Property Tax Extension Limitation Act's debt service extension base limit, the Board may choose under appropriate circumstances to issue debt certificates instead of bonds.
- (f) No person or committee or other entity shall be authorized to create any financial liability on behalf of the District except only as approved in nature and amount by the Board or in accordance with the District's purchasing policy.
- (g) The 5-Year Capital Projects Plan shall be the basis for planning and consideration of issuance of bonds or other instruments.

8.8 Bond Sales

Bonds may be issued by private placement or through an open bidding process. The District may invite proposals from particular financial institutions and, if so, shall invite financial institutions within the boundaries of the District to be a part of that proposal process. Depending on the market circumstances as determined by the Board, the Executive Director, and any financial consultants advising the Board, bonds may be marketed publicly. The District shall be represented by the District's General counsel acting as issuers counsel, and the District also shall retain bond counsel.

8.9 Grants

The Board shall seek to finance proposed improvements through public or private grants, whenever feasible. The Executive Director and other staff shall be vigilant about exploring all possibilities for obtaining grants and other financial assistance.

8.10 Competitive Bidding

The Executive Director shall use a competitive bidding process for public works projects undertaken by the District, when required by law or otherwise appropriate. When such a project has been let for competitive bidding, the Board will award the contract to the lowest responsible bidder in the best interests of the District in accordance with State law. In determining the responsibility of the bidder, the Board may consider the bidders' financial responsibility, general experience, past projects of similar nature, adequacy of equipment, ability to perform under current circumstances, references, and other pertinent matters. Contracts for a public works project should provide that the Board may reject any and all bids when the Board determines that it is in the best interest of the District to do so.

8.11 Procurement Cards

The District may provide procurement cards to designated employees to facilitate the purchase on behalf of the District of approved items from approved vendors, in accordance with the procurement policy.

Article 9 – District Property

9.1 Tours of Facilities

The Board shall endeavor to tour the District's parks and other key facilities at least once each year as a group, to facilitate Board members' understanding of the needs and issues related to the District's facilities. The tour shall be conducted by knowledgeable members of the District's staff. Board members also are strongly encouraged to visit and review the facilities and programs of the District individually and as often as possible. Such visits should be made with due consideration for the integrity of any on-going program.

9.2 Land Acquisition

The Board may seek to acquire additional land for park purposes. The following matters should be considered as part of the Board's determination whether to acquire land:

- (a) The acquisition and proposed use of the land will significantly enhance the recreation and leisure activities the District can provide to its residents.
- (b) Acquisition, development, and maintenance of the land is not inconsistent with the District's 5-Year Capital Projects Plan and can be undertaken without violating the Board's fiscal and funding policies.
- (c) Public approval via voter referendum has been obtained if funding requirements cannot be met with currently available financing mechanisms.

9.3 Property Leases

The District may a lease of real property when the Board determines that such a lease would enhance the ability of the District to provide quality services to its residents. Each such lease shall be made in accordance with the provisions of the Illinois Park District Code.

9.4 Historic Sites

The Board shall continue to own, maintain, and operate the historic facilities at Pleasant Home, the Oak Park Conservatory, Scoville Park, and Cheney Mansion.

Article 10 – Additional Matters

10.1 Staff and Board Education and Training

The Board believes that it is in the best interests of the District to maintain an informed and educated District staff and Board. The Board thus believes that the District should pay appropriate costs and expenses for the Executive Director and other staff members to attend appropriate conferences, training sessions, and professional development meetings, within the limits of the budgeted funds and as determined by the Executive Director. The Board also believes that funds should be provided to pay appropriate costs and expenses for Board members to attend seminars, conferences, and training sessions

in furtherance of their ability to best serve the District, as designated by the majority of the Board.

10.2 Membership in IAPD and NRPA

Based on the determination that the programs, services, and information provided by the IAPD and NRPA are beneficial to the District, the District shall maintain membership in the IAPD and NRPA unless otherwise determined by the Board. Each Board member shall have an individual membership in these organizations. Board members are encouraged to participate actively in these organizations by attending events and training and by joining committees.

10.3 Annual Calendar of Actions and Activities

The Executive Director, in consultation with the Board President, shall provide the Board, at or before the Board's regular meeting in December, with a calendar of annual, recurring, and anticipated Board actions and activities for the upcoming calendar year.

10.4 Use of Expert Consultants

The Board shall seek the advice of expert consultants when the Board determines it is appropriate and shall use the advice of those consultants as an aid for Board decision-making.

10.5 Acceptance of Donations

The Board may accept donations of land, equipment, and other items when the Board determines that the acceptance would be in the best interests of the District and only when the District will attain full control of the donated item.

10.6 Recognition of Outgoing Board Members

Service on the Board shall be recognized, upon completion of the term, by presentation to outgoing Board members of a plaque or small gift at a regular Board meeting, typically during the meeting that includes the annual meeting of the Board.

10.7 Liaison Role

Park Board Commissioners serve as liaisons to partner and affiliate organizations of the Park District to enhance communication, maintain consistent and transparent relationships and thereby maximize the value of the liaison program. Guidelines can be found in the Appendix.

APPENDIX

Guidelines for Commissioners in their Role as Liaisons

The Park District of Oak Park maintains a policy of intergovernmental and civic cooperation. The Board of Commissioners encourages communication and cooperation with other local governments and with public and private organizations that enhance Park District programs and interests.

These guidelines apply to the Commissioners in their roles as liaisons. By adhering to these guidelines, the Commissioners will maintain consistent and transparent relationships with the assigned organizations and thereby maximize the value of the liaison program.

General Standards:

- When your liaison assignment is made, contact your assigned organization promptly, introduce yourself, and open channels of communication, including meeting dates, times, and locations.
- Attend your assigned organization's board meetings as often as possible; a minimum of once per quarter for those organizations that meet monthly.
- Be prepared to speak at a meeting about interesting activities or initiatives of the Park District. The Executive Director's Report includes useful information, and you can call the Executive Director for additional information.
- Take notes during a meeting of relevant and interesting activities. Contact the PDOP Executive Director about any item on which she or he should follow up. Provide details as necessary.
- Be prepared to report to your colleagues on interesting matters at the next Board of Commissioners meeting as well as share information regarding functions and activities related to the affiliate organization.

Important Elements:

- You are not a member of your assigned organization and thus you should never assume that role. You attend meetings to listen and observe, not to ask questions about the operations or otherwise participate in your assigned organization's business items.
- You should not be an advocate for your assigned organization or for its programs or initiatives, but instead you should remain a neutral listener and observer.
- You should not suggest policies or practices for your assigned organization, even if you are asked to do so.
- If you are asked, then you may answer questions about a Park District matter, but you should not discuss any Park District matter that has not yet been discussed in an open meeting of the Board of Commissioners.
- As a single Commissioner, you cannot speak on behalf of the Board of Commissioners except when the Board has taken a final position on the matter or has directed you to speak on a topic as a representative of the Board.
- At any time you have a question or concern about your liaison assignment or your assigned organization, you should contact the Executive Director promptly.



Executive Director's Report

From the desk of Jan Arnold

Thursday, September 5, 2025

1. **Upcoming Board Meetings** – The September Regular Board Meeting is scheduled for Thursday, September 11, 2025, at 7:30pm. The October Committee of the Whole Meeting is scheduled for Thursday, October 2, 2025, at 7:30pm. The Budget Meetings are scheduled for Thursday, October 9, 2025, at 7:30pm. All meetings will take place at the John Hedges Administrative Center. At the end of my report, there are some events you may consider stopping by.
2. **Budget Meeting** – The 2025 Park District Budget Meetings will take place on October 9, 2025.
3. **Fall Fest** – Fall Fest will take place Sunday, September 21, 2025, from 11am – 2pm at Rehm Park and at the Oak Park Conservatory. Enjoy a carnival atmosphere with rides, music, games, and local food vendors. Live bats and skunks will be at the Conservatory along with pumpkin carving demonstrations, activities in the Discovery Garden, and the Fall Mum & Bulb Sale.
4. **Grant Received** – For the fifth year in a row, the Park District was awarded a \$100,000 grant for the CRC after school program.
5. **Gold Medal Finalist** – The Park District of Oak Park was named one of the four finalists for Class V, communities 30,001-75,000 for the fifth year in a row. The award winner will be announced at the NRPA Conference in September. Check out our video: <https://youtu.be/v0OYgZFF4Lg>
6. **CAPRA / Illinois Distinguished Accreditations** – The Park District has submitted its renewal application for the CAPRA National Accreditation process as well as for the Illinois Distinguished Accreditation. The CAPRA review took place this week with PDOP meeting 100% of the standards. The Illinois Distinguished Accreditation review will take place on September 25.
7. **Field Center** – The Field Center construction contract was approved on July 2. Fencing went up on August 19. The building will be completed by June 2026 and then the old facility will be demolished, and a new playground will be installed. The permit should be received on Wednesday. Tree removal will begin after the permit is obtained. Removal of playground equipment has begun. The MWRD permit is expected on Friday, then earthwork can begin. Staff will disconnect the lights in the northside of the park and relocate the poles into our inventory and will relocate the signboard for the new location after construction.
8. **Rehm Pool Project** – The Park District hired Perkins & Will (PW) to complete a Rehm Pool Master plan in 2023. In the Spring of 2024, the Park District sought competitive bids and awarded the contract to Crossroad Construction. Work on the pool began in September with the removal of the existing structure and filling in the hole. Due to multiple IDPH changes and additional comments, the project was on hold in early October awaiting the required permit. We received the IDPH permit on November 7 and notified the project team as soon as we received it. The pool tiling and slide's final construction are now taking place. We notified passholders of the new amenity for 2026. We are all disappointed but are looking forward to a ribbon cutting in the spring.

9. **Andersen Park Improvements** – Bids were received on February 11, and a contract was awarded to Hacienda Landscaping at the Park Board Meeting on Thursday, February 20. A pre-construction site meeting was scheduled for March 3, and construction started on April 1. All demolition work has been completed with site utility work and grading taking place now. The contractor completed sidewalks and curbing for the playground area. All equipment was ordered and will start arriving on site later this month. The new splashpad design was approved and the under-slab work started. The work on the Northwest entrance started as well as the new entrance. We have added an ADA exit ramp from the building to the patio per the scope of work. The progress has been positive on site and weekly construction meetings have been smooth with little corrections/changes needed. Playground splash pad equipment has arrived, so work is speeding up at that location. Playground surface will be installed next week; the new splash pad was poured, and features are being installed this week. Tentative ribbon cutting is October 18.
10. **Cheney Mansion Geothermal Project** – Bid specifications were released on January 15 with bids received on February 7. A pre-bid conference was held on January 22 at Cheney Mansion for contractors to ask questions and learn about the project. A contract was awarded to Advanced Geothermal at the February 20 Regular Board Meeting. The drawings showed 16 vertical wells drilled in the north open space and will be brought into the basement of the mansion. The remaining HVAC work will be bid in summer for a November start once the major events are over to minimize the impact on programming. Drilling started April 9, and the contractor has all 16 bores completed with all of the manifolds built and installed. The wells were all brought into the basement and backfilled the driveway on June 9. Staff are working on a restoration plan once the contractor is finished to restore the disturbances from the site drilling. Please note that one large red oak will need to be removed due to damage, staff will be replacing it with a larger tree due to its location. Restoration has begun in August for the northeast part of the property. Bidding for the HVAC work will be in September with work starting in January.
11. **Irving School Turf Field** – The PDOP is working with D97 on the replacement of the turf this summer at Irving School. D97 is to approve 50% of the funding; Jan and Jake met with AYSO, and they will contribute 25% of funding for the project. Construction fencing was installed on June 25. The field was closed for 4-6 weeks to get the project completed. The turf was delivered the week of July 1 and demo started the week of July 7, some added gravel was added, and turf installation began July 21. The turf replacement was funded 50% PDOP, 25% D97, 25% AYSO. Special thanks for AYSO's investment and support. The field was open to the community on August 18.
12. **Longfellow Park Improvement** – The PDOP received a \$600,000 OSLAD for park improvements to include a new playground, splash pad, pickleball courts, etc. The project will be bid this fall with spring 2026 the date for the start of the project.
13. **Volunteering with the Conservatory** – Again this year, the Conservatory have prepared kits that can be picked up by groups or individuals to help with park cleanup. The kits can be picked up at the Conservatory.
14. **Splash pads** – All splash pads will be closed on September 30.
15. **Fall/Winter Program Guide** – The guide was released online, July 25; delivered to homes July 25-27; with registration beginning Aug 2/9.

16. **Movies in the Park** – Movies in the Park will continue with its last movie of the season, Wicked scheduled on September 19. Movies start at dusk.
17. **NRPA Conference** – Conference will be held in Orlando, FL from September 16-18. There will be four board members, and six staff attending the educational sessions offered for professional development.

Calendar of Events

Sept. 10, 2025 – Master Plan Review: Barrie Park, @ Barrie Park 7-8:30pm

Sept. 11, 2025 – Regular Board Meeting, Hedges Administrative Center, 7:30pm

Sept. 12-13, 2025 – Oak Park Family Campout @ Lindberg Park, 6pm-9am

Sept. 19, 2025 – Movies in the Park – Wicked, Scoville Park, at dusk

Sept. 21, 2025 – Fall Fest, Rehm Park and Oak Park Conservatory, 11am – 2pm

Please visit the PDOP Website for online activities and programming.



SEPTEMBER 2025

Updates & Information

BUSINESS OPERATIONS

Finance

Mitch Bowlin, Director of Business Operations

- Cook County has provided the preliminary rate for the fiscal year 2025 extension. There is still no indication of when second installment bills will go out, but this information is helpful for staff in calculating the fiscal year 2026 tax levy.
- Staff work continues on the 2026 Budget. Finance review meetings are currently being held with the finance team and Executive Director in preparation for Board presentation on October 9.
- The Board approved 2026 – 2030 CIP has been posted to website.

Marketing & Communications

Ann Marie Buczek, Director of Marketing & Community Engagement

- A postcard was designed and mailed to Oak Park residents to promote FLW registration, Active Leisure & Lifestyle activities, and Fall Fest.
- Staff participated in Oak Park Police Department's National Night Out event. We brought lawn games—including our big blue blocks, cornhole, and sports equipment--and hosted a table with marketing materials and giveaways. Staff engaged with many community members who were very receptive to and thrilled with the Park District.
- Ann Marie Buczek and Melissa Penney participated in IPRA's Communication & Marketing Summit on Crisis Management. It was an informative, educational, day-long event.
- Frank Lloyd Wright Races marketing continued with a focus on early bird pricing.
- The team welcomed Alyssa Manzanales to serve as our new Graphic Designer. She recently moved to Illinois from Texas and brings a fresh perspective to the team.
- Recruiting continues for a Data and Dashboard Analyst with the goal of filling the position by October 1.
- Staff continue to examine feedback and results from the new Program Guide layout. Early data shows an increase in registration for many early childhood programs. Staff also reworked the Early Childhood e-newsletter to mirror the Program Guide structure, and the first edition has been sent.
- Staff secured \$3,800 in advertising and sponsorship revenue for FLW Races and Fall Fest sponsorships.

Guest Services

Scott Sekulich, Registration and Customer Support Manager

- Eleven additional financial assistance applications were approved.
- Scholarships used in August were \$12,262.58.
- Fall Registration began August 2 for residents; 1,731 registrations took place in the first 5 minutes. A total of 2,853 within the first hour.
- Twenty-six Dog park memberships were purchased/renewed in the month of June with two being non-residents.

Human Resources

Paula Bickel, Director of Human Resources & Risk Management

- PDOP is actively recruiting for a Full-Time Data Analyst, Ice Arena Supervisor, Building Specialist and Parks & Facilities Supervisor, and a General Maintenance Worker.
- HR trained staff members in New Hire Orientation, Customer Service, First Aid, and CPR/AED.
- Completed onsite review with PDRMA for Loss Control Review.
- Provided Just in Time Paycom training for various staff members.
- Conducted Full-Time Benefit Orientation Sessions with newly hired full-time staff.
- Continued working on upgrading the PDOP camera systems.
- Scheduled Flu Shots for staff scheduled on September 17, 2025.
- Attended the Homeless Taskforce Meeting at VOP Public Works.
- HR Staff attended the Manager's Meeting, Wellness Committee meeting, DEI Committee meeting, and the Career Pathways Committee meeting.
- The Safety Action Committee completed the monthly Hazard Hunter Inspections.
- HR kicked off the annual policy review for personnel and safety policies.

PARKS AND PROPERTIES

Maintenance & Operations

Bill Hamilton, Superintendent of Properties & Planning

Parks & Facilities

- Staff and design teams are working on the schedules and preparing legal bids for the Longfellow Project taking place next year as well as the installation of the Geothermal HVAC equipment at Cheney Mansion scheduled to be completed early next year.

Parks & Facilities

- Fire Inspections and playground inspections have been completed.
- A new safety surface walking path has been installed on the JHAC roof. This will provide a slip resistant surface for staff and vendors alike when performing inspections and HVAC work.
- Carroll Center has been painted.
- Oak Park Conservatory floor has been stripped and sealed.
- A new electric range has been installed at Pleasant Home.
- Field staff are spending time striping fields, cleaning, and grooming baseball fields while also continuing to mow grass.

Special Facilities Maintenance

- RCRC's ice rink was shut down for maintenance until September 2.
- The Terrazzo floor was cleaned and polished Friday, August 29.
- Railings will be installed at each student section at the bottom of the bleachers. The railing will help keep fans from charging the glass during hockey games.
- Ernest cleaned rink dasher board glass and interior/exterior windows on August 28.
- Rehm Electric heaters for the new pool have been placed. Plumbing work and electric hook ups remain to be completed.
- In person interviews are scheduled for the Building Specialist Position.
- The pre-screening interviews for new custodial positions have begun.

- Pool shut down work has begun. Staff will be working on cleaning filters, moving, and storing furniture and equipment, removing shade structures, and general cleaning.
- Required Annual Harness inspections took place at GRC, RCRC and Carrol Center.
- GRC had a lighting controls project installed and completed by SCS. The original control system failed last year and was unrepairable. The new system is on the Pelican Control System. This system is used for lighting controls at various other locations.
- New carpeting is installed in the GRC Customer Service Area and the adjoining office.

Turf & Fields

- The smaller U10 field at Julian Field is no longer being used and the small (6' x 18') goals have been moved to Beye School.

PACT

- The Spring/Summer season ended, and the Fall season began on August 15.
- The Spring/Summer invoices have been sent out to PACT groups.
- PACT Applications opened on September 1 and will be due by October 1.
- All PACT agreements, including three-year agreements, are expiring this year and are up for renewal.

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

- The Conservatory welcomed 2,762 visitors in the month of August.
- The Plant Help Desk received 11 requests for plant help.
- During July, there were 9 Rentals, 4 self-guided tours, 1 photo shoot, and 1 children's birthday party package.
- Storytime had 45 participants.
- Discovery Garden Exploration Time had 124 participants.
- Uncorked was sold out, with 101 in attendance.
- A free lecture on Planting Bulbs for Spring Blooms was held on August 21 with 43 participants kicking off the Fall Mum & Bulb Sale at the Conservatory.

RECREATION**Ridgeland Common Recreation Complex*****Mike Baiardo, Superintendent of Special Facilities*****Aquatics**

- The summer season is over, staff finished Rehm's pool season on September 1 and Ridgeland on August 29.
- To validate our lifeguards and aquatic facilities, Ellis and Associates audits our facilities and lifeguards. The audit includes an Ellis team member discretely visiting our facilities and filming the performance of lifeguards, pool managers, and the administrative processes. During each audit, approximately eight to 10 lifeguards are secretly videotaped while on the guard stand. Staff are also recorded taking part in live-action drills and rescue simulations. Based on the auditor's observations, staff receives a score of "Exceeds," "Meets" or "Fails" for each lifeguard evaluation and simulated scenario. This summer, PDOP was audited each month of the pool season – June, July, and August and staff received an "Exceeds" each of the three times, this is the highest rating

possible! We're proud to share our lifeguards' success! Congratulations and thank you to our Aquatic Team for their vigilance and commitment to guest safety.

- Daily Swim Fees for the year totaled the following: 3,567 Passholder Guests, 10,050 Public Swim, and 130 Adult Swim Participants.
- Staff ran a total of 104 swim lesson classes with over 1,517 participants.
- There were a total of over 12,000 pool passes including combo passes.
- Staff hosted 7 different special events with over 1,500 participants.

Ice Arena

- A two-week shutdown of the Ice Arena took place August 18-September 1. The Ice Arena opened back up for the fall season September 2, staff utilized time during the shutdown to sharpen skates/replace laces and train all skate shop staff and building supervisors including a run through of Emergency Response Plan drills.
- Ice Bears volunteer coaches had two trainings offered on August 26 and September 3 for training and getting teams set up for the season.
- There is a total of six Ice Bears teams, one less than last year. There are two 8U, 10U, and 12U teams.
- Skate Academy and Learn to Skate programming have a total of 333 participants over 6 years old and 77 participants 5 years and under. Registration will stay open through the end of the first week and take participants starting second week – programs begin one week earlier than years past, starting the week of Labor Day.
- Synchro Team registration is coming in slow as they start a week later than other ice programs. There are currently 3 participants in Open Juvenile and 5 participants in Aspire Synchro Team.
- Hockey Academy for youth has a total of 80 participants and Adult Hockey with a total of 30 participants.

Customer Service

- Guest Services has 10 team meetings scheduled from August 2025 – July 2026. These meetings are intended to inform staff of key Park District updates, procedures, and initiatives. They also provide a valuable space for team members to connect face-to-face, share feedback, and collaborate on ways to improve both the guest experience and internal operations. Expectations have been set for team members required to attend at least 8 out of 10 scheduled meetings annually.
- Staff are in process of off boarding all pool cashiers.

Historic Properties

Susan Crane, Historical Properties & Special Events Manager

Cheney Mansion

- August by far is our busiest month at Cheney with private events and programming. We hosted 16 private events, 5 programs, and 2 weeks of Teen Cooking Camp as well as the PDOP All Staff BBQ. We also had 25 different appointments for parties looking to rent the Mansion for future events. The mansion is also open to the public three days a week for tours of the home, and we welcomed 15 visitors during the month. Wedding rentals for next year, as of today, appear to be on pace with initial budget estimates.
- Our Teen Cooking camp for the first two weeks of August were slightly under in attendance from last year. We continued with 2 sessions of the camp a day for 2 weeks. This will be the last year

for Chef Tara Humphrey teaching our classes and we have already engaged with a new contractor to take our cooking classes beginning with next August's camps.

- An original Murder Mystery night took place between both Cheney and Pleasant Home and we were able to utilize the PDOP buses to transport guests to both homes to solve the mystery. There were many twists to the storyline to keep guests on their toes, and feedback was very positive. Utilizing the PDOP buses rather than contracting a trolley helped keep costs in check.
- We will open our 2027 Rental calendar on September 1 and likely will have early rentals as many people have reached out about dates.

Pleasant Home

- Pleasant Home was busy as well with every weekend booked for an event. We hosted descendants of the Mills family for a private event on August 30. Wedding rentals at Pleasant are running to about where they were the same time last year and along with Cheney dates in 2026 are getting very full, those with guests count that fit with Pleasant Home are happy for the alternative. Non-weddings continue to be very popular at Pleasant Home and run at about the same number, if not more than weddings. We also added an option to have a docent at the private events for a fee, and this has proven to be a nice add, without adding additional burden to our docents.
- The few programs we hosted at Pleasant in August were well attended with a mix of Adult Leisure and Lifestyle events and the popular return of a family event.
- The docent program continues to thrive, and we were able to bring on an additional volunteer, a former staff member which is a nice add for the current group. Marketing has launched a new flyer and adding the call for volunteers to various local media outlets. Our current docents continue to enhance the visitor experience with displays throughout the home of what life was like when the families were there.

Community Events

- Happily, August concerts had no rainouts and were very well attended with many of our local bands performing these last four weeks. We tried a back-to-school night featuring a local kid DJ spinning fun family dance numbers and games. He was able to draw a lot of local fans. Our last concert was probably the second largest crowd as they were a Tom Petty cover band. Great to see so many people up dancing or just singing so many familiar songs; a good one to end the season with. The seasonal tent was great to have, and we have budgeted for the same next year.
- The movie in the park was a back to school, community choice feature with Ferris Beuler's Day off winning by 14 votes. The park was packed and clearly many wanted to come out and relive the late 80's! We will end our movie season on September 19 with a showing of the movie "Wicked".
- Fall Fest is set for Sunday September 21 at Rehm Park and the Conservatory and will once again have a carnival-like atmosphere with fun rides and activities. We are hoping the weather cooperates this year!

Gymnastics & Recreation Center

Keith Kerrigan, Program & Operations Manager

- Registration for fall classes opened at 8:30am on August 2 for Oak Park residents, and on August 9 for non-residents. New this year, most fall Gymnastics classes were divided into two shorter

sessions, with registration opening for both at the same time. Meanwhile, our advanced classes were moved to a school-year-long format with monthly billing.

- The annual Gymnastics Team parent meeting was held on August 12, and we began getting our competitive gymnasts all set up for the 2025-2026 year. With the girls' and boys' teams together, practice began with 46 team members.
- August 18-22 was a week off between classes. We held a staff meeting on the August 19 and 20, and our Team coaches held a clinic to sharpen our gymnasts' skills on the bars. The week was also spent deep cleaning the GRC.
- Fall classes began August 25.

General Recreation

Joe Lilly, Program Manager

Afterschool/Teens

- After school is underway for the 2025-2026 school year. The program began on August 20 with a majority of staff returning from last year.
- Changes this year include accepting more participants to Fox Center and moving the excess Longfellow participants to Barrie. With that, all locations are at capacity except for Barrie and Fox Centers. Waitlists at Field and Dole center are 28 and 30 participants, respectively.
- Recruitment has begun to hire a new Teen Program Coordinator.
- Staff will be bringing a class named Thrive to Fox center on September 13 which will offer attendees help with *Building Confidence and Coping Skills*.

Arts/Active Adults

- Series arts classes have seen great early registrations for the fall.
- Lifelong Learning will be changing their registration process for 2026 to open up class enrollments.
- Fitness memberships are at 300.

Nature/Adventure

- Fall programming has seen a dip in registrations. Homeschool science and archery continue to operate and fill.
- We have an adult horseback riding trip scheduled for early next month with registrations at capacity.

Early Childhood

- Pilar Martinez has been promoted to full-time to oversee the Early Childhood Department.
- Nature Preschool and Pre-k started September 2, at Carroll Center with lots of smiling faces.
- Busy Bees and Butterflies at Austin Gardens saw its best enrollment for the fall.

Community Recreation Center

Chad Drufke, Program Manager

CRC

- As of August 13, we have 6,224 paid monthly CRC memberships. We also have 3,606 free track memberships, and 543 free after-school memberships. In total we have 10,373 CRC memberships free or paid.

- The organization “Community Blood Center” we partnered with on the blood drive will also be offering free blood pressure check days in the future at the CRC.
- The CRC afterschool program began its new season on Wednesday, August 20. Through the first week, we already have 543 memberships, which is more than we had at this time last school year. Attendance has been high this first two weeks of the program with a big influx of new sixth graders.

Sports/Martial Arts/Facility Attendants

- The fall youth soccer league for ages 3-4 and 5-6 will kick off in early September. The league will take place on Saturdays at Lindberg Park. We currently have 192 youth enrolled in the program.
- Registration is taking place for the fall women’s basketball league starting in late September at the CRC. Currently we have 32 women enrolled in the program.
- Registration for the 49th FLW races was higher at the end of August than it was at this same time last year. The FLW races will take place on Sunday, October 19. This year we are adding a Lil’ Runners Race for ages 3-5.