



PARK DISTRICT of OAK PARK

**Park District of Oak Park
Continued Regular Board Meeting from February 19, 2026
Hedges Administrative Center
218 Madison Street
Oak Park, Illinois 60302**

Thursday, March 5, 2026, 7:00pm

AGENDA

- I. Call to Order/Roll Call**
- II. Approval of Agenda**
- III. Old Business**
 - A. Field Center Demolition Contract Approval*
 - B. Longfellow Park Shades Purchase Approval*
 - C. PACT Agreement - Oak Park River Forest Youth Football*
 - D. OPPL/PDOP Intergovernmental Agreement**
- IV. New Business**
- V. Closed Session**
- VI. Adjournment**

* Indicates information attached.

** Indicates information to be provided before or at the meeting.

Update/Recap indicates verbal report provided at 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

AGENDA COMMENTS

Continued Regular Board Meeting from February 19, 2026

Thursday, March 5, 2026, 7:00pm

I. **Call to Order/Roll Call**

II. **Approval of Agenda** (Voice Vote)

No additions to the Agenda are anticipated at this time.

III. **Old Business**

A. Field Center Demolition Contract Approval*

Commissioner Worley-Hood: I move that the Board approve a contract with Liebe Construction Services, 586 Jennifer Circle, Mundelein, IL, for the Field Center Building Demolition and to authorize the Executive Director to sign the contract.

B. Longfellow Park Owner Purchase Tornado Shade Structure Approval*

Commissioner Worley-Hood: I move that the Board approve the purchase of two small Tornado shade structures from PARKREATION, INC. c/o Shade Systems Incorporated and authorize the Executive Director to sign the purchase agreement.

C. PACT Facility Use License Agreement for Oak Park River Forest Youth Football Approval*

Commissioner Wollmuth: I move that the Board approve the PACT Facility Use License Agreement for Oak Park River Forest Youth Football.

D. OPPL/PDOP Intergovernmental Agreement**

Commissioner Wollmuth: I move that the Board approve the OPPL/PDOP Intergovernmental Agreement.

IV. **New Business** – None

V. **Closed Session** – None

VI. **Adjournment**

* Indicates information attached.

** Indicates information to be provided before or at the meeting.

Update/Recap indicates verbal report provided at meeting no materials attached.

Memo

To: Jake Worley Hood, Chair, Parks and Planning Committee
Board of Park Commissioners

From: Bill Hamilton, Superintendent of Properties and Planning

CC: Jan Arnold, Executive Director

Date: February 25, 2026

Re: Field Center Building Demolition Project



Statement

As part of the Field Center Construction Project, the existing Field Center Building is scheduled to be demolished at the end of the 2025/26 school year, prior to the start of the Field Park playground replacement project. Hacienda Landscaping Inc. has been contracted to complete the playground project and is beginning that project in June 2026.

Discussion

The Park District worked with Terra Engineering to develop the project manual and specifications, and a Legal Bid Advertisement was issued and the Legal Bid Project Manual and supporting documents were posted to Demand Star on February 4, 2025. A mandatory Prebid Walk Through was held on February 12 with seven contractors in attendance. An Addendum was issued in response to questions posed by contractors at the meeting. The Bid Opening took place on February 25 at 10:00am at 218 Madison Street.

Four Bids were received and are listed as follows.

- | | |
|---|--------------|
| • Liebe Construction Services | \$ 66,000.00 |
| • Fox Excavating Inc. | \$ 79,900.00 |
| • Alliance Demolition and Excavation Services | \$ 94,380.00 |
| • SDE-Strategic Demolition Excavation | \$292,000.00 |

The total Capital Budget for the Field Park Project, including owner purchased equipment, playground demolition, building demolition, and playground, splashpad, site amenities and landscape materials is \$1,000,000. The current estimated budget for the project not including building demolition is \$995,920.32. Adding the apparent low demolition bid of \$66,000, the total project cost is \$1,061,920.32. There is the opportunity to bring the project cost down by up to \$27,000 in credit from Hacienda if there are few or no contaminated soil disposal fees, which was included in the Hacienda Landscaping playground bid if not used.

Liebe Construction Services, 586 Jennifer Circle, Mundelein, IL, is the apparent, low, responsible responsive bidder. The Park District has prior experience with this contractor as Leibe is currently under contract and is in the process of building the new Field Center. The Park District is satisfied with their quality of work.

Conclusion

The Parks and Planning Committee will bring a recommendation to the Park Board of Commissioners at the Continued Board Meeting on March 5, 2026, for their consideration and to authorize Executive Director, Jan Arnold, to enter into a contractual agreement with Liebe Construction Services for the Field Center Building Demolition Project to begin in early June of 2026.

Attachment: Bid Tabulation

Park District of Oak Park
 Field Center Building Demolition Project
 10:00am, February 25th, 2026, 218 Madison St. Oak Park, IL.

Company Name	Bid Bond/Bid Security Y/N	Insurance Letter Y/N	Sworn Acknowledgement	Base Bid
Fox Excavating Inc	Y		Y	79,900
Liebe Construction Services	Y		Y	66,000
Alliance Demolition	Y		Y	94,380
SDE Strategic Demolition Excavation	Y		Y	292,000

Memo

To: Jake Worley Hood, Chair, Parks and Planning Committee
Board of Park Commissioners

From: Bill Hamilton, Superintendent of Properties and Planning

CC: Jan Arnold, Executive Director

Date: February 25, 2025

Re: Longfellow Park Owner Purchased Shade Structure Approval



Statement

Acquired in 1920, the park was named after the American poet, Henry Wadsworth Longfellow. The recreation center was built in 1966, in the same style as the Fox Center.

The most recent park master plan was completed in December of 2023 based on feedback from the community meeting held in October of 2023. At that meeting, community members expressed a large amount of support for an updated playground, dedicated pickleball courts, and splash pad improvements.

Discussion

In February of 2025 the Park Board approved a design contract with Planning Resources, Inc. to create the drawings, specifications, and provide construction services for the Longfellow Park Development Project.

The Master Plan Improvements for this project primarily focus on an updated playground, a new and improved splash pad, and dedicated pickle ball courts as well as native gardens and a resurfaced basketball court. Bid documents, drawings and specifications were completed by Planning Resources, Inc in September. The documents included the base bid, and three alternates. Alternate 1 and 2 for design options to resurface the basketball court and Alternate 3 to paint the splash pad surface.

The project's bid opening was held on October 30, 2025. Hacienda Landscaping, Inc. submitted the lowest bid of the five bids received and was determined to be the lowest responsive, responsible bidder. The Park Board awarded a construction contract to Hacienda Landscaping, Inc. on November 11, 2025, at the Regular Board Meeting.

The project owner purchased equipment will be purchased through the competitively bid HGAC Coop Program, which reduces the cost to the Park District. The two Tornado shade structures are priced at \$13,973.76 each including the Coop Program purchase discount for a combined cost of \$29,112. Professional sealed drawings and shipping bring the total cost of the two Tornado shade structures to \$31,145.52. This purchase will be made through PARKREATION, INC c/o Shade Systems Incorporated.

Park District of Oak Park

218 Madison Street ▪ Oak Park, Illinois 60302 ▪ phone: (708) 725-2000 ▪ fax: (708) 725-2301 ▪ www.pdop.org

The total budget in the 2026 Capital Plan for the project including construction and owner purchased equipment is \$2,797,450.00. So far we have authorized \$2,245,639.88 of the budget, including these shade structures will bring the amount up to \$2,276,785.40.

Conclusion

Staff will bring a recommendation to the Park Board of Commissioners at the Continued Board Meeting on March 5, 2025, for their consideration of the purchase of two small Tornado shade structures and grant Executive Director the authority to enter into a purchase agreement with PARKREATION, INC.

PARKREATION, INC c/o Shade Systems Inc.

27 East Palatine Road, Prospect Heights, IL 60070

January 12, 2026

Quotation Number: P121525K
 Project Name: Longfellow Park - Shade Systems
 Quoted By: Paul Gozder 815-735-1497
 HGAC co-op : PR11-26
 Quote valid 03/01/2026

Park District of Oak Park
 218 Madison St.
 Oak Park, IL 60302
 708-725-2000

<u>QTY.</u>	<u>Product #</u>	<u>Description</u>	<u>Total Price</u>
02	Small Tornado	12' x 16' Small Tornado Shade by Shade Systems Inc PIER mount plates – anchoring hardware and concrete cages are not included Material Costs	\$ 14,556.00
		HGAC co-op discount applied	\$ -1,164.48
		Illinois professional sealed drawings and calculations	\$ 900.00
		Shipping to Hacienda – Minooka, IL	<u>\$ 2,298.00</u>
		Total	\$ 31,145.52

Colors based off our standard color offerings
 Electrical access was not included in this quote
 Anchoring hardware is not included
 Installation and offloading of the truck is not included in this quote

Frame Color: _____

Fabric Color: _____

- Terms:
1. "I/We understand that all accounts are payable to Parkreation, Inc. according to the terms of their invoice, and if not paid on or before said date, are then delinquent. I/We agree to pay any and all service charges added each month to past due invoices. Terms are Net 30 days upon delivery with approved credit. All charges are due and payable in full at Parkreation, Inc., 27 E. Palatine Rd., Prospect Heights, IL 60070 unless notified in writing to the contrary. To the extent the terms and conditions of any purchase order/contract and/or any purchase order/contract confirmations are inconsistent with the terms and conditions of this signed quote, the terms and conditions of this signed quote shall prevail.
 2. All pricing is valid for 30 days from the date above.
 3. The above pricing (if more than one item) is based upon a package purchase. Any adjustments may be subject to a price revision.
 4. Customer is responsible for the off-loading of the equipment and an accurate inventory should be taken at the time and all missing or damaged parts should be noted to the Driver. You have 60 days to report any missing or damaged parts to your sales representative. Truck Driver will not unload equipment.
 5. Nontaxable entities are required to provide copy of tax-exempt certificate or be taxed upon invoice.
 6. Installation not included unless specifically quoted

Date _____ Purchaser's Signature _____ Purchaser's Title _____

Ship to address _____

Memo

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

From: Bill Hamilton, Superintendent of Properties and Planning
David Ferry, Administrative Assistant

CC: Jan Arnold, Executive Director

Date: February 26, 2026

Re: PACT Facility Use License Agreement OPRFYF for 2026



Statement

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

Discussion

The 2026 PACT application for Oak Park River Forest Youth Football has been received and have been contacted with their designated placement level based on PACT program compliance criteria. Facility Use License Agreements are designed to outline the responsibilities, requirements, privileges and expectations of both the PACT participating organization and the Park District.

Conclusion

Staff recommend that the Board approve the PACT Facility Use License Agreement for Oak Park River Forest Youth Football provided in the packet and fully execute.

Attached: OPRFYF PACT Agreement

PARK DISTRICT OF OAK PARK

FACILITIES USE LICENSE AGREEMENT WITH OAK PARK RIVER FOREST YOUTH FOOTBALL ORGANIZATION

This Facilities Use License Agreement ("*License Agreement*") is entered into between the Park District of Oak Park (the "*Park District*") Oak Park River Forest Youth Football (the "OPRFYF");

WHEREAS, the Park District owns and operates parks, recreation centers, and related facilities (collectively the "*Facilities*") for the residents of the Village of Oak Park and maintains coordinated schedules for the use of the Facilities; and

WHEREAS, OPRFYF is one of the organizations that use the Facilities; and

WHEREAS, the Park District has established a Facilities use and allocation management program called PACT (Partner, Associate, Companion, Tenant) for the efficient, cost-effective, fair allocation and scheduling of the Facilities among those organizations; and

WHEREAS, OPRFYF desires to use certain Facilities for its programs, which are described in this License Agreement; and

WHEREAS, the Park District and OPRFYF desire to enter into this Agreement to set forth the responsibilities, requirements, expectations of the parties related to the OPRFYF's use of the Facilities;

NOW, THEREFORE, it is agreed by the Park District and OPRFYF as follows:

I. Grant of License for Authorized Use

The Park District hereby grants to the OPRFYF a temporary license (the "*License*") for the purpose of allowing the OPRFYF to conduct the following:

Classification:	Companion
Approved Facilities:	Park District managed facilities & athletic fields
Nature of use:	Practices, games, meetings & registrations
Times of Use:	Fields without lights are sunrise to sunset with permit Fields with lights are sunrise until the auto-timed lights turn off Facilities with permit
Special Features:	Bathrooms may close after 10/31 due to weather conditions

These terms constitute the "*Authorized Use*" and the License is for the Authorized Use only.

II. Term of License; Termination

The License is for a term commencing on January 1, 2026 and expiring on December 31, 2028 (the "License Term"). The Park District, at its discretion for cause, may terminate the License at any time on seven days prior written notice by the Park District to the OPRFYF, or at any time, with or without advance notice, in the event of an unforeseen emergency. For purposes of this agreement, "cause" means, among other things, noncompliance by OPRFYF of any of its obligations hereunder that has not been cured within 30 days after the Park District gives written notice to OPRFYF of the noncompliance. On termination of the License, all use of the Approved Facilities by the OPRFYF must be discontinued immediately. The termination of the License will not terminate the duties and responsibilities of the OPRFYF to repair and restore damaged property and to pay for all costs incurred by the Park District in repair and restoring damaged property in accordance with this Agreement.

III. Eligible Hours and Pricing Schedule

OPRFYF's number of participants x 3 equals the number of hours that OPRFYF is eligible. OPRFYF understands that they are unlikely to receive the total amount of eligible hours due to limited field space and maximum participants throughout the community.

A. Pricing Schedule:

Eligible Hours: 2026 - \$15 per hour
2027 - \$17 per hour
2028 - \$19 per hour

Community Center: 40% Discount

Over Time Hours: Any permitted hours in excess of eligible hours will be billed at:

2026 \$30 per hour
2027 \$34 per hour
2028 \$38 per hour

B. Number of Participants; Payment of Invoice. The OPRFYF will give an estimated number of participants when submitting the PACT Application and again if numbers significantly change at the time of Spring/Summer field requests and/or Fall field requests. The OPRFYF will pay the billed invoice amount in full within 45 days after receipt from the Park District. The failure of the Park District to provide an invoice will not under any circumstances relieve the OPRFYF of its duty to pay for their permitted hours.

IV. Bond

For this License, there is no bond required from the OPRFYF. A bond may be required for any extended, renewed, or new license.

V. Insurance

During the License Term, the OPRFYF shall provide commercial general liability ("CGL") insurance with a limit of not less than \$1,000,000 each occurrence, \$2,000,000 aggregate. The Park District must be included as an insured under the CGL insurance policy, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage. OPRFYF represents and warrants it uses no owned vehicles in connection with its utilization of the Parks. If OPRFYF at any time uses a vehicle in connection with its use of the Approved Facilities, then OPRFYF must provide, in advance, motor vehicle insurance coverage not less than \$1,000,000. The Park District must be named as an additional insured under the motor vehicle insurance policy. The OPRFYF must file proof of all required insurance coverage with the Park District prior to commencement of the Authorized Use.

VI. Coach/Volunteer Background Checks

Before a coach/volunteer may participate in the Approved Use or in any other capacity with the OPRFYF using Park District Facilities, that coach/volunteer must undergo a Criminal Background Check ("CBC".) The failure of the OPRFYF to comply with the provisions of this Subsection VI may disqualify the OPRFYF from engaging in the Authorized Use. A CBC must be completed for a coach/volunteer every two years. The OPRFYF must keep a list of all its coaches/volunteers and the date on which the CBC was completed for each coach/volunteer, and prohibit a coach/volunteer from participating in the Approved Use or in any other capacity with the OPRFYF using any Park District Facilities until a CBC has been completed and cleared for that coach/volunteer.

A. Background Checks Conducted By OPRFYF. Prior to the commencement of the Approved Use, the OPRFYF must provide to the Park District, for Park District approval, an affidavit signed by an authorized OPRFYF representative that all their coaches/volunteers have completed a CBC.

B. Background Checks Conducted through the Park District Background Check System. If OPRFYF chooses to go through the Park District's online CBC for their coaches/volunteers, the coach/volunteer needs to visit the Park District's website at www.pdop.org/volunteer to fill out the form. OPRFYF will need to submit a list of the coaches/volunteers that will be conducting their CBC through the Park District to the Park District prior to the coach/volunteer submitting their background check. The Park District will get notification if a coach/volunteer does not clear the CBC and will notify OPRFYF. OPRFYF will be charged the same fee for each CBC that the Park District is charged; at this time the fee per CBC is \$9.95. Failure of a coach/volunteer to properly complete the CBC form disqualifies the coach/volunteer from participating in the Authorized Use.

VII. Park District Services

The Park District will endeavor to provide the following for the OPRFYF:

- A staff member or elected official to serve as a liaison to the OPRFYF and who will endeavor to attend OPRFYF board meetings if requested.
- Limited publicity in the form of organization contact information in Park District Program Brochures and on the Park District's website.
- The opportunity to post organization registration information signs at Facilities designated in advance by the Park District for time period designated by the Park District.
- The opportunity to advertise in the Park District's program brochures at rates set by the Park District.
- Access to bathrooms in community centers during times in which activities are customarily scheduled.
- Preference for scheduling of the Authorized Use in accordance with the Park District's PACT Policies.
- Use of Park District Facilities for annual registration and meeting opportunities, based on availability.
- Park District will line, maintain fields and be responsible for setting up and placing goals for games only.

VIII. OPRFYF Additional Responsibilities

The OPRFYF will comply with the following:

- Educating and enforcing coaches, players, volunteers and spectators on the Park District of Oak Park's Code of Conduct which can be found at www.pdop.org/programs/youth

- In all of its services and programs, comply with the standards and requirements of the Americans with Disabilities Act, the Civil Rights Act of 1964 and the Illinois Human Rights Act. OPRFYF will not discriminate on the basis of race, religion, sexual orientation, national origin or any other recognized protected class.
- Maintain a sound, functioning board that meets on a regular basis.
- Provide a representative to attend meetings of the Park District's Board of Commissioners as requested by the Park District.
- File annually a copy of their governing by-laws and proof of their status as Sec 501(C)(3) not for profit organization.
- Maintain its own financial accounts and forbid everyone within the OPRFYF from incurring any expense for or in the name of the Park District.
- Forbid everyone within the OPRFYF from making representations or commitments for or on behalf of the Park District
- File an Incident Report with the Park District immediately after the incident occurs if the incident was caused by or arose related to a Park District Facilities or an action taken by the Park District.
- Upon request, provide financial scholarship information and where this scholarship information is distributed for community awareness.
- Upon request, provide annual financial reports and written minutes.
- OPRFYF is solely responsible for any and all supervision associated with its use of the Facilities.
- Conduct all of its activities safely and properly and maintain the Approved Facilities in a safe condition during each Authorized Use.
- Immediately alert the Park District of any damage made to Facilities. OPRFYF will be responsible for any damage done to Facilities beyond normal wear and tear and shall fully and promptly reimburse Park District for all costs/expenses incurred.
- OPRFYF shall defend, indemnify and hold harmless Park District, it's officials, officers, employees, volunteers and agents against any and all losses and expenses (including reasonable attorneys' fees,) claims, costs, causes of action, damage to property, arising out of or in consequence of the Agreement, but only to the extent such injuries of damages arise out of any act or omission of OPRFYF, including OPRFYF's officers, officials, employees, volunteers, agents, contractors, team participants, guests and invitees.
- Determine whether the grounds are safe, suitable and appropriate for any of its intended activities and inspect the property prior to each use to determine the suitability of the Facilities for any contemplated use and identify any potential safety hazards or dangerous conditions immediately.
- Adhere to all safety programs and standards set by the Park District while on the Facilities.
- Alcohol and/or illegal drugs are not permitted at any time during the Approved Use.
- Adhere to all Park District policies and directives related to use of wet fields.
- OPRFYF is responsible for conveying to their coaches/volunteers/players regarding severe weather conditions.

- Report to the Park District Weather Related Cancellations within one week of weather event. Weather events reported later than one week after said event will result in OPRFYF being responsible for payment of those permits.
- There are no rainouts on the turf fields which includes Brooks Middle School, Irving Elementary School, Julian Middle School and Ridgeland Commons.

IX. Carry In/Carry Out

OPRFYF will comply with The Park District's Greening Advisory Committee Carry In/Carry Out Program to reduce trash, keep parks clean, increase environmental awareness and stewardship. OPRFYF will carry out what they carry in to the Facilities.

X. Specific Terms of Agreement

This Agreement includes the Specific Terms of Agreement.

WHEREFORE, the Park District and the OPRFYF have caused this License Agreement to be executed by authorized representatives.

PARK DISTRICT OF OAK PARK

By: _____
President

Date: _____

OAK PARK RIVER FOREST YOUTH FOOTBALL

By: Tal Mudge Hill

Date: 2/19/20

Printed name: Tal Mudge Hill

Title: President

