



PARK DISTRICT of OAK PARK

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

Thursday, November 20, 2025

Minutes

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

I. ROLL CALL

Present: Commissioners Lentz, Wick, Wollmuth, Worley-Hood, and President Porreca

Park District Staff Present: Jan Arnold, Executive Director; Bill Hamilton, Superintendent of Properties & Planning; Maureen McCarthy, Deputy Director of Recreation; Mitch Bowlin, Director of Business Operations; Bill Hamilton, Superintendent of Properties & Planning; Arlene Pedroza, Accounting Manager; Ann Marie Buczek, Director of Marketing and Community Engagement; Roger Oney, Parks and Facilities Supervisor; and Karen Gruszka, Executive Assistant.

Others: Mike Kies, Superintendent of Recreation, St. Charles Park District.

II. APPROVAL OF AGENDA

The motion was passed by a roll call vote of 5:0

III. GOLD MEDAL PRESENTATION

Mike Kies, St. Charles Park District - Superintendent of Recreation, as well as a member of the Academy, congratulated the Park District of Oak Park for their achievement in receiving the Gold Medal on behalf of NRPA and presented the PDOP with the Gold Medal Award. He stated that to win the Gold Medal a park district must exceed the measure of impact to the community and said that the PDOP has outstanding, resourceful team members and are committed to community engagement.

IV. VISITOR/PUBLIC - None.

V. PUBLIC HEARING – Statutory Budget & Appropriation

The Public Hearing for the Statutory Budget & Appropriation was called to order at 7:32pm. Executive Director Arnold reminded the Board that the Park District is required to adopt a Budget and Appropriation (B & A) Ordinance and file it with the County Clerk within 30 days of its approval. A Public Hearing is also required to be held prior to the approval of the B & A. The notice was published in the local newspaper seven days before the hearing. Executive Director Arnold noted that the B & A consists of two columns of data: one column lists the Park District's budget by line item, while the second column includes the same item, with a 15% increase (referred as the appropriation) to allow for flexibility. No public comment was made during the Public Hearing. No additional questions were asked by the Board. At 7:35pm, the Public Hearing for

Statutory Budget & Appropriation was adjourned. **The motion was passed by a roll call vote of 5-0.**

VI. CONSENT AGENDA

A motion was made by Commissioner Wollmuth and seconded by Commissioner Lentz to approve the Cash and Investment Summary and Warrants and Bills for the month of October 2025; approval of the Minutes from the Committee of the Whole Meeting from October 2, 2025, Budget Meeting from October 9, 2025, and Regular Board Meeting from October 16, 2025; approval of the Working Budget – Departmental Goals 2026; approval of 2025 Tax Year Levy – Abatement Ordinance for the 2019 Bonds (Ordinance No. 2025-11-02) and 2025 Tax Year Levy – Abatement Ordinance for the 2020 Bonds (Ordinance No. 2025-11-03); approval of the Credential Certificate for the IAPD Annual Meeting. **The motion was passed by a roll call vote of 5:0.**

VII. STAFF REPORTS

A. Executive Director's Report – In addition to the Executive Director Report (which is included in the Board Packet), Executive Director Arnold informed the Board the fence at Andersen is down and the park is has been in full use. The holiday activities are starting at the Conservatory, Pleasant Home, and Cheney Mansion. The PDOP Volunteer event is taking place at the Conservatory on December 4, with over 100 volunteers attending out of the 400 volunteers invited for their volunteer work within the Park District.

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

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

VIII. OLD BUSINESS

A. Administration and Finance Committee

2025 Budget and Appropriation Ordinance – *Commissioner Wollmuth: I move that the Board approve the Budget and Appropriation Ordinance 2025-11-04.*

1. Executive Director Arnold reminded the Board that the Park District is required to adopt a Budget and Appropriation (B & A) Ordinance and file it with the County Clerk within 30 days of its approval. As stated earlier, the B&A will have a 15% increase (referred as the appropriation). No questions were asked by the Board, but they said they were excited for the upcoming year. A motion was made by Commissioner Wollmuth and seconded by Commissioner Lentz to approve the 2025 Budget and Appropriation Ordinance. **The motion was passed by a roll call vote of 5:0.**

2025 Tax Levy Ordinance – *Commissioner Wollmuth: I move that the Board approve the 2025 Tax Levy Ordinance 2025-11-01.*

2. Executive Director Arnold noted that annually, the Board must approve a property tax levy ordinance and file it with the County no later than the last Tuesday in December. The Property Tax Extension Limitation Law (PTELL) limits the dollar amount of the tax levy increase to an amount no greater than the consumer price index or 5%. The Board directed this year's tax levy to be 4.4% and Executive Director Arnold informed the Board that staff are working on the programming fees to assist with rising costs and other supplies. No questions were asked by the Board. A motion was made by Commissioner Wollmuth and seconded by Commissioner Lentz to approve the 2025 Tax Levy. **The motion was passed by a roll call vote of 5:0.**



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3. Annual Review of Park District Attorney Update – Executive Director Arnold noted currently Elrod Friedman (attorney Caitlyn R. Culbertson) is the Park District Attorney. Staff have had positive experiences regarding their services and Executive Arnold recommends continuing to receive legal counsel from Elrod Friedman and Caitlyn as they have been very helpful to the park district. The Board has been impressed with the work that Caitlyn has provided to the Park District. **No Board action is needed on this item.**
4. 2025 Performance Measure 3rd Quarter Review
Mitch Bowlin provided the Board with an update regarding the status of performance measures. Mitch noted that both the Comprehensive Goals and the Budget Goals are in a good place. Funds in general are tracking. Currently, the percentage of household participating is lower than previous year, but holiday registrations are still to come, and staff expect registrations to exceed 2024. Fiscal variance is also affected by the financial aid use that we adjusted in the 2025 budget that was moved out of the admin line and into the program line which is reflecting tracking now. Punch and pass cards are up largely driven by pool pass numbers and CRC numbers are very strong with a 63% membership staying rate with 12-19 year-olds being the highest memberships and numbers for free after school are the same as 2024. The Board is interested in cancellation reason data. **No Board action is needed on this item.**

B. Parks and Planning Committee – None

1. Amendment to Parkway Construction Agreement PDOP-VOP - Cheney Mansion Parkway*

Commissioner Worley-Hood: I move that the Board approve the Amendment Agreement VOP-PDOP – Cheney Mansion Parkway.

The Park District in 2012 signed an agreement to take over the sidewalks after slate was placed in front walkway of Cheney Mansion. In the fall, we worked with public works to remove the slate. With the sidewalk back in, the PDOP and the VOP amended the agreement to give over the care and responsibility of the parkway to the VOP. A motion was made by Commissioner Worley-Hood and seconded by Commissioner Lentz to approve the Amendment Agreement VOP-PDOP – Cheney Mansion Parkway. **The motion was passed by a roll call vote of 5:0.**

2. Longfellow Park Improvement Contract Approval*

Commissioner Worley-Hood: I move that the Board approve the contract with Hacienda Landscaping, Inc. for a not to exceed amount of \$1,397,874.90 for the Longfellow Park Development Project and authorize the Executive Director to execute the contract.

Five bids came in with Hacienda Inc. being the lowest, responsible bidder and the bid came in under budget allowing us to do the playground in full and acrylic coat the basketball court. The project is to be completed by December 1, 2026. The PDOP will be purchasing the surface playground, splashpad equipment, etc., with the availability for a 10% allocation towards any change orders. The Board questioned with the higher costs bids have been coming in recently, why this bid would be under budget and they were told that due to the way projects have been bidding the PDOP may have overestimated the costs. A motion was made by Commissioner Worley-Hood and seconded by Commissioner Wollmuth to approve the contract with Hacienda Landscaping, Inc. for a not to exceed amount of \$1,397,874.90 for the Longfellow Park



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Development Project and authorize the Executive Director to execute the contract. **The motion was passed by a roll call vote of 5:0.**

3. Maintenance Software Maintain X Contract Approval*

Commissioner Worley-Hood: I move that the Board approves a three-year contract between the Park District of Oak Park and Maintain X Enterprise Level Maintenance Management System, at an annual fee of \$27,300, and to authorize the Executive Director to execute the contract.

Staff have spent the last six months interviewing and evaluating different maintenance software companies and are excited to move forward with Maintain X to run the PDOP's work order management. The first year has a one-time implementation fee of \$6,000 with an annual cost of \$27,300 for 25 users/administrators. The Board had no questions from their previous questions at the November COW meeting. A motion was made by Commissioner Worley-Hood and seconded by Commissioner Onayemi to approve a three-year contract between the Park District of Oak Park and Maintain X Enterprise Level Maintenance Management System, at an annual fee of \$27,300, and to authorize the Executive Director to execute the contract. **The motion was passed by a roll call vote of 5:0.**

C. Recreation and Facility Program Committee

1. Festival Theatre Agreement 2026-2028 Approval*

Commissioner Lentz: I move that the Board approve the Affiliation Agreement with Festival Theatre and approve a contribution of \$12,000 from the Austin Gardens Trust. Executive Director Arnold reminded the Board that the \$12,000 would go towards extending Festival Theatre's apprenticeships, camps, and wages of the actors. \$50,000 from the trust would also go towards a new sound system. The Board were excited for the new sound system for the upcoming plays. A motion was made by Commissioner Lentz and seconded by Commissioner Wollmuth to approve the Affiliation Agreement with Festival Theatre and approve a contribution of \$12,000 from the Austin Gardens Trust. **The motion was passed by a roll call vote of 5:0.**

VIII. NEW BUSINESS – None

IX. COMMISSIONER'S COMMENTS

Commissioner Wollmuth: Has been working with Executive Director Arnold on finding a location in Pleasant Home for an accessible bathroom and he appreciates the patience and persistence to get there.

Commissioner Lentz: Informed every one of Seven Generations Ahead upcoming meeting and that they all would be receiving a post card. The meeting would be taking place 3:30pm-5:30pm so high school students can participate in. She stated last year's meeting was very interesting and finds it helpful to listen to what they are working on with sustainability. She also mentioned people are interested in the Field building.

Commissioner Worley-Hood: He attended the WSSRA fundraiser and enjoyed it very much. He also attended the AYSO meeting and informed the Board they are incorporating a field fee into fees going forward. They have sent emails to all members that a \$15 per registration fee would be ongoing to help with projects in the future.



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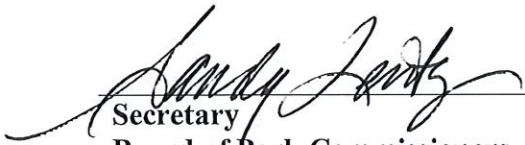
Commissioner Onayemi: Attended the IGOV meeting with a presentation from Cheryl Holt, CMHB explaining their collaborations with various taxing bodies, trainings they do, etc., and had very positive reactions to their location in the CRC stating it was a very supportive location. The Forum Assessor discussed the impact of the taxing and levy on the community and encouraged the entities to communicate. Matt Fruth will be coming to a future meeting to discuss being an elected official and what a candidate would be encountering.

President Porreca: Attended the staff Gold Medal Celebration at the CRC which was great fun with a large crowd in attendance and all the areas were open for everyone to enjoy.

X. CLOSED SESSION – None

XI. ADJOURNMENT

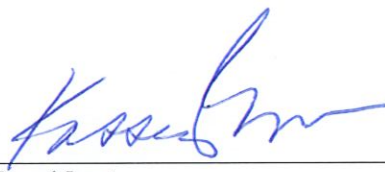
At 8:07pm, the Regular Board Meeting was adjourned. **The motion was passed by a voice vote of 5:0.**



Secretary
Board of Park Commissioners

December 18, 2025

Date



President
Board of Park Commissioners

December 18, 2025

Date

